



AGENDA COMMISSION MEETING

May 13, 2021 -- 9:00 a.m.

Members of the public may observe the meeting via YouTube:
www.youtube.com/PlanRVA

Members will receive a link to the Zoom meeting via email prior to the meeting.

- 1. **Welcome and Introductions** (Spoonhower)
 - a. **Pledge of Allegiance to the United States of America**
 - b. **Statement regarding Virtual Meetings for PlanRVApage 2**
 - c. **Roll Call of Attendees and Certification of a Quorum**
 - d. **Public Comments**
Staff will share any comments that were received in advance of the meeting with members.

- 2. **Consent Agenda** (Spoonhower)
 - a. **Approval of Agenda**
 - b. **Approval of March Meeting Minutes Page 4**
 - c. **Rural Transportation Work Program- FY2022**

- 3. **Standing Committee and Other Reports**
 - a. **Executive Committee & Chairman’s Report** (Spoonhower)
 - i. **Charter Agreement Revisions Approval Update and Bylaws Amendment**
 - ii. **Nominating Committee**

 - b. **Audit, Facilities & Finance Committee Report** (Holland)
 - i. **Action Item: Financial Statements** (Heeter).....Page

Mr. Holland will provide an overview of progress in meeting objectives in the Commission’s Financial Improvement Plan.
Action Requested: Motion to accept the February and March Financial Statements.

 - c. **Public Outreach and Engagement Committee Update** (Davey)
Mr. Davey will provide an update on the open Request for Proposals for Public Engagement.

d. Executive Director's Report

Ms. Heeter will provide an update on staff activities and debut a new program reporting dashboard.

e. [Intergovernmental and environmental reviews](#)

4. New Business

5. Commissioner Comments- Local Updates and Discussion

Adjourn- Targeted Adjournment is 10:30 a.m.



Opening Statement for Electronic Meetings

Due to the 2020 COVID-19 virus, meetings of the Richmond Regional Planning District Commission have transitioned to a virtual format in accordance with provisions of Virginia Code § 2.2-3708.2 and related legislation approved by the General Assembly of Virginia during the current period of the Governor's State of Emergency Declaration for COVID.

While we meet in a remote/virtual format, we remain committed to public accessibility and opportunity to participate. Staff provided advance notice of this meeting to members and the public. As this meeting will be recorded, audio and visual recordings and materials will be accessible through the PlanRVA website. Any member of the public participating as an observer during the meeting may submit comments or questions at any time via email at info@PlanRVA.org. Additional information for how members of the public may participate are included in the meeting materials and on our website.

For the members who are participating in the meeting today, we ask that you identify yourself first when speaking so we can accurately record the activities of the meeting. Please remember to mute your line when not speaking to minimize additional noise and feedback. You may unmute your line at any time to request acknowledgement from the Chair. Staff will be monitoring the chat functions throughout the meeting to assure we do not overlook anyone wishing to participate, as appropriate, in the discussion.

If anyone has questions regarding the process for assuring effective facilitation of this meeting or for how members of the public may participate, they should communicate by email if viewing via YouTube or chat if within the Zoom platform.

Staff certifies that we have followed the approved procedures for appropriate notice of this meeting and the means by which we are convening.

Commission Meeting
Zoom Virtual Meeting
Meeting Minutes
March 11, 2021
9:00 a.m.

Members Present (A = Alternate)

<u>Charles City County</u>		<u>Town of Ashland</u>		<u>Goochland County</u>	
William Coad	X	Kathy Abbott (A)		Susan Lascolette (A)	
Michelle Johnson (A)	X	Mr. Daniel McGraw	X	Neil Spoonhower, Chair	X
Rhonda Russell (A)	X				
<u>Chesterfield County</u>		<u>City of Richmond</u>		<u>Hanover County</u>	
Kevin Carroll	X	Andreas Addison	X	Sean Davis	
Tim Davey	X	Nolen Blackwood (A)	X	Anne Marie Lauranzon	
Gloria Freye	X	Jacob Giovia	X	Canova Peterson	X
Leslie Haley		Michael Jones (A)		Faye Prichard (A)	
James Holland	X	Ann-Francis Lambert		Randy Whittaker	X
Jim Ingle	X	Stephanie Lynch			
Jesse Smith (A)	X	Dr. Cynthia Newbille	X		
Chris Winslow, Vice-Chair	X	Rodney Poole			
		Ellen Robertson (A)			
<u>Henrico County</u>		<u>New Kent County</u>		<u>Powhatan County</u>	
Gregory Baka	X	John Lockwood (A)		Michael Byerly	X
Thomas M. Branin		John Moyer	X	Bobby Hall	X
William Mackey	X	Patricia Paige	X		
Tyrone Nelson, Past Chair	X				
Patricia O'Bannon	X				
Daniel J. Schmitt					
Frank Thornton	X				

Others Present:

Eric Gregory.....Hefty, Wiley & Gore, PC

Staff Present

Martha Heeter.....Executive Director
 Diane Fusco.....Office Manager
 Sidd Kumar.....Project Coordinator



The PlanRVA Regional Commission meeting was held by electronic communication means as set forth by the April 22, 2020 actions of the General Assembly in response to the continued spread of novel coronavirus, or COVID-19. The technology used for this meeting was a web-hosted service created by Zoom. A live stream of the meeting was available through YouTube to assure open access by members of the public. All recordings are available on our [Plan RVA YouTube Channel](#) at www.youtube.com/PlanRVA.

Call to Order

Chairman Spoonhower called the PlanRVA Commission meeting to order at approximately 9:00 a.m.

Pledge of Allegiance

Mr. Winslow led the Commissioners in the Pledge of Allegiance to the Flag of the United States of America.

Attendance Roll Call & Certification of a Quorum

Ms. Fusco took attendance by roll call and confirmed a quorum was present.

Public Comment Period

Since there were no requests from the public to address members of the Commission, Chairman Spoonhower closed the public comment period.

Old Business

Dr. Newbille made a motion to accept the February 11th meeting minutes. Mr. Addison seconded the motion. The motion was carried by a vote of acclamation.

Executive Director's Report

Ms. Heeter shared an update regarding the Better Together Webinar Series PlanRVA launched in November. As a reminder, Commissioners and key partner organization leaders and stakeholders are the primary audience of the series. The program is intended to provide an opportunity to hear first hand about example of regional collaboration." across our region.

The Webinars are streamed live on the PlanRVA YouTube Channel and archived there for later viewing. Ms. Heeter reviewed the list of topics that have been covered so far. In November, we featured the Emergency Management Alliance of Central VA. In December, we had a discussion with several executives of the region's education foundations. In January, we hosted a panel of speakers addressing housing planning activities across the region. In February, we hosted a panel including Dan Schmitt (Henrico) who gave an update on the Richmond Region's Tourism Master Plan. Attendance at each session is growing with the strongest participation in the last session thanks to partnering with Richmond Region Tourism's additional promotion.

Ms. Heeter thanked the Commissioners who attend for their participation and involvement. It has been a great way to showcase the strong examples of cooperation in the region.



Ms. Heeter shared another update on a new effort underway to better report the activities of staff to the Commission. She has been working with Chairman Spoonhower to develop a program dashboard that is expected to be included in the next meeting's materials. Staff launched a similar report for the RRTPO which has received strong feedback from the members of the Policy Board.

Executive Committee and Chairman's Report

Chairman Spoonhower recognized the one-year anniversary of the global pandemic, its impacts on our community and expressed gratitude to everyone for their leadership during this time.

Ms. O'Bannon gave an update on the status of COVID vaccinations available at the Richmond Raceway the weekend of March 13th 2021.

