

AGENDA
Richmond Regional Planning District Commission
February 14, 2019
9:00 a.m.

RRPDC Board Room
9211 Forest Hill Avenue, Suite 200
Richmond, VA 23235

The RRPDC Executive Committee meeting will convene at **8:15 a.m.**

Call to Order9:00 a.m.
Pledge of Allegiance
Certification of Quorum

1. ADMINISTRATION

A. Additions or Changes to Order of Business

B. Public Comment Period

Speakers may address the Commission for up to three (3) minutes on any matters relevant to the body. Each is requested to give their name, locality in which they reside, and if appropriate, the organization they represent.

C. December 13, 2018 Meeting Minutes (Tab 1)

Action Requested: Motion to approve the minutes from the December 13, 2018 meeting.

D. Chair's Report

1. Welcome New Member(s)

- Gregory Baka, Henrico County Planning Commission – replaces Sandra Marshall

2. NADO Innovation Awards and Washington Policy Conference

E. Standing Committee Reports: Membership and Status

1. Audit/Finance/Facilities Committee – Dr. Spagna, Chair

a. Financial Report (Tab 2)

Action Requested: Motion to accept the monthly financial report as presented for file.

b. Revised FY19 Budget (Tab 3)

During the December meeting, staff recommended that the revised FY19 budget presentation be deferred until February in order to allow staff time to close the second quarter billing cycle and provide a more accurate budget to members.

The revised FY19 budget was presented to and reviewed by members of the Audit/Finance/Facilities Committee during their meeting on January 22.

Action Requested: Motion to approve the Revised FY19 Budget as presented and as recommended by the Audit/Finance/Facilities Committee.

2. Public Outreach and Engagement Committee – Mr. Nordvig, Chair

3. Operations Committee – Reverend Nelson, Vice Chair

F. Executive Director’s Report and Highlights (Tab 4)

1. Introduction of New Staff Members

2. Strategic Plan Update

2. **UNFINISHED BUSINESS**

3. **NEW BUSINESS**

4. **OTHER BUSINESS / ANNOUNCEMENTS**

5. **ADJOURN**

RICHMOND REGIONAL PLANNING DISTRICT COMMISSION
Minutes of Meeting
December 13, 2018

Members and Alternates (A) Present

Parker Agelasto City of Richmond
Nolan Blackwood (A) City of Richmond
Tim Davey Chesterfield County
Steve Elswick Chesterfield County
Kimberly Gray City of Richmond
Mike Gray City of Richmond
Leslie Haley Chesterfield County
Jim Holland Chesterfield County
Dorothy Jaeckle Chesterfield County
Angela Kelly-Wiecek Hanover County
Kristen Larson City of Richmond
Susan Lascolette Goochland County
William Mackey Henrico County
John Moyer New Kent County
Tyrone Nelson, Vice Chair Henrico County
Patricia O'Bannon Henrico County
Patricia Paige, Secretary New Kent County
Dan Schmitt Henrico County
George Spagna, Treasurer Town of Ashland
Frank Thornton Henrico County
Randy Whittaker Hanover County
Christopher Winslow Chesterfield County

Others Present

Eric Gregory Hefty, Wiley and Gore
Maureen Hains Office of Delegate Dawn Adams
Peter Stephenson Virginia Municipal League Insurance Programs
Jill Swinger Warren Whitney

Staff Present

Martha Shickle Executive Director
Julie Fry Executive Assistant
Katherine Busser RRPDC Consultant

Call to Order / Pledge of Allegiance

Vice Chairman Nelson called the regularly scheduled December 13, 2018 RRPDC meeting to order at approximately 9:10 a.m. in the RRPDC Board Room. He then led members in the pledge of allegiance to the flag.

Certification by Commission Executive Director of Meeting Quorum

Ms. Shickle, RRPDC Executive Director, reported that a quorum of members was not present at this time. Vice Chairman Nelson said members will bypass any agenda item requiring action and return to it once a quorum is reached.

Vice Chairman Nelson reported that Dr. Newbille has a conflict this morning and is unable to attend the meeting.

I. ADMINISTRATION

A. Request for Additions or Changes to the Order of Business

Vice Chairman Nelson asked if there were any requests to change the agenda or order of business.

As there were no requests to change the agenda, Vice Chairman Nelson said the agenda will stand as presented.

B. Open Public Comment Period

Vice Chairman Nelson opened the public comment period, noting that if anyone wished to address the members they should please stand and provide his or her name, locality of residence, and, if appropriate, the name of any organization being represented. Vice Chairman Nelson asked that any speaker please limit comments to three minutes, and organizations should limit their comments to five minutes.

As there were no requests from the public to address members of the Board, Vice Chairman Nelson closed the public comment period.

C. November 8, 2018 Meeting Minutes (Item bypassed until a quorum is reached)

D. Financial Report

Vice Chairman Nelson said he would like to begin discussions on the financial report and hold a vote to accept the report until a quorum is reached.

Ms. Shickle said she will ask Ms. Swinger to review the current financial report.

Ms. Swinger reported that what is included in the agenda packet, under Tab 2, shows the report for October and year-to-date. The format of the report is not final. Staff is working with the Audit/Finance/Facilities Committee to refine the format in order to provide as much transparency as possible. She said she also prefers to provide as much detail as possible. She noted that work is being concentrated on increasing revenue, which is done by having a full staff complement whose work can be charged back to grants as applicable. Ms. Swinger said she conducts a daily analysis on transportation funding to determine revenue received each day. She reported this revenue has been increasing. She noted that her analysis worksheet is not included in what is being presented to members.

Ms. Swinger said that overall revenue is down, but expenses are down as well. She said on the second page of the report, a deficit is shown. A monthly budget becomes more accurate as time moves ahead. Ms. Swinger said at this time, the surplus trend for November is increasing slightly. She said she feels that the agency is making progress in right-sizing itself. A review of second quarter results will be given to the Audit/Finance/Facilities Committee when it meets in January. Ms. Swinger said her goal is for the agency to break even by the end of the current fiscal year.

