



AGENDA

Audit, Facilities and Finance Committee

July 13, 2022 –11:00 a.m.

James River Board Room – PlanRVA

Members of the public may observe the meeting on our YouTube Channel at 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. June 21, 2022 Meeting Minutes

Requested Action: Motion to approve meeting minutes.

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

a. Construction Bid Update

Closed Session: Motion to enter a Closed Session for “discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and 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” (FOIA Sect. 2.2-3711(A)(29)).

Requested Action: Motion to recommend selection of construction vendor and approval of revised project construction budget.

Staff will share results from the construction bid opening and conversations regarding bid and cost review.

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

5. Adjourn



**PlanRVA Audit, Facilities, & Finance Committee
June 21st, 2022 – 3 PM
Meeting Minutes**

Members Present:

Mr. Michael Byerly, Powhatan County
Mr. Jim Holland, Chesterfield County, Chair
Mr. Canova Peterson, Hanover County

Staff Present:

Martha Heeter, Executive Director
Sidd Kumar, Public Outreach Coordinator

Others Present:

Eric Gregory, Hefty, Wiley & Gore, PC

Welcome, Roll Call and Introductions

Chairman Holland called the Finance Committee meeting to order at approximately 3 pm. Ms. Heeter took attendance and certified that a quorum was present.

Mr. Byerly made a motion to approve the April 24th & April 26th meeting minutes (as amended with typo fixed on page 4), which was seconded by Mr. Peterson and approved unanimously.

New Office Space and Relocation Update

Ms. Heeter provided an update on the office space budget and construction bidding. She described the need to allocate funds from different line items to stay within budget. Mr. Peterson advised against going into contingency funds at this time. Ms. Heeter presented the alternative approach of Value Engineering to help save on costs. Mr. Peterson asked about the Committee's ability to make a recommendation to the Full Commission to provide additional funding for the project. Mr. Gregory advised to wait until Thalhimer has completed the side-by-side analysis to determine next steps, but the Executive Committee can be notified of the results of the bids. Ms. Heeter stated that the team has been intentionally waiting to obligate any purchases related to furnishing until the results were in from the bidding process, however she recommends proceeding with the ordering of workstations for the open seating area. The cost of the fifteen workstations will be \$66,000 putting the cost under the \$100,000 furnishing budget. A lot of furniture from the current office space will be brought in the move. The replacement of that furniture will be delayed to later fiscal years to accommodate for the costs of the workstations. PlanRVA is projecting a contribution back to the fund balance from the end of this fiscal year; more information will be made available in the next few weeks. The side-by-side comparison was offered to be provided to members by the end of the week. There was discussion of the differences in costs and project timelines of the three proposals. Mr. Holland advised a need to further evaluate the workstation options in relation to the budget. PlanRVA plans to award the bids by July

7th, with construction starting mid-August. The permitting process is expected to be completed in August as well. There was further consensus that the committee would wait to hear the cost analysis and recommendations for alternatives from Thalhimer before taking further action. It was requested that the Finance Committee meet prior to the Executive Committee and Full Commission meetings on July 14th. The committee agreed to schedule a meeting with Chair Winslow and Mr. Davis to discuss next steps for construction bidding and budget accommodations. The joint committee meeting will take place during the week of 6/27 or 7/4. Ms. Heeter gave an update on the cost of holdover storage at the PlanRVA's current office space, which would be 150% of the lease. The property owners at the new space offered a storage option as well. The team has been working on getting quotes for moving expenses as well as exploring options for alternative meeting locations. Ms. Heeter stated that staff will still be able to host RRTPO and PlanRVA meetings in October, though there are anticipated schedule changes in November and December. There were suggestions for VCU or one of the localities to host meetings. Ms. Heeter announced that the audit would be kicked off in the next week and described the steps of the process. The committee requested Mark Rhodes attend a committee meeting in August to provide information before his presentation of the final audit report.

FY2023 Committee Assignments

During the Full Commission meeting on July 14th, the Nominating Committee will present the slate of officers nominated for FY2023. Historically, the Chair has finalized committee appointments by the September meeting. Ms. Heeter asked about the committee members' interest in remaining on the Finance Committee. Mr. Holland advised that he is interested in returning to the Finance Committee in FY23. Martha will be asking Ms. Paige if she will join the committee, as she is expected to be elected as Treasurer. Mr. Byerly and Mr. Peterson are also willing to continue to serve. Ms. Heeter will advise Mr. Davis of the idea for integrating new members two at a time.

Mr. Holland adjourned the Finance Committee at 4:04 pm.