Charter Revisions

Chairman Spoonhower reported findings from the Executive Committee meeting. We have been advised of Chesterfield County's intention to cap the population for calculation of member dues at the maximum population level included in the proposed Charter amendments. This will have an impact on our revenues for FY2022 as the current dues request was made based on the total population of Chesterfield County. He advised that the Executive Committee acted to refer this issue to the Audit, Facilities, and Finance Committee for consideration at their next meeting. Staff will provide an assessment of the fiscal impact of this change and offer recommendations. Chairman Spoonhower recommends waiting to bring the issue to the Full Commission until further review can occur.

PlanRVA Staffing

Chairman Spoonhower updated the commission with staff news at PlanRVA. He shared that Terry Eckhout, Director of Finance had resigned as of March 8th and that he is working closely with Mr. Holland (chair of the Audit, Facilities and Finance Committee) and Ms. Heeter to develop a transition plan. He also shared that both Chesterfield and Henrico County have provided staff support through this process and gave thanks for their support. PlanRVA is currently utilizing services from VML/VACo Finance through engagement of a fractional Director of Finance to address needs resulting from the vacancy.

Fiscal Year 2021 Key Imperatives

Chairman Spoonhower entertained a motion to approve the Key Imperatives for FY2021 that were presented by Ms. Heeter last month. Mr. Peterson made the motion and Mr. Holland seconded it; the motion was carried by unanimous vote of acclamation.

Audit, Facilities & Finance Committee

Mr. Holland confirmed he and the members of the Committee are working closely with Ms. Heeter to review the agency financials and monitor the status of the Commission's finances. Mr. Holland asked Ms. Heeter for overview of financial statements and narrative that were included in the meeting's materials.

Ms. Heeter gave an overview of the statements and narrative, with specific attention to the staff review of the billings for the first and second quarter. Due to some corrections made in these, adjustments were made to December statements and included in the request for acceptance of the financials. Staff is working through review of year to date billing and matching expenditures to revenues; Ms. Heeter indicated the February and March financial statements are expected to look more positive. She gave thanks to Mr. Holland, Chairman Spoonhower and members of the Committee for their attentiveness over the last few months.

Mr. Holland made a motion to accept the adjusted financial statements for December and the January financial statements; Ms. O'Bannon seconded the motion which carried by vote of acclamation.

Public Outreach and Engagement Committee

Mr. Davey gave an update on PlanRVA's activities for use of the Community Foundation grant (\$50,000) to support improvements to public outreach and stakeholder engagement. The staff led a comprehensive solicitation process through development and issuance of an RFP, proposal review and virtual interviews. PlanRVA received 15 proposals and six have been selected for invitation to join an on-call bench. He and Mr. Thornton participated in the interviews and were very pleased with the quality of the proposals and presentations.

Commissioner Comments

Chairman Spoonhower opened this portion of the agenda with an invitation for Commissioners to share news from their locality or provide other information regarding current challenges or successes.

Ms. Paige from New Kent County updated the group on the county's newly opened Covid-19 vaccine call center and the status of vaccine clinics that have been established.

Adjourn

Chairman Spoonhower adjourned the meeting at approximately 9:36 a.m.



RESOLUTION

WHEREAS, Federal Highway Administration’s State Planning and Research (SPR) funds are available by the Virginia Department of Transportation (VDOT) for transportation planning in rural localities; and

WHEREAS, the purpose of the SPR funds shall be to provide transportation planning assistance in the counties of Charles City, Goochland, New Kent, and Powhatan; and

WHEREAS, PlanRVA staff members have reviewed the proposed Scope of Work for this project;

NOW, THEREFORE, BE IT RESOLVED, that PlanRVA, officially named the Richmond Regional Planning District Commission formally accepts the responsibility to administer the SPR funds for rural transportation planning;

BE IT FURTHER RESOLVED, that PlanRVA staff is directed to administer the SPR funds and to provide transportation planning assistance as specified in the Scope of Work;

AND, BE IT FURTHER RESOLVED, that the Richmond Regional Planning District Commission, on this 13th day of May, 2021, authorizes the PlanRVA staff to file an application for funding with the Virginia Department of Transportation for Federal Highway Planning and Research Funds to provide transportation planning assistance to the rural jurisdictions within the district and authorizes the Executive Director to execute all necessary documentation to carry out the intent and purpose of this resolution.

Martha Heeter
Executive Director

Neil Spoonhower
Chair



**Richmond Regional Planning District Commission
(PlanRVA)**

FY-2022 Rural Transportation Planning Work Program

July 01, 2021 – June 30, 2022



Purpose and Objective

The Virginia Department of Transportation (VDOT) allocates part of the State Planning and Research (SPR) funding to provide annual transportation planning assistance for non-urbanized areas within the Commonwealth. The Rural Transportation Planning (RTP) Program was created to aid the State in fulfilling the requirements of the State Planning Process to address the transportation needs of non-metropolitan areas. Funds appropriated under 23 U.S.C. 505 (SPR funds) are used in cooperation with the Department of Transportation, Commonwealth of Virginia for transportation planning as required by Section 135, Title 23, U.S. Code. These Federal funds provide 80 percent funding and require a 20 percent local match.

In FY-2022 each planning district commission / regional commission that has rural area will receive \$58,000 from VDOT's Rural Transportation Planning Assistance Program. The corresponding planning district commission / regional commission will provide a local match of \$14,500 to conduct rural transportation planning activities. This resource may be supplemented with additional planning funds. The arrangement of all such funds involves the development of a scope of work, approval, and other coordination in the Transportation & Mobility Planning Division's (TMPD) administrative work programs.

The scope of work shall include specific activities as requested by VDOT and/or the Federal Highway Administration. The scope of work may also include activities or studies addressing other transportation planning related issues that may be of specific interest to the region. The criteria for the determination of eligibility of studies for inclusion as part of this work program are based upon 23 U.S.C. 505, State Planning and Research.



FY 2022 - Program Administration (\$7,250)

Background and Objective: The purpose of this work element is to facilitate regional participation and consensus building on transportation-related issues through a continuing, comprehensive, and coordinated planning process.

1. Staff Support and Facilitation of the Rural Technical Advisory Committee

PlanRVA staff will continue to establish regular meeting times and facilitate outreach with the Rural Transportation Advisory Committee (RTAC) over the course of the year.

(Product: Quarterly and Annual Reports)

2. Quarterly and Annual Reports to VDOT

As a condition of the grant, PlanRVA staff will prepare quarterly reports and an annual report for submission to VDOT.

(Product: Quarterly and Annual Reports)

3. VAPDC Rural Transportation Committee

PlanRVA staff will participate in the regular meetings of the Rural Transportation Committee of the Virginia Association of Planning District Commissions (VAPDC) to share common experiences and seek additional information to support the Richmond region's rural transportation goals and objectives at the local and regional levels.

(Products: Summary to be included in Quarterly and Annual Reports, as applicable)

4. Coordination with VDOT Central District

PlanRVA staff will participate in the Fall Transportation Meeting for the VDOT Richmond District and provide information to serve as outreach to the region's citizens with an emphasis on the rural portion of the Richmond region.