Ms. O'Bannon said she had some members of the Henrico County finance department review the budget. She said Henrico staff is not recommending that the report be accepted due to "...insufficient information on the reserve fund, and no specifics on how to address the gap between revenue and expenses..." Ms. O'Bannon said she is a member of the Audit/Finance/Facilities Committee, and she's not sure why no information on the reserve fund has been presented. She said her concern continues to be with the use of the reserve fund; the reserve fund is required to be maintained until members of the Board take action to eliminate it.

Ms. O'Bannon said the amount of rent being paid for the office space is considered an amount for Class A space. The current space is a Class B facility. She said it seems nothing is being done to address the continued use of the reserve funds to meet operating expenses. Ms. O'Bannon said she appreciates the work being done to bring the agency to a break even point by the end of the fiscal year. However, she still has concerns about actions being taken with regard to expenditures.

Ms. O'Bannon further requested that more information be provided on staff members who have been hired. As planners are hired, their salaries can be covered in large part by grant reimbursements. She said she feels that many of the member jurisdictions have had to give up some type of assistance that should be offered by the agency due to the decreased staff level.

Ms. O'Bannon said she hopes that, at the end of the fiscal year, there is not a request to increase member dues. She noted that as Mr. Hinson stated, a one-time infusion of funds might be acceptable, but members still need a full accounting of how funds are being spent. Ms. O'Bannon said the Audit/Finance/Facilities Committee identified several options for reducing expenditures, and she has not seen any progress on those options. She asked if a list of specific expenditures can be provided.

Ms. Swinger said information on the reserve funds is not included in the report because she herself does not understand how the agency views these funds. She said there are some revenues that cannot be added to the reserve fund and some that can be added. Ms. Swinger said she needs to get a better understanding of how this is handled. She said she would like to present the information she has to the Audit/Finance/Facilities Committee next month. She said she agrees that a balance sheet should be included with the financial report, and she reported there is ample cash on hand to handle all expenses.

Ms. Swinger said she believes the Audit/Finance/Facilities Committee needs to have a chance to review the information prior to any presentation to the full Board. She said previous financial reports provided to members over the years were not as accurate as she would like to have seen them. Now that the budget is being tracked on accrual based accounting, information is more detailed and accurate. She asked for members' patience as staff works with the Audit/Finance/Facilities Committee on the financial reports. Ms. Swinger said staff is also working with Kathy Seay, Hanover County's Finance Director, to help identify key areas for review. Ms. Swinger said she is seeing positive results each month. Each option to address the deficit has a process that should be followed. Ms. Swinger said the priority for the agency is to bring the staff levels back up to a full complement.

Ms. Shickle said she'd like to try to address some of the concerns raised by Ms. O'Bannon. Ms. Shickle said she met with the CAOs/Managers of Chesterfield, Hanover, and Henrico Counties on November 16 to have this very discussion. At that meeting, it was agreed to bring in Ms. Seay on a weekly basis to help Ms. Swinger and staff identify suggestions that can be brought to the Audit/Finance/Facilities Committee in January. One of the options is to have a one-time infusion of funds from the member localities to bring the reserve funds back up to the \$1 million level. She said all of the CAOs/Managers have participated in the same type of discussion over the last 60 days. Another meeting is scheduled for this afternoon. Ms. Shickle said she will also follow up with them in January. Ms. Shickle said the CAOs/Managers said the one-time infusion may be better received than a slight dues increase over a specific time period. She said Ms. Seay is working with her counterparts as well to develop a plan for this approach.

Ms. Shickle said about a year ago, legal counsel reviewed the current lease agreement and reported that there is not a good option to end the lease early. A payment for the remainder of the lease period could be made to break the lease before the end of the term. There is not a lot of language in the lease that addresses the maintenance and upkeep of the facility. An announcement was provided to staff last month that CBRE-Richmond, the current property management company, is leaving the Richmond market. The new property management company will be Colliers. The current contact personnel for CBRE will transition to Colliers. Earlier this year, the property management company was agreeable to the new sublease provisions. Ms. Shickle said she believes significant work would need to be undertaken to determine how to end the lease early. Mr. Gregory concurred with Ms. Shickle's assessment.

Mr. Holland asked for the duration of the lease and the amount that would be needed to break the lease prior to the end of the term. Ms. Shickle said the lease runs until October, 2022. She said she believes the agency would need to pay the amount for the remaining term or find another subtenant to take over the lease.

Ms. Shickle said she has received confirmations on hiring offers that had been extended to applicants earlier in the month. She announced that a Planner II position will begin on December 17 – Nick Tafelsky. He is relocating to the area from Culpeper. A new temporary, part time employee, Nelson Reveley, will join staff to assist with two transportation studies that are being undertaken. A scope of work is being developed with the Department of Rail and Public Transportation (DRPT) for these studies. Another new employee is Mark Bittner, who currently works for the Crater PDC. He will begin work on January 28. Mr. Bittner has a diverse background in planning as well as information technology and GIS. A new Director of Transportation will begin on February 1 – Chet Parsons. Mr. Parsons has agreed to come to the agency in mid-January to meet with staff and to help with RRTPO Board meeting agenda preparations. Ms. Shickle said the agency is continuing to actively recruit additional planners.

Ms. Shickle said an effort has been made to transition staff work assignments to help move the Transportation work program forward. A staff time allocation model has been developed that will provide a clearer picture as to where staff is spending work hours. This will be reported quarterly.

Ms. Shickle said the financial report shows some line items that are ahead of budget allocations. The agency is currently at 81 percent of forecasted revenues and at 86 percent of forecasted expenses. She said the agency is at 90 percent in salary forecasts, 103 in contracted expenses, and 108 percent in supplies. Some of these are due in part to the expenses being due at the beginning of the fiscal year. This is also true with insurance premium payments.

