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**PlanRVA Audit, Finance & Facilities Committee**  
**Meeting Minutes**  
**October 28, 2024 – 9:30 a.m.**

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

*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
Janice Scott	Jill Swinger, Warren Whitney
Diane Fusco	Mark Rhodes, Dunham, Aukamp & Rhodes

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

Chair Holland welcomed everyone and called the Audit, Finance and Facilities Committee meeting to order at approximately 9:30 a.m. A quorum was present.

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

There were no members participating remotely.

**3. Administrative Items**

**a. Approval of May 22, 2024, Meeting Minutes**

On motion by Neil Spoonhower, seconded by James Holland, the members of the Audit, Finance and Facilities Committee voted to approve the meeting minutes as presented (voice vote).

**4. FY25 Financials and Audit Report**

Mark Rhodes, Dunham, Aukamp & Rhodes, presented the audit report and noted that there were no issues found in the audit and a standard, clean opinion was issued. He reviewed the FY25 financial report, including the assets, liabilities and total net financial position. He provided an explanation of GASB 68 and the related adjustment on the activity statement.

Martha Shickle clarified that the agency has been contributing to the fund balance. The expenditure from that last year was due to the office relocation.

There was a discussion about recovery of indirect costs from the Virginia Department of Emergency Management. These are funds that VDEM has not reimbursed the agency for to date.

Mr. Rhodes provided an explanation on the alignment with international accounting that results in lease expenditures being shown in the asset category to offset the corresponding liability.

Chair Holland requested footnote 7 be updated to include a statement about the exclusion from assessments to localities of the portion of Chesterfield County that is in the Crater Planning District Commission boundary.

There was a question about certain CVTA expenses that are shown on the report. Staff will look into the matter and report back to the committee.

On motion by Neil Spoonhower, seconded by James Holland, the members of the Audit, Finance and Facilities Committee voted to recommend Commission approval of the FY25 financial and audit report with the recommended adjustment to Note 7 (voice vote).

## 5. Financial Statements, FY25 1<sup>st</sup> Quarter

Jill Swinger, Warren Whitney, provided committee members with an overview on the agency's financial performance for the first quarter of FY25. Committee members had questions about the program and pass-through expenses. Ms. Shickle provided clarification and explained that a number of those expenditures are paid at the beginning of each fiscal year.

On motion by Neil Spoonhower, seconded by James Holland, the members of the Audit, Finance and Facilities Committee voted to recommend Commission approval of the FY25 1<sup>st</sup> quarter financial statements with the recommended adjustment to Note 7 (voice vote).

## 6. Local FY26 Member Dues Increase

Ms. Shickle presented this item and explained that the population figures are from the figures posted on January 30, 2023, by the Weldon Cooper Center for Public Service, Demographics Research Group.

The requested increase to the per capita rate from .60 to .65 will generate an additional \$55,624. The locality managers and administrators were consulted and provided input on the recommended increase. The additional funds will be used to allow the data analytics team to dedicate time to developing regional indicators and providing additional assistance to the localities.

There were questions about the reasoning for the increase. Ms. Shickle clarified that making grant funding a priority minimizes the time available to devote to local technical assistance. Increasing the per capita rate will allow staff to dedicate more time in that area.

On motion by James Holland, seconded by Byron Adkins, the members of the Audit, Finance and Facilities Committee voted to recommend approval of the member dues increase for FY26 (roll call vote; see below):

Member	Vote
Byron Adkins	Aye
James Holland	Aye
Neil Spoonhower	Nay

## 7. Adjourn

The meeting was adjourned at approximately 10:58 a.m.