SPR Funds (80%)	\$5,800
PDC Funds (20%)	\$1,450
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Total Budgeted Expenditure for Program Administration	\$7,250



FY 2022 - Program Activities (\$65,250)

Background and Objective: Address regionalized transportation issues that are identified by the Transportation Technical Advisory Committee and the Planning District Commission. Individual projects and work elements are described below:

1. Continued support of VDOT's Rural Long-Range Transportation Planning Activities

PlanRVA, in cooperation with VDOT, will continue to support the statewide effort to maintain the regional long-range transportation plans (RLRTP) in the rural areas that complement those of the urban and metropolitan areas. Activities will include, but not be limited to:

- Participate in VDOT hosted webinars and meetings regarding VTrans and Smart Scale as applicable for the defined rural portion of the Richmond Region
- Participate in meetings with VDOT staff regarding Title VI and Environmental Justice compliance as applicable for the defined rural portion of the Richmond Region
- Coordinate regional performance measures and objectives in conjunction with the Performance Measures established through the Richmond Regional Transportation Planning Organization (RRTPO)
- Maintain the Congestion Management Process database with the most current traffic counts and roadway characteristics including roadway use, bridges, aviation, rail, and ACS demographic data; volumes, speeds, and congestion of rural roadways based on current data
- Update crash databases and shapefiles for all major roadways in the rural areas
- Maintain the database of truck volumes and percentages for roadways in rural areas
- Maintain the databases dealing with the condition of bridges in the rural areas
- Participate in the Fall Transportation meeting held in the district and provide a display as appropriate to support outreach to the region's citizens
- Participate in any additional outreach opportunities and provide review and data requested by VDOT throughout the year
- Provide VDOT's Transportation Mobility and Planning Division – Central office with updated Travel Demand Management Plans when submitted to DRPT
- Assist VDOT's Transportation Mobility and Planning Division with updates to local Comprehensive Plans

2. Provide Technical Assistance

PlanRVA staff will work with the local rural jurisdictions and VDOT to assess revisions and new information provided by the comprehensive review and update of the RLRTP to the 2045 horizon year as described above. Staff will provide targeted technical assistance to rural jurisdictions to identify and provide technical assistance as needed to actively support local funding submissions for SMART Scale and other grant programs as needed. Technical Assistance projects will be coordinated with and through the District Planner.



SPR Funds (80%)	\$52,500
PDC Funds (20%)	\$13,050
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Total Budgeted Expenditure for Program Activities	\$65,250

**BYLAWS OF THE
RICHMOND REGIONAL PLANNING DISTRICT COMMISSION**

**ARTICLE I
Name**

The name of this organization is the Richmond Regional Planning District Commission, hereinafter referred to as the “COMMISSION.” The COMMISSION was established pursuant to the Virginia Area Development Act (Title 15.1, Chapter 34, Sections 15.1-1400, et. seq., Code of Virginia (1950), as amended), recodified as the Regional Cooperation Act (Title 15.2, Chapter 42, Sections 15.2-4200 et. seq.). Further, the COMMISSION was established by joint resolutions of the governing bodies of its constituent member jurisdictions in 1969.

**ARTICLE II
Definitions**

- (1) “Richmond Regional Planning District” comprises the City of Richmond, the Counties of Charles City, Chesterfield, Goochland, Hanover, Henrico, New Kent, Powhatan, and Town of Ashland. It includes all governmental subdivisions within Planning District 15 with a population in excess of 3,500.
- (2) The “COMMISSION” means the Richmond Regional Planning District Commission. The COMMISSION also is known as PlanRVA.
- (3) “Planning Agency” means any county, city, or town planning agency authorized under state or local laws to make and adopt a comprehensive plan, whether or not its jurisdiction is exclusive or concurrent.
- (4) The “Act” means the Regional Cooperation Act.
- (5) “He” means any member or officer of the COMMISSION, whether male or female.
- (6) “Year,” as it applies to the COMMISSION, shall be the fiscal year July 1 to June 30.
- (7) “Charter Agreement” means the agreement of the several governing bodies establishing this COMMISSION by resolution or ordinance in 1969 and as amended thereafter.

**ARTICLE III
Purposes and Duties**

The COMMISSION shall be a public body corporate and politic with all the powers and duties granted to it by the laws of the Commonwealth of Virginia including the Regional Cooperation Act. The purpose of the COMMISSION shall be to promote the orderly and efficient development of the physical, social, and economic elements of the Planning District by planning and encouraging and assisting governmental subdivisions to plan for the future.

**ARTICLE IV
Membership**

Section 1

Membership in the COMMISSION shall be as set forth in the Charter Agreement.

**ARTICLE V
Terms of Office and Voting Rights**

Section 1

The terms of office and voting rights of COMMISSION members shall be as set forth in the Charter Agreement.

**ARTICLE VI
Officers**

Section 1

Officers of the COMMISSION shall consist of a Chairman, Vice-Chairman, Treasurer, and Secretary who shall be elected by a majority of the membership-voting seats of the COMMISSION.

Commented [E1]: To be consistent with Charter amendments. See Art. IV, Sect. 1.

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Section 2

The Chairman, Vice-Chairman, Treasurer, and Secretary shall be elected for terms of one year.

Section 3

The Chairman shall not be eligible to serve consecutive terms. No jurisdiction shall have more than one representative serving as a COMMISSION officer except that the Treasurer, when

reelected for a consecutive term, may serve even though another COMMISSION officer is from the same member jurisdiction.

Section 4

Elections for said offices shall be held annually at the first meeting of the COMMISSION after June 1st of each calendar year. The term of each office shall be one year, commencing July 1 of the year in which he was elected, ~~PROVIDED~~provided, however, that any office shall become vacant if the incumbent at any time during his term ceases to be a member of the COMMISSION. If any office shall become vacant for any reason, an election to fill the office shall be held at the next regular meeting of the COMMISSION at which a majority of the members are present, and the new officer so elected shall complete the unexpired term of the officer he succeeded.

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Section 5

A majority vote of the voting seats of the COMMISSION ~~members~~ shall be required for election to any office.

Commented [E2]: To be consistent with Charter amendments. See Art. IV.

Section 6

Duties and Powers:

(a) Chairman

In addition to the well-recognized and inherent duties and powers of the office of Chairman, the Chairman shall sign all acts or orders necessary to carry out the will of the COMMISSION; and, he shall have the authority to delegate any routine ministerial function to a member or members of the staff. He shall exercise all of the check signing powers of the Treasurer in that officer's absence. He shall preside over all meetings of the COMMISSION except when not in attendance or while he is addressing remarks to an issue before the COMMISSION, if such remarks are not within the scope of authority inherent to a presiding officer; he shall be eligible to vote on all issues regardless of a tie vote; he is authorized to appoint standing and special committees with the concurrence of the Executive Committee and to appoint substitutes to serve on standing and special committees when any member of a committee is temporarily unable to serve.

(b) Vice-Chairman

The primary responsibility of the Vice-Chairman shall be to serve as Acting Chairman of the COMMISSION in the absence of the Chairman. When the Vice-Chairman is serving as Acting Chairman in the absence of the Chairman, the Vice-Chairman shall be vested with authority to perform all the duties and exercise all the powers of the Chairman, including those vested in or delegated to the Chairman in these Bylaws and by any other action of the COMMISSION.

(c) Treasurer

The Treasurer is the official custodian of the funds of the COMMISSION. As custodian, the Treasurer is responsible for having accurate knowledge of the COMMISSION's financial condition at all times. The Treasurer may delegate certain administrative and clerical tasks to the Executive Director or other paid staff of the COMMISSION. He may also delegate the following financial authority to the Executive Director: the signing approval of, without the Treasurer's countersignature, of all payroll and related ~~checks disbursements drawn made from~~ the COMMISSION's authorized bank account, by the Executive Director; and, the signing approval of, without the Treasurer's countersignature, ~~of non-payroll related checks disbursements drawn on the~~ COMMISSION's authorized bank account, up to a maximum of three thousand dollars and no cents (\$3,000.00) ~~by the Executive Director~~.