Staff continues to analyze banking fees to make sure the agency is paying fees for services it needs. High advertising costs will not reoccur as these related to aggressive recruitment efforts. Contracted services were higher in October for additional time spent by Ms. Swinger to work with the auditors. Computer operations expenses are tracking higher as a result of the end of one managed services agreement on November 4 and the need to extend that contract while negotiations are ongoing for a new vendor. The new contract has been reviewed by legal counsel. Once this is finalized, computer hardware expenses can be lessened as the agency moves into a more virtual, cloud-based environment. Ms. Shickle said when the financial report is brought back in February, it should show an increase offset by other expense items, especially in computer operations.

Ms. Shickle said she has not been as focused on printing expenses, which is another area members of the Audit/Finance/Facilities Committee suggested as an area to decrease expenses.

Mr. Holland said he appreciates the fact that Ms. Shickle has met with the CAOs/Managers to hear their suggestions and ideas. He said as of October, he sees a net income of \$27 thousand. He asked if this was on an accrual basis. Ms. Swinger said that was correct. He said he would like to see information on variable expenses to see how these can be reduced or avoided altogether. Mr. Holland said he agrees that the agency needs to continue to work on right-sizing.

Ms. O'Bannon said she would like to recommend that staff speak with the property managers to see if they have another location available at a lesser rate. She said she knows the only limitation is that the office must be located within the City of Richmond. Ms. O'Bannon said she knows that lease renegotiations can also result in better rent rates. She feels the rent should be a priority as it is the largest expense for the agency.

Ms. O'Bannon asked about the costs for the agency's 50th anniversary celebration and if those costs are reflected in the financial report. Ms. Shickle said no funds have been used for the celebration specifically. She said investments have been made in the marketing/branding/website development efforts. She said the Public Outreach and Engagement Committee will meet following this morning's Board meeting to receive an update on those efforts.

Ms. O'Bannon said she knew that a decision had been made on a 50th anniversary celebration before the current financial situation was brought forward. She said she does not think the agency needs to spend money on what she would consider a frivolous expenditure. Ms. O'Bannon asked if Ms. Busser was volunteering her time to help with the 50th anniversary celebration.

Ms. Shickle said Ms. Busser volunteered her time for the majority of the last fiscal year to facilitate the strategic planning process. In May, Ms. Shickle asked Ms. Busser to join the agency's staff through December in order to assist with the implementation of the strategic plan. She is also managing the website project and negotiations with the new IT managed services vendor.

Ms. O'Bannon clarified that Ms. Busser is working through the end of December. Ms. Shickle said that is the current agreement with Ms. Busser. Ms. O'Bannon asked if the work Ms. Busser is doing now is on a voluntary basis. Ms. Shickle said Ms. Busser was brought on as a member of staff to assist with the website project and IT negotiations. The current term is through the end of December.

Ms. O'Bannon said she would go back to what Ms. Swinger said and reiterate that the agency needs to concentrate on hiring staff who can help bring in revenue. She said the services provided to the jurisdictions by the agency are important, especially to the small jurisdictions. She said if work is being put off because the agency does not have adequate staff, there will be other impacts such as the loss of certifications. She said she's glad to hear new staff members have been hired. She asked Ms. Shickle if there was a list of projects that had to be delayed while staff levels have been low.

Ms. Jaeckle said during this morning's Executive Committee meeting, it was reported that a lot of the financial reporting is being reevaluated to ensure it is accurate going forward. She said she would like for the Audit/Finance/Facilities Committee to continue its work and to bring back suggestions on how to best address the current budget shortfall and how to prevent a similar situation in the future. Ms. Jaeckle said she believes that additional research should be done to discover when the financial reports began providing less than full information.

Ms. Shickle said she is not prepared to say that any financial reports presented previously were inaccurate or contained falsified information. She said the format of the reports was not as good as it could have been to keep the Board members informed with regard to revenue and expense details. She said the agency has been losing revenue for 14 years and running an annual deficit for the same amount of time. Ms. Shickle said she has been working to ensure that members see the whole picture with regard to the agency's finances. She said how staff spends time is directly related to revenue. There have been several intentional staff changes to address this issue. Some of the changes have been related to staff leaving to accept other positions.

Ms. Shickle said she believes all of these factors have played a role in bringing the current financial situation to the forefront. Ms. Shickle said she welcomes any suggestions members have to help address the problem. She said the localities have been very gracious in their assistance. She said she does not think everything can be solved with grants. There are operational issues that have been addressed, which caused expenditures that were not expected. She said she's encouraged to hear that Ms. Swinger is optimistic about the agency's financial position going forward.

Ms. Shickle said she agrees there is more work to complete and noted that the Executive Committee has received more detailed information on what staff is doing to address the problems.

Vice Chairman Nelson asked if there were any other questions.

Mr. Thornton said he would like to suggest that as the staff levels are addressed, attention be given to the need for diversity and inclusion.

Ms. Gray said she would like to see a listing of all contractual agreements with the contract terms, costs, and, if the contracts are renewable, when that renewal takes place. She said she would also like to know how data will be maintained and protected as the agency moves toward a cloud-based environment. She said cost impacts of this new environment need to be reviewed as in many cases, costs increase as the amount of stored data increases.

Mr. Agelasto asked if there is a lag time for staff work reimbursement. Ms. Shickle said reimbursements are made quarterly. He said he would like to see this information on a balance sheet to show when the funds were expended and when reimbursement is expected. Ms. Shickle said transitioning to accrual based accounting is providing an opportunity for these expenses and reimbursements to be better tracked. Ms. Swinger added that each

month she maintains a record of all work completed as a receivable. The work is billed quarterly.

Vice Chairman Nelson said he'd like to bring this discussion to a close in consideration of the time and remainder of agenda items to be discussed. As a quorum is in attendance, he asked if there was a motion to accept the financial report as presented. Dr. Spagna so moved and the motion was seconded by Ms. Paige. There was no additional discussion and the motion carried. Ms. O'Bannon voted against the motion. Ms. Kelly-Wiecek and Mr. Agelasto abstained from the vote as they were late arriving and missed some of the discussion.

