



## **AGENDA**

### **Audit, Facilities and Finance Committee**

June 21, 2022 – 3:00 p.m.

**James River Board Room – PlanRVA**

Members of the public may observe the meeting on our YouTube Channel at [www.youtube.com/PlanRVA](http://www.youtube.com/PlanRVA)

View our complete [Public Participation Guide](#) for other ways to participate. Register to attend the meeting virtually [here](#).

#### **1. Welcome, Roll Call and Introductions**

#### **2. Administrative Items**

##### **a. April 26th, May 24th, 2022 Meeting Minutes**

**Requested Action:** Motion to approve meeting minutes.

#### **3. New Office Space and Relocation Update- Ms. Heeter**

##### **a. Construction Bid Update**

**Information Item:** Staff will share preliminary results from the construction bid opening.

##### **b. Project Budget and Timeline**

**Information item:** Staff will review the status of the budget and timeline and provide updates on changes to each.

#### **4. Other Items**

##### **a. FY2023 Committee Assignments**

**Discussion Item:** Members will have opportunity to discuss participation in the Committee for the coming fiscal year.

#### **5. Adjourn**



**Audit, Facilities & Finance Committee  
April 26, 2022 – 1:30 PM  
Meeting Minutes**

Link to meeting recording: [PlanRVA Audit, Facilities & Finance Committee Meeting](#)

**Members Present:**

Mr. Michael Byerly, Powhatan County  
Mr. Jim Holland, Chesterfield County, Chair  
Ms. Patricia O’Bannon, Henrico County

**Staff Present:**

Diane Fusco, Finance Manager  
Gilbrith Gogel, Administrative Assistant  
Martha Heeter, Executive Director  
Sidd Kumar, Public Outreach Coordinator  
Dan Van Doornik, VMLVACo, Interim Director of Finance

**Others Present:**

Katie Chalmers, Thalhimer Project Manager  
Eric Gregory, Hefty, Wiley & Gore, PC

**Welcome, Roll Call and Introductions**

Chairman Holland called the meeting to order at approximately 1:30 PM. Ms. Fusco conducted a roll call and confirmed a quorum was present.

March 22, 2022 and April 13, 2022 Meeting Minutes

Mr. Byerly made a motion to approve the March 22 and April 13 meeting minutes and Chair Holland seconded the motion, which passed unanimously.

**Financial Statements- FY2022 Q3**

Mr. Van Doornik reviewed the financial statements provided in the agenda packet. He noted cash position is still very strong after nine months and the cycle of revenues is working on a timely basis.

Chair Holland asked about investments and a treasury report. Mr. Van Doornik responded that about \$715,000 is currently invested in the LGIP account. Ms. Heeter suggested looking at other investment options in the upcoming fiscal year.

Chair Holland confirmed a monthly treasury report would be helpful and pointed to the Chesterfield County monthly treasury report as an example.

Ms. O’Bannon asked about fund balance adjustments that may be needed considering the agency move and other changes to the financial position.

Mr. Van Doornik reviewed the income statement and pointed out annual fluctuations attributed to leave wages versus productive time.

Chair Holland asked that footnotes be included with the board report.

Mr. Byerly made a motion to accept the financial statements and recommend approval to the full Commission. Ms. O'Bannon seconded the motion which passed unanimously.

### **Administrative Updates**

Ms. Heeter provided financial and administrative updates. She noted the RFP currently open for audit services is due tomorrow, April 27<sup>th</sup>. She also discussed the RFP open for the Director of Finance position. This position is currently filled on a contract basis by Mr. Van Doornik through VML VACo.

Ms. Heeter provided updates on automating HR functions and timekeeping. She also confirmed payroll services are being migrated to Paychex with the goal of gaining efficiencies and improving data integrity.

Chair Holland noted it would be helpful if the audit firm selected has experience with planning district commissions. He also asked to be kept updated as financial service system changes are made.

Chair Holland asked about the process controls in place for accounts payable. Mr. Van Doornik confirmed this is a process that is planned for review along with improving the structure of grant reporting.

### **FY2023 Budget Presentation**

Ms. Heeter provided an overview of the confirmed revenues included in the budget. She also reviewed the planned salary increase pool and merit increase pool. Chair Holland asked about getting a list of positions and current versus planned salary changes.

Mr. Van Doornik reviewed the fiscal 2023 budget statement that included two versions, titled one and two. He also reviewed the FY2022 budget and anticipated end of year results. He emphasized the effort to maximize reimbursable sources and time in version two of the budget.

He went over the allocation of salaries to programs and the fringe benefit pool.

Mr. Van Doornik also reviewed the direct cost pool and the indirect cost pool. He pointed out version two of the budget results in zero projected income or loss.

Ms. Heeter said version two of the budget is the version that is being asked for recommendation to the Full Commission on May 12<sup>th</sup>.

Chair Holland asked about the move budget and Mr. Van Doornik indicated this is included in the '7200' series in the budget. Ms. Heeter noted the original budget for the move was based on comparison of tenant improvement allowances to the estimated cost of total move.

At the next meeting, there will be more refinement of the numbers with actual quotes and updates to the cost of the move. The cost of the move cannot be included with indirect costs so must be kept separate with non-allocable costs.