The Treasurer shall be responsible for:

1. Making a brief report to the COMMISSION each month regarding the organization's current financial condition.
2. Advising the COMMISSION from time to time concerning the future financial needs of the COMMISSION.
3. Initiating the preparation of an independent audit of the COMMISSION's financial records as soon as possible after the end of the COMMISSION's fiscal year.
4. Countersigning, with the Executive Director, all non-payroll related checks disbursements in excess of three thousand dollars (\$3,000.00) drawn on the authorized bank account established by the COMMISSION.

(d) Secretary

The Secretary shall be responsible for:

1. Arranging for the giving of notice of regular and special meetings of the COMMISSION.
2. Arranging for the keeping of minutes of the proceedings of the COMMISSION.
3. Authenticating by his signature the minutes and resolutions of the COMMISSION.

The Secretary may delegate certain administrative and clerical tasks to the Executive Secretary and other paid staff of the COMMISSION.

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ARTICLE VII Committees

Section 1

The COMMISSION may establish any, and as many, standing committees as it deems desirable. A motion to establish a standing committee shall receive a majority of the votes of the members present. The Chairman shall then appoint the members to the standing committee with the concurrence of the Executive Committee. The Executive Committee and the Charter and Bylaws Committee, shall, at a minimum, be composed of at least one representative from each jurisdiction composing the COMMISSION. All other committees may have such membership as are, in the opinion of the Chairman, appropriate for the task of the committee. At the request of a Commission member from a jurisdiction not represented on a committee, the Chairman shall appoint a member from that jurisdiction to the committee.

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Section 2

One of the standing committees shall be the Executive Committee. The Chairman of the COMMISSION shall serve as a member and as the chairman of the Executive Committee. In addition, the Executive Committee shall consist of the officers of the COMMISSION, the immediate past Chairman of the COMMISSION, and one representative from each jurisdiction not having an officer on the COMMISSION. The Chairman shall appoint these additional members of the Executive Committee.

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The Executive Committee shall have the following specific powers and duties:

- (a) The Executive Committee shall be responsible for recommending the Annual Work Program and Budget to the COMMISSION.
- (b) The Executive Committee shall be responsible for monitoring the COMMISSION's Annual Work Program and Budget, and recommending all necessary modifications to the COMMISSION.
- (c) The Executive Committee shall be responsible for the annual performance and salary evaluation of the COMMISSION's Executive Director.
- (d) ~~—~~The Executive Committee shall be responsible for considering, and approving if warranted, all special personnel requests recommended by the COMMISSION's Executive Director, provided such personnel requests do not involve a change in authorized positions or the total annual personnel budget.
- (e) The Executive Committee shall be responsible for determining attendance by members of the COMMISSION at State and National meetings and conferences.

- (f) The Executive Committee shall be responsible for reviewing all actions of COMMISSION standing and special committees before the actions are brought to the attention of the COMMISSION, provided, however, that the Chairman of a standing or special committee may request consideration by the full COMMISSION of any action of his committee, regardless of the review by the Executive Committee.
- (g) The Executive Committee shall have any other power granted to it in an open meeting of the COMMISSION, provided a quorum of the COMMISSION is present at said open meeting; and further provided that at least a majority of the total membership of the COMMISSION votes affirmatively to grant such power to the Executive Committee.

A quorum of the Executive Committee shall consist of a majority of the Executive Committee's members. In making any recommendation, adopting any plan, or approving any proposal, action shall be taken by a majority vote of all members present, provided a quorum is present.

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Section 3

All policy committees shall be considered standing committees.

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Section 4

The Chairman may from time to time establish such special committees as he deems desirable and shall appoint the members thereto with the concurrence of the Executive Committee. An example of such a committee would be the Nominating Committee.

Section 5

-A majority of the members of any committee shall constitute a quorum of the committee. When there is less than a quorum, as required by these Bylaws, the lack of a quorum shall be noted in its report to the COMMISSION.

Section 6

The Chairman of the COMMISSION shall be an ex-officio member of all committees, but without vote, except for standing committees to which he has been named as a regular member.

Section 7

Citizens appointed to any committee shall have been residents of the appointing local jurisdiction for not less than two years.

ARTICLE VIII

Meeting of the Commission

Section 1

Regular meetings of the COMMISSION shall be held on the second Thursday of each month. Special meetings may be called by the Chairman at his discretion, or must be called by the Chairman on petition of one-third (1/3) of the COMMISSION members. Meetings shall be at the offices of the COMMISSION unless otherwise designated by the Chairman.

Section 2

Meetings of the COMMISSION and its committees shall be open to the public as provided by the Virginia Freedom of Information Act.

Section 3

~~A majority of the COMMISSION members shall constitute a quorum. COMMISSION members representing a majority of voting seats shall constitute a quorum.~~

Commented [E3]: This revision is pursuant to the Charter amendments to Art. II, Sect. 2 concerning voting seats and as described during the amendment process.

Section 4

In making any recommendation, adopting any plan, or approving any proposal, action shall be taken by a majority vote of all members present, PROVIDED, a quorum is present and that in the case of an action involving more than one jurisdiction, the negative votes of a minority of the COMMISSION shall be made a matter of record. No vote by any member of the COMMISSION shall be construed as an official commitment of the agency or jurisdiction represented by the member unless so authorized by said agency or jurisdiction.

Section 5

No action shall be taken upon any new business at the meeting in which it is introduced unless full information pertaining to same shall have been mailed to each COMMISSION member at least ten (10) days prior to the meeting at which such business is proposed to be acted upon. This requirement may be waived only by the majority consent of the commissioners present at the meeting in which such business is introduced and at which a quorum is present.

Section 6

A regular meeting of the COMMISSION may be cancelled in either of the following ways:

- (a) By a two-thirds (2/3) vote of the membership present at any prior regular meeting of the COMMISSION, provided a quorum is present at such prior meeting, and further provided that those members voting in favor of canceling a future COMMISSION meeting must constitute at least a majority of the entire COMMISSION.
- b) By the Chairman responding to a special request to cancel a future regular meeting, provided notices of the cancellation must be mailed to all members at least ten (10) days

prior to the date of the regular meeting. However, two regularly scheduled meetings in succession may not be cancelled.

ARTICLE IX
Amendment of Bylaws

Any proposed amendment to these Bylaws shall be proposed in writing to the members of the COMMISSION at a regular COMMISSION meeting at least thirty (30) days prior to the date that such proposed amendment is voted upon by the COMMISSION. A majority vote of all members of the COMMISSION shall be required to adopt any proposed amendment to the Bylaws.

ARTICLE X
Staff

There shall be an Executive Director, appointed by the COMMISSION, and such staff as the Executive Director deems necessary or desirable subject to the prior approval of the COMMISSION and provided the COMMISSION shall have created and funded the positions requested by the Executive Director.

ARTICLE XI
Budget

Section 1

The COMMISSION shall adopt a budget annually as set forth in the Charter Agreement. The COMMISSION shall not amend its budget once adopted during the applicable fiscal year except pursuant to an affirmative vote of the same number of the entire membership of the COMMISSION required to adopt the budget.

ARTICLE XII
Parliamentary Procedure

In all matters of parliamentary procedure not specifically covered by these Bylaws, the Roberts Rules of Order shall obtain.

ARTICLE XIII
Effective Date

These Bylaws and any amendments shall become effective immediately upon adoption.