Vice Chairman Nelson said if any members would like to join the Audit/Finance/Facilities Committee, to please reach out to Dr. Spagna. He said the reason the committees were formed was to have these types of discussions and to develop suggestions and ideas to bring to the full body. He said he spoke with Mr. Vithoulkas recently about the agency's financial status and was told that progress was being made.

Vice Chairman Nelson said now that a quorum is in attendance, he'd like to go back to Item I.C. – November 8, 2018 Meeting Minutes.

I. ADMINISTRATION

C. November 8, 2018 Meeting Minutes

Vice Chairman Nelson said if there are no corrections, he'd ask for a motion to approve the minutes of the November 8, 2018 meeting as presented. Ms. Gray so moved and the motion was seconded by Ms. Jaeckle. There was no discussion and the motion carried unanimously.

Vice Chairman Nelson said he would like to move around on the agenda as there are some members who need to leave in order to meet other commitments. He said he would like to skip Item I.F. – Standing Committee Reports for now and will come back to the Executive Director's Report as well.

E. Chair's Report

Vice Chairman Nelson said it is customary to cancel the January meetings in order to allow member jurisdictions the opportunity to make any changes to their membership appointments during organizational meetings held in January. He said the Executive Committee voted earlier today to recommend cancellation of both meetings. Vice Chairman Nelson asked if there was a motion to cancel the January 10, 2019 Executive Committee and full RRPDC Board meetings. Ms. Kelly-Wiecek so moved and the motion was seconded by Ms. Gray. There was no discussion and the motion carried unanimously.

III. NEW BUSINESS

A. Draft FY20 Budget

Vice Chairman Nelson asked Ms. Shickle to provide this presentation to members.

Ms. Shickle said the report is included under Tab 4 of the agenda packet. She said she will try to incorporate the comments she received from Executive Committee members during the same presentation they heard during this morning's meeting.

Ms. Shickle said the FY17 amounts shown are those reported in the FY17 audit. She said these are actual amounts, as are the FY18 amounts. Ms. Shickle noted that the chart of accounts is being cleaned up and consolidated in some instances to ensure that all amounts are coded to the right category.

Ms. Shickle said the report being presented provides some historical context as FY18 was a bit of an anomaly. She said during the February meeting, a proposed FY19 amended budget will be presented. Staff wanted to close out the second quarter prior to the presentation in order to have the most up to date information. The amended budget will be presented to members of the Audit/Finance/Facilities Committee in January. The Bylaws require that a budget for the upcoming fiscal year be presented to the full Board in December.

Ms. Shickle said the largest source of funding for the agency comes from the RRTPO program. These funds are divided into three sources – 80 percent from federal funding; 10 percent from state funding; 10 percent from local match funding paid from the special assessment for TPO funding and RRPDC member dues. Ms. Shickle said these amounts are being estimated at this time as final amounts will not be known until March. She and Ms. Swinger reviewed transportation funding from FY12 through the present to identify a funding trend to apply to FY20 funding estimates. She said a conservative approach was taken. The one known amount is the carryover in FY17 Planning Funds (PL); this funding carries over every other year. The amount was calculated at the end of FY18 and carried over into FY20.

Ms. Shickle said the Coastal grant from the Virginia Department of Environmental Quality (DEQ) and the emergency management grant from the Virginia Department of Emergency Management (VDEM) are fairly firm amounts as they have either already been agreed to or are continuing grants. Emergency management funding was increased this year as the result of a consolidated regional grant application. She said going forward, this approach can assist with diversification of funding sources.

Under State Funding, the first two lines are the 10 percent match which travels with the federal funds. The Rural Planning funds are from a renewable grant; the award notice has not been received but staff feels confident that the funds will be awarded. The General Assembly will take action during the upcoming session on the state appropriation amounts.

For Local Funding, information has been submitted to the localities for annual membership dues based on preliminary population figures. This information also included the TPO and Capital Region Collaborative assessments. These amounts will be confirmed through the local budget processes.

Line 4360 refers to funds received via a Memorandum of Understanding with the Friends of the Lower Appomattox River (FOLAR) for a position approved by the Board in October. This is a new revenue source for two-thirds of this fiscal year and all of FY20.

Ms. Shickle said that, historically, there have been no amounts budgeted for interest income or income received from the restitution payment agreement with a former employee. These are fairly nominal amounts.

Ms. Kelly-Wiecek asked for clarification on state funding. She asked why the first two lines were not reported in FY17 or FY18. Ms. Shickle said in previous budgets, these amounts were reported as part of the federal funding amounts. She said staff is trying to be more transparent in the sources of funding.

Ms. Shickle said moving on to Expenses, staff is showing in the 6000 line series what is anticipated with full staffing. The document was created prior to confirmation of some new hires, but the salaries projected do fit within the final offered and accepted salary amounts.

Amounts for insurance are estimated as these will not be confirmed until March and April.

Modest increases are shown under Professional Fees for continuation of contracted positions such as the auditors and Human Resource assistance. Organizational dues have been consolidated into one line item. On previous budgets, these expenses were broken out into travel and training. Other expense lines are being estimated in a similar fashion and are consistent with prior years.

Passthrough and matching funds continue to show funds available through the transportation program's Regional Surface Transportation Planning (RSTP) funds. These funds are used for such things as the travel demand model work. Funds on line 7452 relate back to the VDEM revenue shown on the previous page. Other passthrough funding is associated with transportation work, and it is hoped that the TPO Board will approve use of these funds for other consultant work on projects that are temporary in duration. This will prevent the agency from having to hire temporary staff for the duration of the project.

Under Infrastructure, the rent expense nets out the sublease income and rent escalation.

Ms. Shickle said the insurance costs are based on current premiums. Staff hopes to release a request for bids to secure more cost efficient coverages.

Ms. Shickle asked if there were any questions.

Mr. Agelasto asked for clarification on the amounts included for Board travel. Ms. Shickle said last year funding was provided for some Board members to attend the InterCity Visit and the Virginia Association of Planning District Commissions conference. She said Dr. Newbille attended the National Association of Development Organizations conference in October with Ms. Shickle. Ms. Shickle also reported that RRPDC covered the costs for Ms. Cabell to attend this year's InterCity Visit in her capacity as Co-Chair of the Capital Region Collaborative. She said it was a common practice in the past to assist with these types of travel expenses.

