



*Photo: New Kent Ordinary*

# PlanRVA Audit, Finance & Facilities Committee



## NOTES

This meeting is open to the public. Members of the public are invited to attend virtually. Please alert PlanRVA staff at [PlanRVA@PlanRVA.org](mailto:PlanRVA@PlanRVA.org) if electronic transmission of this meeting fails for the public. Please refer to our [Statement Regarding Virtual Meeting Participation by Members of the Public](#) for more information.

Check out our complete [Public Participation Guide](#) online to learn about the different ways you can stay connected and involved.

Meetings are also live streamed and archived on our YouTube Channel at [Plan RVA - YouTube](#).

Members of the public are invited to submit public comments either verbally or in writing. Written comments can be submitted through the Q&A/Chat function on Zoom by email to [PlanRVA@PlanRVA.org](mailto:PlanRVA@PlanRVA.org).

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*PlanRVA is where the region comes together to look ahead. Established in 1969, PlanRVA promotes cooperation across the region's nine localities and supports programs and organizations like the Richmond Regional Transportation Planning Organization, Central Virginia Transportation Authority, the Emergency Management Alliance of Central Virginia, Lower Chickahominy Watershed Collaborative and Don't Trash Central Virginia.*

# AGENDA

## Audit, Finance and Facilities Committee

April 21, 2025, 9:30 a.m.

PlanRVA James River Board Room, 424 Hull Street, Suite 300,  
Richmond, VA 23224 and via Zoom

*If you wish to participate in this meeting virtually, please register through the following*

### **ZOOM WEBINAR LINK:**

[https://planrva-org.zoom.us/webinar/register/WN\\_nt7mNm\\_jQkWXpciAHyfQOQ](https://planrva-org.zoom.us/webinar/register/WN_nt7mNm_jQkWXpciAHyfQOQ)

1. **Welcome, Roll Call and Introductions**
2. **Approval of Member Participation from a Remote Location** (*Martha Shickle*)  
**Action requested:** motion to confirm that the decision to approve or disapprove the member(s) request to participate from a remote location was in conformance with the PlanRVA Commission Policy for Remote Participation of Members; and the voice of the remotely participating member(s) can be heard by all persons at the primary or central meeting location (voice vote).
3. **Administrative Items**
  - a. **Approval of the January 27, 2025, Meeting Minutes** (*Janice Scott*) – page 3  
**Action requested:** motion to approve meeting minutes as presented (voice vote).
  - b. **Consideration of Amendments to the Agenda** (*Chair Davis*)
  - c. **Open Public Comment** (*Chair Davis*)
4. **Financial Management System** (*Lauren Shephard*)  
**Discussion item.**
5. **FY2026 Budget Update** (*Lauren Shephard*)  
**Information item.**
6. **FY25 Quarter 3 Financial Statements** (*Lauren Shephard*)  
**Action Item:** motion to forward FY2025 Q3 financials to the Commission for review on June 12, 2025.
7. **Adjourn**



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 p: 804.323.2033  
 w: [www.PlanRVA.org](http://www.PlanRVA.org)

**PlanRVA Audit, Finance & Facilities Committee**  
**Meeting Minutes**  
**January 27, 2025 – 9:30 a.m.**

<u>LOCALITY</u>	<u>NAME</u>	<u>X (attended)</u>
<b>Charles City County</b>	Byron Adkins	X
<b>Chesterfield County</b>	Jim Holland	
<b>Goochland County</b>	Neil Spoonhower	X
<b>Hanover County</b>	Sean Davis	X

*The technology used for the meeting was a web-hosted service created by Zoom and YouTube Live Streaming and was open and accessible for participation by members of the public. A recording of this meeting is available on our [Plan RVA YouTube Channel](#).*

<b>Others Present</b>	
Martha Shickle	Sidd Kumar
Diane Fusco	Jill Swinger, Warren Whitney
Lauren Shephard	

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

Martha Shickle welcomed everyone and called the Audit, Finance and Facilities Committee meeting to order at approximately 9:30 a.m.

Diane Fusco called the roll and certified that a quorum was present.

Ms. Shickle explained that the PlanRVA Commission Chair will be appointing a member of the committee to serve as chair for the remainder of the fiscal year. Until then, a chair will need to be elected to serve for the duration of this meeting.

On motion by Neil Spoonhower, seconded by Byron Adkins, the members of the committee voted to elect Mr. Davis as chair of the January 27, 2025, meeting (voice vote; Sean Davis abstained).

Neil Spoonhower expressed willingness in possibly serving as committee chair once he returns from a trip he will be taking in February and March.

**2. Confirmation of Member Participation from a Remote Location**

There were no members participating remotely.

**3. Administrative Items**

**a. Approval of October 28, 2024, Meeting Minutes**

On motion Neil Spoonhower, seconded by Byron Adkins, the members of the committee voted to approve the meeting minutes as presented (voice vote).

**b. Consideration of Amendments to the Agenda**

There were no requested amendments to the agenda.

**c. Open Public Comment**

There were no requests to address the committee.

**4. FY25 Quarter 2 Financial Statements**

Jill Swinger, Warren Whitney, presented the second quarter financial statements and reported that there is currently a \$70,000 budget surplus.

There was a discussion about reformatting the financial statements to more accurately reflect budgeted amounts. Committee members asked staff to make the recommended changes and bring to full Commission at the next meeting for approval.

**5. FY2025 Priorities and Meeting Schedule**

Ms. Shickle presented these items and reported that bringing better clarity will be a priority.

Committee members discussed the following with respect to priorities:

- AFFC providing more support in the development of the annual budget.
- Having better estimates on figures (rather than placeholders or estimates).
- Identifying risks to revenue from programs and grant funds; plan of action should sources of funding be eliminated.
- Getting clarity on how jurisdictions are using PlanRVA.

The following was noted on meeting schedules:

- February 13<sup>th</sup> - full Commission meeting.
- There is no Commission meeting in March.
- The April and May Commission agendas will include preliminary FY26 budget information.
- The proposed budget will be brought to the Commission for approval in June.

**6. Adjourn**

The meeting was adjourned at approximately 10:28 a.m.