* * * * *

Final Revisions and Adoption By Richmond
Regional Planning District Commission February
8, 1990

Amendments to ARTICLE VII – OFFICERS
Adopted By The
Richmond Regional Planning District Commission
November 14, 1991

Revisions Adopted By The
Richmond Regional Planning District Commission
September 14, 2000

Revisions Adopted By The
Richmond Regional Planning District Commission
March 8, 2001

Revision Adopted By The
Richmond Regional Planning District Commission
January 10, 2002

Revision Adopted By The
Richmond Regional Planning District Commission
June 8, 2017

Revision Adopted By The
Richmond Regional Planning District Commission

**PlanRVA
Profit Loss Statement
February 2021 YTD**



	Feb-21	Jan-21	Dec-20 (Adj)	Nov-20	Oct-20	Sep-20	Aug-20	Jul-20	YTD Actual Total	Annual Budget	66.67% Total Budget	YTD Notes for Variance
Income												
4100 Federal Funding												
4101 MPO FHWA/PL Funds - Fed share	83,503	76,648	25,811	76,735	82,911	70,113	78,809	99,483	594,013	1,204,736	49.31%	
4102 MPO Sect 5303 Funds - Fed share	22,649	20,226	21,654	19,600	21,993	26,540	21,316	21,635	175,612	433,984	40.47%	
4105 MPO Pass-Through	0	39,685	0	0	0	3,956	6,420		50,061	450,077	11.12%	
4110 DEQ-FY18/19Coastal - TAC	0	0	4,785	296	867	(743)	898	478	6,581	8,612	76.42%	Project closed out at 12/31
4111 FY20 Rural Coastal VA Mktg	398	0	191	180	115	0	0	0	884	9,095	9.72%	Project began 10/1
4112 FY20 Lower Chickahominy	4,286	4,063	4,970	2,849	2,147	0	0	0	18,315	18,087	101.26%	2nd grant closed out at 12/31; 3rd grant began 10/1
4113 FY20 Coastal TA & Resiliency	7,047	3,806	1,472	687	136	0	0	0	13,148	44,990	29.22%	Project began 10/1
4114 FY18/19 Coastal - Lwr Chickahominy	0	0	51,040	0	4,981	(19,877)	6,869	8,027	51,040	114,918	44.41%	Project closed out at 12/31
4115 CBRAP - WIP3/Fed Share	1,963	6,855	14,417	4,746	2,525	1,426	4,220	8,032	44,184	20,460	215.95%	Project ending date 12/31
4120 VDEM SHSP	5,842	2,887	9,966	6,238	6,941	7,222	6,297	3,228	48,620	95,650	50.83%	
4130 VDEM Pass-through grants	6,347	10,516	5,400	0	8,502	0	0	0	30,765	216,125	14.23%	Lagging due to COVID
4140 Hazard Mitigation	5,897	6,232	896	1,153	956	2,130	745	0	18,009	140,625	12.81%	
4190 Analysis of Impediments/Fair Housing	2,557	0	35,057	0	16,650	17,181	9,355	0	80,800	101,817	79.36%	Project closes 3/31
Total 4100 Federal Funding	\$140,489	\$170,918	\$175,659	\$112,484	\$148,724	\$107,948	\$134,929	\$140,883	1,132,033	\$2,859,176	39.59%	
4200 State Funding												
4201 MPO FHWA/PL Funds - State share	10,438	9,581	3,226	9,592	10,364	8,889	9,726	12,435	74,251	150,592	49.31%	
4202 MPO Sec. 5303 - State share	2,831	2,528	2,706	2,450	2,749	3,316	2,665	2,705	21,950	54,248	40.46%	
4205 State MPO Pass-Through	0	9,921	0	0	0	989	1,605	0	12,515	112,519	11.12%	
4210 VDOT Rural Planning	5,221	2,655	1,868	2,363	753	(81)	0	915	13,695	58,000	23.61%	Project closes 6/30
4220 Hazard Mitigation Plan	1,573	1,662	162	385	595	568	0	0	4,944	0		
4230 State Appropriation	9,549	9,549	9,236	9,549	9,549	9,549	9,549	9,549	76,076	113,900	66.79%	
Total 4200 State Funding	\$29,612	\$35,896	\$17,198	\$24,339	\$24,010	\$23,230	\$23,545	\$25,604	203,432	\$489,259	41.58%	
4300 Local Funding												
4301 TPO Assessment	4,204	4,204	4,204	4,204	4,204	4,204	4,204	4,204	33,632	50,447	66.67%	
4310 Local Membership Dues	45,045	45,440	40,854	45,440	45,440	45,440	45,440	45,061	358,160	544,903	65.73%	
4315 Service/Fee Income	16,225	15,164	24,854	14,228	15,451	29,614	0	0	115,536	0		MOU approved by CVTA: NTE \$200,000
4320 Capital Region Collaborative	5,349	882	386	734	1,459	168			8,978	24,290	36.96%	Regional Indicators Project; add'l \$74k forthcoming
Total 4300 Local Funding	\$70,823	\$65,690	\$70,298	\$64,606	\$66,554	\$79,426	\$49,644	\$49,265	516,306	\$619,640	83.32%	
4400 Private Funding												
4420 Community Impact									0	50,000		Project begins 3/15
4360 FOLAR Grant	6,246	6,246	6,246	6,246	6,246	6,246	6,246	6,246	49,967	74,957	66.66%	
Total 4410 Restricted Contributions	\$6,246	\$6,246	\$6,246	\$6,246	\$6,246	\$6,246	\$6,246	\$6,246	49,967	\$124,957	39.99%	
5000 Other Income												
5001 Interest Income	241	86	94	96	335	164	578	132	1,726	0		
5010 Miscellaneous Income	0	0	0	0	525	0	0	0	525	0		
Total 5000 Other Income	241	86	94	96	860	164	578	132	2,251	0		

PlanRVA
Profit Loss Statement
February 2021 YTD



	Feb-21	Jan-21	Dec-20 (Adj)	Nov-20	Oct-20	Sep-20	Aug-20	Jul-20	YTD Actual Total	Annual Budget	66.67% Total Budget	YTD Notes for Variance
7451 Pass Through Funds - MPO	0	49,606	0	0	0	10,198	8,025	0	67,829	593,550	11.43%	
7456 Pass Through Funds (VDEM)	6,347	5,516	5,400	0	8,502	0	0	0	25,765	216,125	11.92%	Pass Through activities offset in federal/private revenues
7454 Pass-through funds - Lower Ck	0	0	47,680	0	0	0	0	0	47,680	100,000	47.68%	
7457 Pass-Thru Hazard Mitigation	0	5,000	0	0	0	0	0	0	5,000	120,000	4.17%	
7459 Other Pass-Thru Expenses - AI/CI	0	0	35,057	0	16,650	12,075	9,355	0	73,137	123,138	59.39%	
Total 7450 Pass-thru and Matching funds	6,347	60,122	88,136	0	25,152	22,273	17,380	0	219,411	1,152,813	19.03%	
Total 7400 Program Expenses	\$10,079	\$61,276	\$90,716	\$1,503	\$26,012	\$23,516	\$18,729	\$1,336	\$233,167	\$1,207,313	19.31%	
7600 Infrastructure												
7210 Rent	20,876	20,876	20,876	20,876	20,875	20,875	20,875	20,190	166,319	249,156	66.75%	
7240 Insurance	573	573	573	573	573	573	573	573	4,585	7,390	62.04%	
7680 Depreciation Expense	1,710	1,710	1,710	1,710	2,103	2,103	2,103	2,103	15,251	21,575	70.69%	
Total 7600 Infrastructure	23,159	23,159	23,159	23,159	23,551	23,551	23,551	22,866	186,154	278,121	66.93%	
Total Expenses	211,412	273,082	299,713	201,082	227,133	229,462	229,005	231,759	1,902,650	3,938,899	48.30%	Operating Expenses 72% of expected YTD
Net Operating Income	\$35,998	\$5,754	(\$30,218)	\$6,688	\$19,260	(\$12,449)	(\$14,064)	(\$9,631)	\$1,339	\$154,133	0.87%	
Other Expenses												
7900 Capital Expense Projects	150	0	1,125	603	5,423	0	5,947	0	13,248	20,000	66.24%	
7950 Transfer to/from Reserves	0	0	0	0	0	0	0	0	0	101,888	0.00%	
7951 Trf to Reserves - Fund Balance Goal	0	0	0	0	0	0	0	0	0	32,245	0.00%	
7952 Trf to Local Match	(395)	0	(4,586)	0	4,981	0	0	0	0	0	0.00%	
Total Other Expenses	(245)	0	(3,461)	603	10,404	0	5,947	0	13,248	154,133	8.60%	
Net Income (Loss)	\$36,243	\$5,754	(\$26,757)	\$6,085	\$8,856	(\$12,449)	(\$20,011)	(\$9,631)	(\$11,909)	\$0	0.00%	