Mr. Agelasto said he did not realize that these expenses were being paid by the agency and not by the local jurisdiction. Ms. Shickle said some of the smaller jurisdictions may not include such expenses in their budgets. Mr. Agelasto asked if Ms. Cabell's travel expenses were grant supported. Ms. Shickle said the funds were taken from the agency's general fund.

Ms. O'Bannon asked for clarification on the restitution payment listed on line 5020; she noted that some members may not be aware of this payment. Ms. Shickle said the agency does receive a monthly, court ordered restitution payment for an incident that occurred in the 1990s.

Ms. O'Bannon added that the Executive Director of the agency at the time received a phone call from the agency's insurance company asking if the agency wanted to add coverage for its fleet cars. The Executive Director said the agency did not own a fleet of vehicles, and it was discovered that the staff member in question had used agency funds to purchase vehicles for his family members in addition to purchasing a farm. Ms. O'Bannon further reported that he was working with his wife, who was employed by a local bank, to wash checks and deposit funds that had been made payable to the agency into a personal account. After fleeing to Texas, he was captured and returned to Richmond for trial. He did serve some time in jail and was ordered to pay restitution to the agency.

Mr. Holland asked for the amount of rent escalation for each year. Ms. Shickle said she did not know that percentage but could provide the information to Mr. Holland at a later time.

Ms. Kelly-Wiecek said she'd like more information on the salaries and contracted services line items. In FY17, wages were \$1.67 million and dropped to \$1.49 million in FY18. She said she knew of at least two personnel changes that could account for the difference. In FY17, there were no contracted services. In FY18, contracted services expenses were \$69 thousand. Ms. Kelly-Wiecek said she assumed some of these costs were to assist with projects due to staff changes. Contracted services in FY19 are budgeted at \$100 thousand, and are budgeted at \$142 thousand in FY20. She said she does not see a corresponding drop in such expenses as payroll taxes, benefits, etc. She said as wage costs go down, she would expect to see a corresponding drop in other personnel related costs. Contracted positions are not revenue generating positions. Ms. Kelly-Wiecek said she's concerned about how these costs are being managed. She said she does not think the agency has reached a good balance between full time staff and contracted services.

Ms. Shickle said she will work with Ms. Swinger to ensure on the next report these expenses are shown in more detail.

Vice Chairman Nelson said he would like to have a vote on the budget before a quorum is lost. He asked if there was a motion to accept the FY20 budget as presented. He said the Executive Committee recommended approved of the FY20 budget during their meeting this morning. Mr. Holland made a motion that the draft FY20 budget be approved as presented. The motion was seconded by Ms. Haley. There was no additional discussion and the motion carried. Ms. O'Bannon voted against the motion.

Ms. Jaeckle said she will assume that if any changes are made by the Audit/Finance/Facilities Committee to the budget when they meet in January, these changes will be reflected in the next presentation to the full Board. Ms. Shickle said that was correct. Ms. Shickle said an amended FY19 budget will come to the Board in February, and a final FY20 budget will be presented to members in May or June.

Ms. Gray said she knows that the Bylaws require a budget be reviewed in December and she appreciates this review. She asked if this was a challenge for staff to prepare. Ms. Shickle said some of the localities ask for a draft budget so they can have information that will be related to their own budget preparations.

I. ADMINISTRATION

E. Chair's Report (continued)

Vice Chairman Nelson said he would like to recognize the new member of the Henrico County Board of Supervisors, Mr. Dan Schmitt, who represents the Brookland District. He welcomed Mr. Schmitt to the RRPDC Board. Mr. Schmitt said he appreciated the opportunity to participate.

Vice Chairman Nelson also recognized Mr. Pete Stephenson, who works with the Virginia Municipal League in their insurance operations.

F. Standing Committee Reports

1. Audit/Finance/Facilities Committee – Dr. Spagna, Chair

Dr. Spagna reported that the committee will meet in January to review the second quarter numbers and amended FY19 budget. This information will be presented to members of the Board in February.

2. Public Outreach and Engagement Committee – Mr. Nordvig, Chair

Vice Chairman Nelson said no report will be provided as Mr. Nordvig was unable to attend today's meeting.

G. Executive Director's Report

Ms. Shickle said, as she announced earlier, there are four new staff members joining the RRPDC team over the next month.

Ms. Shickle reported that the new Standing Committees are part of the strategic planning work being implemented. The Public Outreach and Engagement Committee will meet briefly following this meeting in order to review new visuals related to the website development.

Ms. Shickle noted that the agency has been invited to apply for grant funding from the Virginia Housing Development Authority (VHDA) to support the small jurisdictions in a regional housing plan that will accompany the regional housing plan being undertaken by the large jurisdictions. Staff has also reached out to the small jurisdictions regarding opportunities for technical assistance projects during FY20.

Ms. Shickle said she would like to provide some time to Ms. Fry, who would like to share some news with the Board. Ms. Fry announced that she had provided notice to Ms. Shickle on November 1 of her intention to retire from her position with RRPDC effective April 1, 2019. She said she and her husband are making plans to relocate to New Mexico to spend their retirement years. Members of the Board congratulated Ms. Fry with a round of applause.

Vice Chairman Nelson said that Ms. Fry shared with the Executive Committee that she has worked with the RRPDC for fourteen years. He said that Ms. Shickle will work with Ms. Fry to develop a plan to transition her role within the agency. He thanked Ms. Fry for her years of service to RRPDC.

Ms. Shickle said the agency seems to function as a launching pad for staff members to take the next step in their careers. She announced that Ms. Sarah Rhodes has been offered and has accepted a position with VDOT, where she will support the statewide RSTP and CMAQ programs. This will allow her to maintain contact with the agency. Her last day with RRPDC will be on January 24.