Chair Holland asked about upcoming staff trainings and Ms. Heeter mentioned a workshop with Chesterfield County on Office365 is scheduled in May.

Mr. Byerly asked about the decrease in CVTA costs. Ms. Heeter indicated this is reduced because of the planned addition of the CVTA Executive Director and the decrease of PlanRVA staff time and associate costs.

Mr. Van Doornik moved on to discuss the lines of business identified on the budget and local match requirements.

Chair Holland asked for a motion to rerecommend approval of version two of the FY2023 budget to the Full Commission on May 12th. Mr. Byerly made a motion that was seconded by Ms. O'Bannon, and it was approved unanimously.

### **New Office Space and Relocation Update**

Ms. Chalmers reviewed the schematic designs. Copies were provided to the committee for review along with carpet and color samples.

A motion to approve the floor/floor finish and reflected ceiling finish plans was made by Mr. Byerly. The motion was seconded by Ms. O'Bannon and unanimously approved. It was noted the importance to remain within budget.

A motion to authorize staff to finalize the power plan in coordination with Managed Services Provider (Proxios) and AV provider (Productive AV) was made by Ms. O'Bannon and seconded by Mr. Byerly. The motion was unanimously approved.

The furniture plan was reviewed for informational purposes.

Chairman Holland again emphasized the importance of staying on schedule and within budget, and to keep the committee updated on any changes.

### **Adjourn**

Chair Holland adjourned the meeting at approximately 3:00 PM.



**Audit, Facilities & Finance Committee  
May 24, 2022 - 1:30 PM  
Meeting Minutes**

Link to meeting recording: [PlanRVA Audit, Facilities & Finance Committee Meeting](#)

**Members Present:**

Mr. Jim Holland, Chesterfield County, Chair  
Ms. Patricia O'Bannon, Henrico County  
Mr. Canova Peterson, Hanover County

**Staff Present:**

Diane Fusco, Finance Manager  
Martha Heeter, Executive Director  
Sidd Kumar, Public Outreach Coordinator  
Dan Van Doornik, VML VACo, Interim Director of Finance

**Others Present:**

Eric Gregory, Hefty, Wiley & Gore, PC  
Chris Winslow, Chesterfield County, PlanRVA Board Chair

**Welcome, Roll Call and Introductions**

Chairman Holland called the meeting to order at approximately 1:30 PM.

A quorum was not present for the meeting. The committee agreed to hold approval of the April 26<sup>th</sup> meeting minutes until the next meeting (Ms. O'Bannon arrived at a later point in the meeting).

**New Office Space and Relocation Update**

Ms. Heeter reviewed the project budget and timeline. She advised the staff workstations proposed are on budget and work continues with Chesterfield County on purchasing. Ms. Heeter is also working with Greater Richmond Partnership on some surplus furniture.

Ms. Heeter advised building signage is being worked on but has not yet been finalized. Security arrangements are still being worked on as well.

Mr. Peterson asked about due dates for general contracting bids. Ms. Heeter said bids are due by June 16<sup>th</sup> and referred members to page ten of the agenda packet for the detailed timeline.

Mr. Peterson asked about timing for move out of the current office space. Ms. Heeter said she is waiting for a proposal from the current property owner. She is trying to find an alternative space for meetings that can meet capacity and parking needs.

Mr. Peterson asked about assuming partial occupancy of the new space to take advantage of the meeting space. Ms. Heeter said she would talk to Ms. Chalmers, Thalhimer Project Manager, about this possibility.

**Construction Documents and Final Review**

Ms. Heeter went through the construction documents that are also available on the PlanRVA website for review.

Mr. Peterson made a motion to authorize release of the Construction Documents for construction bidding and permit application with the City of Richmond. Ms. O’Bannon seconded the motion which was approved unanimously.

**Closed Session: RFP2022-03 FY2022-2026 Financial and Compliance Audit**

Ms. O’Bannon made a motion to enter a closed session:

Motion that the Audit, Facilities & Finance Committee convene in closed session pursuant to Section 2.2-3711 (A)(29), Code of Virginia, 1950, as amended, for the discussion of a public contract involving the expenditure of public funds and the discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body, during which all recording of the meeting will cease.

Mr. Peterson seconded the motion and the committee entered closed session.

**Certification of the Closed Session**

At the conclusion of the closed session, Ms. Fusco polled the members:

Do each of you vote to certify that, to the best of your knowledge, only public matters lawfully exempted from open meeting requirements and that only such public business matters as were identified in the motion by which the closed session was convened, were heard, discussed, or considered?

<b>Name</b>	<b>Aye</b>	<b>Nay</b>	<b>Absent</b>
A. Addison			X
M. Byerly			X
J. Holland	X		
P. O’Bannon	X		
C. Peterson	X		

Mr. Peterson made a motion to accept the Dunham Aukamp and Rhodes proposal for audit services and Ms. O’Bannon seconded the motion, which passed unanimously.

Ms. Heeter announced new grant opportunities with VA Housing for \$20,000 to support market data analysis and \$25,000 from Richmond Memorial Housing for the same project.

**Adjourn**

Chair Holland adjourned the meeting at approximately 2:35 PM.