Notes:

Net Loss (\$11,910) offset by \$15,251 Depreciation yields \$3,341 effective cash surplus
Total Income is trailing budget at 70% with 62% YTD average on salary reimbursements
All Salaries & Wages and Benefits are trailing YTD budget
Program Expenses below expected: extended deadlines and anticipated carry over
Total Expenses are trailing budget at 72%

PlanRVA
Balance Sheet
As of February 28, 2021

	Statement of Net Position	Balance Sheet
ASSETS		
Current Assets		
Bank Accounts		
1050 LGIP-Virginia Dept of Treasury	515,530.93	515,530.93
1070 SunTrust Checking 8921	121,954.61	121,954.61
Total Bank Accounts	\$ 637,485.54	\$ 637,485.54
Accounts Receivable		
1200 Accounts Receivable	435,263.32	435,263.32
Total Accounts Receivable	\$ 435,263.32	\$ 435,263.32
Other Current Assets		
1150 Prepaid Expenses	24,889.93	24,889.93
1250 Misc Receivables - Grants	348,727.02	348,727.02
1300 Due from CVTA	157,717.14	157,717.14
Total Other Current Assets	\$ 531,334.09	\$ 531,334.09
Total Current Assets	\$ 1,604,082.95	\$ 1,604,082.95
Fixed Assets		
1300 Property & Equipment	351,457.57	0.00
1350 Accumulated Depreciation	-256,477.02	0.00
Total Fixed Assets	\$ 94,980.55	\$ 0.00
Other Assets		
1950 Deferred outflows - VRS Pymts	84,635.67	0.00
1951 Deferred Outflows-Diff Proj vs	174,697.00	0.00
Total Other Assets	\$ 259,332.67	\$ 0.00
TOTAL ASSETS	\$ 1,958,396.17	\$ 1,604,082.95
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 Accounts Payable	83,308.15	83,308.15
Total Accounts Payable	\$ 83,308.15	\$ 83,308.15
Other Current Liabilities		
2050 Accrued Expenses	58,682.62	70,465.11
2500 Compensated Absences	94,701.40	0.00
2525 Deferred Revenue	263,539.23	263,539.23
2600 Security Deposit	2,664.66	2,664.66
Total Other Current Liabilities	\$ 419,587.91	\$ 336,669.00
Total Current Liabilities	\$ 502,896.06	\$ 419,977.15
Long-Term Liabilities		
2800 Deferred Rent Liability	22,959.30	0.00
2900 Net Pension Liability	584,259.00	0.00
2950 Deferred Inflows	130,799.00	0.00
Total Long-Term Liabilities	\$ 738,017.30	\$ 0.00

Total Liabilities	\$	1,240,913.36	\$	419,977.15
Fund Balance				
Nonspendable		24,889.93		24,889.93
Unassigned Fund Balance		692,592.88		1,159,215.87
Total Fund Balance		717,482.81	\$	1,184,105.80
TOTAL LIABILITIES AND FUND BALANCE	\$	1,958,396.17	\$	1,604,082.95

Unrestricted Reserve - End of FY 20 (adjusted)		1,165,897
Net Surplus (Deficit) February YTD 2021		(\$11,913)
Special Assessments Collected FY21		30,122
Unrestricted Reserve - 2/28/21		\$1,184,106

Richmond Regional PDC
Profit and Loss
July 2020 - March 2021

	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020	Dec 2020	Jan 2021	Feb 2021	Mar 2021	Total
5001 Interest Income	131.61	578.82	163.77	335.36	96.11	93.41	86.41	240.61	44.66	1,770.76
5010 Miscellaneous			(0.40)	525.00					-	524.60
Total 5000 Other Income	131.61	578.82	163.37	860.36	96.11	93.41	86.41	240.61	44.66	2,295.36
Total Income	222,128.73	214,942.83	223,171.81	246,395.45	207,772.27	273,851.55	279,120.31	252,526.27	331,535.76	2,251,444.98
Gross Profit	222,128.73	214,942.83	223,171.81	246,395.45	207,772.27	273,851.55	279,120.31	252,526.27	331,535.76	2,251,444.98
Expenses										
6000 Salary & Wages										-
6110 Salaries FT Chargeable	64,062.08	62,679.12	67,312.71	66,930.37	66,348.81	99,751.15	78,475.88	83,619.72	84,826.03	674,005.87
5100 Fringe Benefit Pool	25,835.75	25,396.15	26,592.49	44,988.00	39,014.60	116,090.69	42,343.06	40,610.47	45,575.55	406,446.76
5105 Fringe Benefits Applied	(25,835.75)	(25,396.15)	(26,592.49)	(44,988.00)	(39,014.60)	(116,090.69)	(42,343.06)	(40,610.47)	(45,575.55)	(406,446.76)
5400 Indirect Costs Pool	61,893.49	60,088.44	113,865.32	76,858.71	75,034.69	109,649.05	77,273.93	82,051.50	94,692.31	751,407.44
5410 Indirect Costs Applied	(61,893.49)	(60,088.44)	(113,865.32)	(76,858.71)	(75,034.69)	(109,649.05)	(77,273.93)	(82,051.50)	(94,692.31)	(751,407.44)
6100 Salaries - Local	23,631.10	35,310.30	30,136.18	29,569.93	30,312.09	(23,256.17)	14,583.32	16,240.30	14,262.38	170,789.43
6101 Leave Wages	23,568.54	15,706.99	13,978.77	11,553.89	13,686.76	41,033.27	13,110.67	10,633.48	13,300.85	156,573.22
6105 Salaries - PT Chargeable	15,036.74	12,825.17	8,532.96	8,962.78	8,729.77	12,785.88	8,647.50	7,735.50	9,012.55	92,268.85
Total 6110 Salaries FT Chargeable	126,298.46	126,521.58	119,960.62	117,016.97	119,077.43	130,314.13	114,817.37	118,229.00	121,401.81	1,093,637.37
6200 Payroll Taxes	9,376.54	9,421.95	8,793.91	8,812.16	8,690.93	5,262.86	16,204.30	9,078.04	9,033.17	84,673.86
6500 Benefits										-
6512 Healthcare	18,290.20	17,956.80	18,116.60	18,116.60	18,116.60	18,116.60	16,047.60	16,520.60	17,318.60	158,600.20
6530 Retirement										-
6531 VRS Retirement Contribution	10,757.77	10,757.77	10,757.77	10,757.77	10,757.77	10,757.77	10,707.77	10,707.77	10,730.17	96,692.33
6532 VRS Employee Contribution	0.13	0.13	0.13	0.13	0.13	0.13	0.13	(5.70)	0.13	(4.66)
6533 ICMA - 401	1,153.11	1,153.11	1,153.11	1,153.11	1,153.11	1,153.11	1,153.11	1,153.11	1,153.11	10,377.99
6534 ICMA - 457	(714.70)	(714.70)	(714.70)	(714.70)	(714.70)	(714.70)	(1,072.05)	(1,528.17)	(714.70)	(7,603.12)
6535 Hybrid 401 A	1,093.90	1,093.90	1,093.90	1,093.90	1,093.90	1,093.90	899.26	1,092.44	1,097.54	9,652.64
6536 HYBRID 457	0.10	0.10	0.10	0.10	0.10	0.10	0.15	(520.39)	(5.74)	(525.38)
Total 6530 Retirement	12,290.31	12,290.31	12,290.31	12,290.31	12,290.31	12,290.31	11,688.37	10,899.06	12,260.51	108,589.80
6540 Life & Disability										-
6541 LTD	969.76	969.76	969.76	969.76	969.76	969.76	821.74	996.71	995.91	8,632.92
6542 Hybrid VRS ST & LT Disability	175.09	175.09	175.09	175.09	175.09	175.09	175.09	205.59	(61.00)	1,370.22
6543 AFLAC	(0.02)	(0.02)	(0.02)	(0.02)	(0.02)	(0.02)	(162.99)	(0.02)	(0.02)	(163.15)
Total 6540 Life & Disability	1,144.83	1,144.83	1,144.83	1,144.83	1,144.83	1,144.83	833.84	1,202.28	934.89	9,839.99
6550 FSA/HSA Section 125 Plans	105.79	104.79	104.79	104.79	142.59	445.26	277.06	(161.95)	289.55	1,412.67
Total 6500 Benefits	31,831.13	31,496.73	31,656.53	31,656.53	31,694.33	31,997.00	28,846.87	28,459.99	30,803.55	278,442.66
6580 Payroll Fees	166.40	159.48	164.67	156.02	156.02	151.54	400.64	217.13	1,579.81	3,151.71
6590 Training	15,667.00	165.00	1,340.00	1,219.39	884.25	25.00			12,863.00	32,163.64