Ms. Shickle also reported that Ms. Brenda Stone-Cannaday has announced that, due to health issues, she plans to limit her time with the agency over the next month. She has worked with the agency in a part time capacity as the HR Coordinator over the past two years. After she finishes projects she's been working on, she will only be available in a consulting role to assist with special projects.

Ms. O'Bannon asked if the agency has exit interviews with staff who leave. Ms. Shickle said the agency does conduct exit interviews and has received good feedback from these interviews. She said many of the suggestions have been incorporated into changes that are being made within the agency.

Vice Chairman Nelson said he does see RRPDC as a launching pad for employees. Many former staff members are now working for state agencies. He said there is good news in the fact that staff members can move on to advance their chosen career paths following their time with the agency.

II. UNFINISHED BUSINESS


Vice Chairman Nelson said there is no unfinished business to bring before members.

IV. OTHER BUSINESS

No other business was identified to bring before the Board.

V. ADJOURN

As there was no additional business to bring before the Board, Vice Chairman Nelson wished members a happy holiday season and adjourned the meeting at approximately 10:25 a.m.



Martha Shickle
Executive Director

Tyrone Nelson
Vice Chair

Richmond Regional Planning District Commission
Financial Report: December 31, 2018

The financial statements were prepared and reviewed by the Audit, Finance, and Facilities Committee on January 22, 2019. Committee members Holland (Chesterfield), O'Bannon (Henrico), Peterson (Hanover) and Chairman Spagna (Ashland) were present. Members reviewed a detail Profit and Loss statement as well as a Balance Sheet for the period ending December 31, 2018 and advised staff in developing summary statements and a narrative report for inclusion in the February Commission meeting agenda packet. Below is information that may be useful in reviewing the financial statements.

Profit & Loss Budget Performance

This statement provides an overview of Year-to-Date Actual revenues and expenses (Column A) compared to the Year-to-Date (YTD) budgeted revenues and expenses (Column B) for Fiscal Year 2019. The Year-to-Date Budget (Column B) for all revenues and expenses is one-twelfth the total Annual Budget (Column E) for each line item.

The Variance (Column C) is calculated by subtracting the Year-to-Date Actual (Column A) revenue or expense line from the Year-to-Date Budget (Column B) for the same line.

The percentage of YTD Budget (Column D) is calculated by dividing YTD Actual (Column A) revenues and expenses by YTD Budgeted (Column B) revenues and expenses.

The notes at the bottom of the Profit and Loss Budget Performance Statement are intended to give quick explanations of Variances (Column C).

Revenue:

Year-to-date operating revenue was \$235,000 under the budgeted revenue or 84 percent of the Year-to-Date Budget.

The majority of this deficit is due to open positions and lagging pass-through consultant and purchasing contracts scheduled to launch in the second quarter of the fiscal year. Most open positions have been filled, and new staff members are scheduled to begin work in January and February in the agency's Transportation program area, which is supported through federal and state funding for urban and rural planning. Once the positions are filled, the agency will regain ability to draw available funds for actual and indirect expenses through current grant awards. In addition, Emergency Management pass-through income is approximately \$90,000 under budget, which is also reflected in the same under-budget position for expenses (line 13). This lag is primarily due to timing of the grant awards and initiation of these projects.

There is a slight increase in funding resulting from the new partnership with Friends of the Lower Appomattox River (FOLAR). The funding agreement was not budgeted and added \$14,000 to the year-to-date revenues. These and unbudgeted funds generated through interest and restitution payments from a former employee create a small offset to the lagging state and federally funded reimbursements.

Expense:

Year-to-date operating expenses were \$200,000 below the budgeted levels or 86 percent of the Year-to-Date Budget.

Open grant-supported positions were the major driver of the favorable expense position and is reflected on line 10. These open positions combined with the \$90,000 in yet-to-be expended Emergency Management passthrough expenses noted above are the primary factors in reduced expenditures for the period. Professional fees are slightly higher than the Year-to-Date projection mostly because the audit fees are paid once annually following the completion of services each fall. Office Expenses are higher than the Year-to-Date expenses due to overlapping contracts for IT Managed Services in November and December following release of the Request for Proposals (RFP) and selection of a new provider this year.

Non-operating Expense:

Included in Capital Expense Projects is the remaining website design work and some small office-related equipment purchases. Remaining \$10,000 are forecasted for the balance of the year to complete the website development project.

Net Ordinary and Total Net Income/Loss:

The agency has improved its financial position since September 2018. The first quarter financial statements reported a Year-to-Date (through September 30, 2019) total net loss of \$56,202.55. As of December, the total net loss is \$32,150.49, representing a reduction in losses of \$24,052.06 for the first six months of the year.

Balance Sheet

The summarized Balance Sheet provides an overview of the assets, liabilities and fund balance as of December 31, 2018.

The Fund Balance of \$830,698 consists of Fixed Assets of \$81,888 and Unrestricted Reserve of \$748,810. The agency concluded FY18 with an Unrestricted Reserve of \$780,960 which has been reduced by the first six months' to-date net loss of \$32,150 to arrive at the December 31 Unrestricted Reserve of \$748,810.

As a note, the Audit, Facilities and Finance Committee will also recommend approval of a revised FY2019 Annual Budget which projects a neutral position by the end of the fiscal year resulting a very modest net loss for the year. The progress year to date to close the gap between revenues and expenses supports this projection. The anticipated Unrestricted Reserve Balance projected at June 30, 2019 is expected to be unchanged from June 30, 2018. The Committee recommends approval of the Financial Statements for the period ending December 31, 2018.

