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**PlanRVA Audit, Finance & Facilities Committee  
 Zoom Meeting Minutes  
 August 22, 2023 – 1:30 p.m.**

<u>LOCALITY</u>	<u>NAME</u>	<b>X (attended)</b>
<b>Town of Ashland</b>	Dr. Daniel McGraw	
<b>Chesterfield County</b>	Jim Holland, Chair	X
<b>Hanover County</b>	W. Canova Peterson	X
<b>Henrico County</b>	Patricia O'Bannon	X
<b>New Kent County</b>	Patricia Paige	
<b>City of Richmond</b>	Andreas Addison	X
<b>Ex Officio</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>Staff Present</b>	
Martha Shickle	Sidd Kumar
Janice Firestone	Karen Robinson
Diane Fusco	Dan Van Doornik

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

Chair Holland welcomed everyone and called the Audit, Finance and Facilities Committee meeting to order at approximately 1:30 p.m.

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

There were no members participating remotely.

**2. Administrative Items**

**a. Approval of January 24 and July 25, 2023, minutes**

On motion by Patricia O'Bannon, seconded by W. Canova Peterson, the members of the Audit, Facilities and Finance Committee voted to approve the January 24, 2023, meeting minutes as presented (voice vote; Sean M. Davis abstained).

On motion by W. Canova Peterson, seconded by Patricia O'Bannon, the members of the Audit, Facilities and Finance Committee voted to approve the July 25, 2023, meeting minutes as presented (voice vote).

**3. Financial Report**

**a. FY2023 Year-end Closing and Audit**

Mr. Van Doornik provided an update on the year-end closing and progress to date with the audit.

**b. FY2023 June 20, 2023, Financial Statements Update**

Mr. Van Doornik provided this report and noted the process for collecting payments from the localities has improved. He described efforts being made to collect outstanding receivables. There was a discussion about cash reserves and possibly authorizing PlanRVA to have a line of credit and other possible options for unforeseen circumstances/expenditures.

**c. FY2024 Budget Update**

Mr. Van Doornik provided this report and noted that there are significant changes to the budget that are currently being analyzed. A million dollar EPA grant has been received. Other grant applications are in the process that will be used as supplemental funding. Further updates will be provided following the close of the quarter.

**d. Fund Balance Policy Review**

Mr. Van Doornik provided this report. He described the research being done to determine the best policy. The plan is to do a risk assessment and determine the appropriate amount of money to have available.

**4. Other Items**

**a. Future Meeting Schedule**

The committee meets on October 31<sup>st</sup>.

**5. Adjournment**

The meeting was adjourned at approximately 2:32 p.m.