Richmond Regional PDC
Profit and Loss
July 2020 - March 2021

	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020	Dec 2020	Jan 2021	Feb 2021	Mar 2021	Total
7210 Rent	20,190.24	20,875.77	20,875.77	20,875.77	20,875.77	20,875.77	20,875.77	20,875.77	20,875.77	187,196.40
7240 Insurance	573.08	573.08	573.08	573.08	573.08	573.08	573.08	573.08	2,292.36	6,877.00
7680 Depreciation Expense	2,102.65	2,102.65	2,102.65	2,102.65	1,710.00	1,710.00	1,710.00	1,710.00	1,710.00	16,960.60
Total 7600 Infrastructure	22,865.97	23,551.50	23,551.50	23,551.50	23,158.85	23,158.85	23,158.85	23,158.85	24,878.13	211,034.00
Total Expenses	231,759.79	229,007.01	229,464.04	227,135.49	201,083.87	299,715.62	273,082.86	211,412.10	282,542.64	2,185,203.42
Net Operating Income	(9,631.06)	(14,064.18)	(6,292.23)	19,259.96	6,688.40	(25,864.07)	6,037.45	41,114.17	48,993.12	66,241.56
Other Expenses										
7900 Capital Expense Projects		5,947.01		5,422.50	602.50	1,125.00		150.00		13,247.01
7950 Transfer to/from Reserves	-									-
7952 Transfer to Local Match				4,981.37		(4,586.48)		(394.89)		0.00
Total Other Expenses	-	5,947.01	-	10,403.87	602.50	(3,461.48)	-	(244.89)	-	13,247.01
Net Other Income	-	(5,947.01)	-	(10,403.87)	(602.50)	3,461.48	-	244.89	-	(13,247.01)
Net Income	(9,631.06)	(20,011.19)	(6,292.23)	8,856.09	6,085.90	(22,402.59)	6,037.45	41,359.06	48,993.12	52,994.55

Note:

Account 1250 Misc Receivables - Grants has been renamed to 1250 Accrued Revenue.

1200 Accounts Receivable and 1250 Accrued Revenue are under review to ensure no duplication of revenue is occurring in these reports.



Richmond Regional PDC
Balance Sheet
As of March 31, 2021

	Statement of Net Position	Balance Sheet
ASSETS		
Current Assets		
Bank Accounts		
1050 LGIP-Virginia Dept of Treasury	515,574.19	515,574.19
1070 SunTrust Checking 8921	171,856.92	171,856.92
Total Bank Accounts	\$ 687,431.11	\$ 687,431.11
Accounts Receivable		
1200 Accounts Receivable	492,598.78	492,598.78
Total Accounts Receivable	\$ 492,598.78	\$ 492,598.78
Other Current Assets		
1150 Prepaid Expenses	1,346.61	1,346.61
1250 Accrued Revenue	461,485.10	461,485.10
1300 Due from CVTA	59,996.10	59,996.10
Total Other Current Assets	\$ 522,827.81	\$ 522,827.81
Total Current Assets	\$ 1,702,857.70	\$ 1,702,857.70
Fixed Assets		
1300 Property & Equipment	351,457.57	0.00
1350 Accumulated Depreciation	-258,187.02	0.00
Total Fixed Assets	\$ 93,270.55	\$ 0.00
Other Assets		
1950 Deferred outflows - VRS Pymts	84,635.67	0.00
1951 Deferred Outflows-Diff Proj vs	174,697.00	0.00
Total Other Assets	\$ 259,332.67	\$ 0.00
TOTAL ASSETS	\$ 2,055,460.92	\$ 1,702,857.70
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 Accounts Payable	94,247.20	94,247.20
Total Accounts Payable	\$ 94,247.20	\$ 94,247.20
Credit Cards		
2020 Account Payable - Other	-48.98	-48.98
Total Credit Cards	-\$ 48.98	-\$ 48.98
Other Current Liabilities		
2050 Accrued Expenses	58,864.06	58,864.06
2500 Compensated Absences	94,701.40	0.00
2525 Deferred Revenue	284,624.83	284,624.83
2600 Security Deposit	2,664.66	2,664.66
Total Other Current Liabilities	\$ 440,854.95	\$ 346,153.55
Total Current Liabilities	\$ 535,053.17	\$ 440,351.77
Long-Term Liabilities		



Richmond Regional PDC
Balance Sheet
As of March 31, 2021

	Statement of Net Position	Balance Sheet
2800 Deferred Rent Liability	22,959.30	0.00
2900 Net Pension Liability	584,259.00	0.00
2950 Deferred Inflows	130,799.00	0.00
Total Long-Term Liabilities	\$ 738,017.30	\$ 0.00
Total Liabilities	\$ 1,273,070.47	\$ 440,351.77
Equity		
Nonspendable	1,346.61	1,346.61
Unassigned	781,043.84	1,261,159.32
Total Equity	\$ 782,390.45	\$ 1,262,505.93
TOTAL LIABILITIES AND EQUITY	\$ 2,055,460.92	\$ 1,702,857.70

Note:

Account 1250 Misc Receivables - Grants has been renamed to 1250 Accrued Revenue.

1200 Accounts Receivable and 1250 Accrued Revenue are under review to ensure no duplication of revenue is occurring in these reports.

Environmental & Intergovernmental Reviews

In cooperation with State Agencies, PlanRVA routinely is requested to provide environmental and intergovernmental reviews. PlanRVA staff circulate the review requests among member locality staff for comments and questions prior to submitting a response to the requesting State Agency.