Richmond Regional Planning District Commission Profit & Loss Budget Performance

Results from July through December 2018

	Column A	Column B	Column C	Column D	Column E
	Jul - Dec 18 YTD Actual	Jul- Dec 18 YTD Budget	Variance	% of YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
4100 · Federal Funding	700,066.93	908,822.74	-208,755.81 (1)	77.03%	1,817,645.48
4200 · State Funding	138,802.55	183,568.42	-44,765.87 (1)	75.61%	367,136.80
4300 · Local Funding	383,452.21	370,328.67	13,123.54 (2)	103.54%	740,657.43
4400 · Other Contributions	0.00	0.00	0.00	0.0%	0.00
5000 · Other Income	5,712.99	0.00	5,712.99	100.0%	0.00
Total Income	1,228,034.68	1,462,719.83	-234,685.15	83.96%	2,925,439.71
Expense					
6000 · Salary & Wages	843,601.22	968,761.16	-125,159.94 (3)	87.08%	1,937,522.06
7100 · Professional Fees	66,000.00	59,000.02	6,999.98 (4)	111.86%	118,000.00
7200 · Office Expenses	88,868.56	79,096.96	9,771.60 (4)	112.35%	155,063.32
7400 · Program Expenses	83,797.01	171,100.00	-87,302.99 (5)	48.98%	338,000.00
7600 · Infrastructure	128,856.43	132,154.85	-3,298.42	97.5%	264,960.65
Total Expense	1,211,123.22	1,410,112.99	-198,989.77	85.89%	2,813,546.03
Net Ordinary Income	16,911.46	52,606.84	-35,695.38	32.15%	111,893.68
Other Income/Expense					
Other Expense					
7900 · Capital Expense Projects	49,061.95	26,187.52	22,874.43 (6)	187.35%	52,375.00
Total Other Expense	49,061.95	26,187.52	22,874.43	187.35%	52,375.00
Net Other Income	-49,061.95	-26,187.52	-22,874.43	187.35%	-52,375.00
Net Income	-32,150.49	26,419.32	-58,569.81	-121.69%	59,518.68

- (1) Under budgeted revenue due to position vacancies; majority of open positions to be filled by 2/15
- (2) Over budgeted revenue due to new agreement with FOLAR
- (3) Under budgeted expenses due to position vacancies and delayed recruitment for Director of Finance
- (4) FY18 Audit Expenses; Conversion to new IT provider and some additional related expenses
- (5) VDEM pass-through expenses will increase in the 2nd half of FY 19
- (6) Website development primarily

Richmond Regional Planning District Commission Balance Sheet

Operating Balance Sheet 12/31/2018 (1)

ASSETS		
Current Assets		
Total Checking/Savings	756,106.38	
Total Accounts Receivable	431,995.55	(2)
Total Other Current Assets	21,099.77	(3)
Total Current Assets	1,209,201.70	
Total Fixed Assets	81,888.19	
TOTAL ASSETS	1,291,089.89	
Total Accounts Payable		
	57,930.91	
Total Other Current Liabilities		
	402,460.44	(4)
Fund Balance		
Fixed Assets	81,888.19	
Other Unrestricted Reserve	748,810.35	(5)
Total Equity	830,698.54	
TOTAL LIABILITIES & EQUITY	1,291,089.89	

Narrative on the 12/31/18 Balance Sheet:

- (1) The above balance sheet excludes long-term assets and liabilities for pension related items and compensated absences.
- (2) Accounts Receivable represents the second quarter grant billing for Oct-Dec 2018.
- (3) Other Current Assets include prepaid expenses and misc. receivable for grants not billed quarterly.
- (4) Other Current Liabilities include Accrued Payroll and Deferred Revenue (\$359K) for grant income not earned to date.

(5) Unrestricted Reserve - End of FY 18	780,960.84
Net Surplus (Deficit) YTD December 2018	(32,150.49)
Unrestricted Reserve - 12/31/18	748,810.35

Richmond Regional Planning District Commission
Revised Budget for Fiscal Year 2019

The revised budget was prepared by staff and reviewed by the Audit, Finance, and Facilities Committee on January 22, 2019. Committee members Holland (Chesterfield), O'Bannon (Henrico), Peterson (Hanover) and Chairman Spagna (Ashland) were present. The revised budget incorporates projections based on the Year-to-Date actual expenses and revenues as well as projections for the remainder of the year. Projections are based on confirmed funding agreements, negotiated contracts, and actual salaries and assignments for all positions expected to be filled through the end of the fiscal year. Staff developed a time allocation model that calculates the percentage of each position that is dedicated to a program area and corresponding funding source. The model includes actual data from the first six months of the year and forecasts the remaining six months. Below is information that may be useful in reviewing the Revised Budget.

Revised Budget

This statement provides an overview of Revised Budget revenues and expenses (Column A) compared to the Original Budget revenues and expenses (Column B) for Fiscal Year 2019.

The Variance (Column C) is calculated by subtracting the Original Budget (Column B) revenue or expense line from the Revised Budget (Column A) for the same line.

The notes at the bottom of the Statement are intended to give quick explanations of Variances (Column C).

Revenues:

Increases in Federal and State revenue sources are primarily a result of the September 2018 UPWP amendment increasing the total budget by \$370,000 with additional prior year carryover funds. This increase is offset by the vacant positions from the first half of the year. In addition, the new FOLAR (Friends of the Lower Appomattox River) partnership was approved subsequent to the original budget adding \$55,000 in revenue to the revised budget. This is a neutral revenue source as all funds are used to reimburse for salary and benefits expenses related to the new position.

Expenses:

Revised expenses consider the vacant and filled positions at actual salary/rates of pay and start dates. Also included are confirmed passthrough funds for special projects and consultant contracts. Finally, the revised budget includes costs for the IT conversion based on the negotiated contract and completion of the website project.

Revised Budget by Program

This statement provides a more detailed view of the revised budgeted revenue for each program area by funding source: Federal Grant Awards, State Grant Awards, General Assembly Appropriation, Local Assessments, and Other Awards. Note that the total revenue from this statement agrees with the Revised Budget revenue (line 27, column K).

Richmond Regional Planning District Commission Revised Budget FY 19 Compared to Original Budget FY 19

	Column A	Column B	Column C	
	<u>Revised Budget</u>	<u>Original Budget</u>	<u>Variance</u>	
1	Ordinary Income/Expense			
2	Income			
3	4100 · Federal Funding	2,025,826	1,817,644	208,182 (1)
4	4200 · State Funding	391,643	367,137	24,506 (2)
5	4300 · Local Funding	689,766	690,658	(892)
6	4400 · Other Contributions	105,470	50,000	55,470 (3)
7	5000 · Other Income	-	-	-
8	Total Income	3,212,705	2,925,439	287,266
9	Expense			
10	6000 · Salary & Wages	1,807,237	1,937,522	(130,285) (4)
11	7100 · Professional Fees	133,200	118,000	15,200 (5)
12	7200 · Office Expenses	195,205	155,063	40,142 (5)
13	7400 · Program Expenses	753,517	338,000	415,517 (6)
14	7600 · Infrastructure	264,961	264,961	-
15	Total Expense	3,154,120	2,813,546	340,574
16	Net Ordinary Income	58,585	111,893	(53,308)
17	Other Income/Expense			
18	Other Expense			
19	7900 · Capital Expense Projects	59,062	52,375	6,687 (7)
20	Total Other Expense	59,062	52,375	6,687
21	Net Other Income	(59,062)	(52,375)	(6,687)
22	Net Income	(477)	59,518	(59,995)

(1) 5303 Carryover Funds amended in UPWP September 2018 - \$296K, offsets first 6 months position vacancies

(2) 5303 Carryover Funds amended in UPWP September 2018 - \$37K, offsets first 6 months position vacancies

(3) FOLAR Agreement executed Sept. 2018; position filled Nov. 2018

(4) Developed new approach to match all employees to grant funding source; open positions filled by mid-Feb.

(5) IT provider conversion not included in prior budget

(6) 5303 Carryover Funds include an increase in pass-through consultant expenses - \$411K

(7) Revised Budget includes remaining costs to complete website upgrades per contract

**Richmond Regional Planning District Commission
FY2019 Revised Budget by Program**

	Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H
	Federal Grant Awards	State Grant Awards	General Assembly Appropriations	Local Member Assessments-Membership	Local Member Assessments-RRTPO	Local Member Special Assessments	Private Awards/ Other	Total
I. Agency Management								
Agency Administration				\$32,716				\$32,716
Agency Strategy			\$10,000	\$56,287				\$66,287
II. Community Development								
Regional Coordination			\$25,000	\$65,221				\$90,221
Local Technical Assistance			\$4,000	\$26,000				\$30,000
								\$0
								\$0
III. Data, Research & Analysis								
Regional Data and GIS			\$16,900	\$38,100				\$55,000
Policy Review, Analysis & Intergovernmental/ Environmental Reviews			\$4,000					\$4,000
								\$0
IV. Emergency Management Planning								\$0
CVEMA Program Support	\$89,238			\$74,244				\$163,482
CVEMA Projects	\$193,783							\$193,783
								\$0
								\$0
V. Environmental Planning								
Environmental TAC	\$6,555			\$29,445				\$36,000
Below the Falls	\$27,945			\$54,055				\$82,000
Lower Chickahominy	\$30,360			\$21,640				\$52,000
Appomattox River							\$55,470	\$55,470
VI. Strategic Partnerships								
Priority Areas				\$8,000				\$8,000
Regional Collaborative						\$49,814	\$50,000	\$99,814
Regional Projects				\$20,000				\$20,000
Regional Strategic Plan			\$54,000					\$54,000
VII. Transportation Planning								
Richmond Regional Transportation Planning Org	\$1,677,945	\$219,743		\$149,991	\$49,752			\$2,097,431
Rural Transportation Planning Program		\$58,000		\$14,500				\$72,500
Totals	\$2,025,826	\$277,743	\$113,900	\$590,199	\$49,752	\$49,814	\$105,470	\$3,212,705

ENVIRONMENTAL AND INTERGOVERNMENTAL REVIEWS

In cooperation with State Agencies, the RRPDC is requested routinely to provide environmental and intergovernmental reviews. RRPDC staff circulate the review requests among member locality staff for comments and questions prior to submitting a response to the requesting State Agency.

Environmental reviews can include:

- **Environmental Assessments and Impact Reports** - Virginia code requires state agencies to prepare an environmental impact report (EIR) for each major state project.
- **Coastal Consistency Determinations and Certifications** - Due to receipt of Federal funds or permits, proposed projects must prove consistency with the enforceable policies of Virginia's Coastal Zone Management Program.
- **Groundwater Withdrawal Permits** - RRPDC staff receives notice of Groundwater Withdrawal Permits in the Eastern Virginia Ground Water Management Area (GWMA). The eastern portion of the RRPDC is located in the Eastern Virginia GWMA. All jurisdictions in the Eastern Virginia GWMA are notified of pending permits as part of this process, therefore the RRPDC receives review requests for projects outside of the Richmond region. For more information about the Eastern Virginia GWMA see

<http://www.deq.virginia.gov/Programs/Water/WaterSupplyWaterQuantity/WaterWithdrawalPermittingandCompliance.aspx>

- **Virginia Water Protection (VWP) Permits** - DEQ issues VWP Permits for activities related to the quality of surface waters in the Commonwealth including the filling, dredging, draining or excavation of wetlands, streams, or other state waters. Surface water withdrawals are also permitted through VWP permits.
- **Virginia Pollutant Discharge Elimination System (VPDES) Permits** – DEQ issues VPDES permits to any person who discharges any pollutant into surface waters of the Commonwealth from a point source.

Intergovernmental reviews can include:

- State Agency grant applications for Federal funding, including:
 - CERCLA grant funds from US EPA (Superfund programming and site remediation)
 - Virginia Coastal Zone Management Program funding from the National Oceanic and Atmospheric Administration
 - Diesel Emission Reduction Act (DERA) State Clean Diesel funds from US EPA
 - Capitalization funds for the Virginia Clean Water Revolving Loan Fund for wastewater treatment facility improvements from US EPA
- FHWA Section 5310 funding for projects involving transit and mobility enhancements for seniors and individuals with disabilities.

For additional information on the reviews, please go to the following:

http://www.richmondregional.org/planning/environmental/eig_reviews/