Environmental reviews can include:

- **Environmental Assessments and Impact Reports** - Virginia code requires state agencies to prepare an environmental impact report (EIR) for each major state project.
- **Coastal Consistency Determinations and Certifications** - Due to receipt of Federal funds or permits, proposed projects must prove consistency with the enforceable policies of Virginia's Coastal Zone Management Program.
- **Groundwater Withdrawal Permits** - PlanRVA staff receives notice of Groundwater Withdrawal Permits in the Eastern Virginia Ground Water Management Area (GWMA). The eastern portion of PlanRVA is located in the Eastern Virginia GWMA. All jurisdictions in the Eastern Virginia GWMA are notified of pending permits as part of this process, therefore PlanRVA receives review requests for projects outside of the Richmond region. For more information about the Eastern Virginia GWMA see <http://www.deq.virginia.gov/Programs/Water/WaterSupplyWaterQuantity/WaterWithdrawalPermittingandCompliance.aspx>.
- **Virginia Water Protection (VWP) Permits** - DEQ issues VWP Permits for activities related to the quality of surface waters in the Commonwealth including the filling, dredging, draining or excavation of wetlands, streams, or other state waters. Surface water withdrawals are also permitted through VWP permits.
- **Virginia Pollutant Discharge Elimination System (VPDES) Permits** – DEQ issues VPDES permits to any person who discharges any pollutant into surface waters of the Commonwealth from a point source.

Intergovernmental reviews can include:

- State Agency grant applications for Federal funding, including:
 - CERCLA grant funds from US EPA (Superfund programming and site remediation)
 - Virginia Coastal Zone Management Program funding from the National Oceanic and Atmospheric Administration
 - Diesel Emission Reduction Act (DERA) State Clean Diesel funds from US EPA
 - Capitalization funds for the Virginia Clean Water Revolving Loan Fund for wastewater treatment facility improvements from US EPA
- FHWA Section 5310 funding for projects involving transit and mobility enhancements for seniors and individuals with disabilities.

For additional information on the reviews, please go to the following:

<https://planrva.org/environment/reviews/>.

Environmental and Intergovernmental Reviews

March 2021 - April 2021

In cooperation with State Agencies, PlanRVA routinely is requested to provide environmental and intergovernmental reviews. PlanRVA staff circulate the review requests among member locality staff for comments and questions prior to submitting a response to the requesting State Agency.

Located within the Richmond Region

Watermark Gardens Apartments

Chesterfield

The Watermark Gardens Apartment complex will be a new housing development project involving a 2.886-acre site consisting of two, four-story buildings with 80 apartment units for elderly tenants. On-site parking spaces will total 96 spaces. The development will meet the requirements of Earthcraft Platinum Certification.

This project may affect only one species on the subject property. The threatened Northern Longeared bat is known to roost in the entire east coast of North America. However, after using the FWS Determination Key, it has been determined that the bat will not be adversely affected in this area since actions will be followed such as not removing trees during the roosting months. Copies of the Winter habitat and roost tree map, a biological assessment, verification letter further describing this species can be found included in this letter. No other listed or unlisted species was found in this search and therefore this project will have no effect on this policy. This development project will comply with all applicable regulations regarding wildlife and inland fisheries.

The property is proposed to be an affordable housing development with municipal water and sewer that are already located along Iron Bridge Road. This development project will comply with all applicable regulations regarding sanitation. PlanRVA staff received no comments from locality staff. PlanRVA staff responded with no comments about the proposed project.

Nutri-Blend Hanover

Hanover

Nutri-Blend, Inc. has applied for a permit reissuance to include 2,479.9 acres of agricultural land at 5 sites. The permit authorizes the land application of biosolids and WTP residuals as fertilizer to specific sites in Hanover County, and limits the application of nutrients, metals, and pathogens contained in these materials to amounts that protect water quality and human health. No comments or questions were submitted by member locality staff. PlanRVA staff responded with no comments on the proposed permit. For site-specific information about this proposed modification and additional information about the DEQ permitting program for biosolids and WTP residuals, visit the following website:

<https://www.deq.virginia.gov/permits-regulations/public-notices/water/land-application-virginia-pollution-abatement>

DEQ's preliminary decision is to reissue a permit.

Sherwood Crossing II

Hanover

The Subject Property is planned for multi-family residential development. A total of four (4) three-story multifamily residential structures, totaling 90-units is planned. Site amenities include a clubhouse, recreational center, common area, and a total of four covered parking garages (246 total parking spaces). Based on the proposed development plan, HUD has determined that the construction and operation of Sherwood Crossing II will have no adverse effect on the coastal uses and/or natural resources of Virginia that are addressed by the nine (9) enforceable policies of the Virginia Coastal Resources Management Program. PlanRVA staff received no comments from locality staff. PlanRVA staff responded with no comments about the proposed project.

VCU Hardy Street Acquisition

Richmond

The proposed activity involves the acquisition and subsequent re-development of the subject property, including demolition of the existing building on-site. While plans are not available at this stage, the concept for the future redevelopment includes a large athletic facility for Virginia Commonwealth University (VCU). The subject property is comprised of a single parcel totaling approximately 0.15-acres and is identified as City of Richmond Parcel No. N0001304012 located at 2700 Hardy Street in Richmond, Virginia (Figure 1a, Appendix I). The project site is currently developed with two small buildings, including the existing James River Distillery building and associated storage/boiler room. It is located in a mixed light industrial and commercial area of the City of Richmond. A desired start of construction has not yet been determined and plans or design for future development is still in the very preliminary planning phase. The VCU athletic programs have been located within the same facilities since the 1990s. The University has grown in size along with the City of Richmond, and now requires expanded and modernized athletic facilities to support both the University's programs and community activities. In the collegiate athletic realm, modern training and practice facilities are required to attract and retain young talented athletes and remain competitive with other schools. Given the relatively low ecological value of the area, previously disturbed nature of the subject site, and developed surrounding landscape, irreversible impacts associated with the proposed project and acquisition of the site are expected to be limited. PlanRVA staff received no comments from locality staff. PlanRVA staff responded with no comments about the proposed project.

VCU Athletic Village

Richmond

Over a period of time, Virginia Commonwealth University (VCU) proposes to demolish structures currently located within the project area and construct a large, multi-faceted athletics facility. The project area consists of eight parcels within the area bounded by Hermitage Road (west), Robin Hood Road (north), Hardy Street (east), and Rhoadmiller Street (south). In the absence of any natural features or conditions of interest, and in view of the nature of the project, proceeding with the proposed project is not likely to adversely affect the natural environment. The proposed project will have a conspicuous direct (demolition) effects on historic architectural historic resources. The proposed project will also have indirect (visual) effects on adjacent resources that are also included in the Hermitage Road Warehouse Historic District. VCU will be working with the Virginia Department of Historic Resources to evaluate any mitigation measures that may - or may not - be warranted. No comments or questions were submitted by member locality staff. PlanRVA staff responded with no comments on the EIR.

New Tunnel from General Assembly Building to Capital

Richmond

The project site is located at 1000 Bank Street in Richmond, VA and is located within the northwest corner of the Capitol Square grounds. The proposed project includes constructing a new, below grade tunnel that will connect the GAB and the Capitol Building, providing secure access points into both buildings. The Capitol Building is located to the south of the GAB. The proposed tunnel alignment will pass to the north and east of the Virginia Washington Monument. The tunnel will connect to the GAB at the lower-level elevation through the original 1912 historic façade. An egress stair would provide an exit into the landscaping of Capitol Square just north of the Virginia Washington Monument. On the Capitol Building side, the tunnel will connect to the building extension at the lower level near the kitchen between the plaza and roof levels. The construction of the tunnel will occur in two phases. This will be done to limit disturbance to the site during the 2022 Gubernatorial Inauguration. The exact location of the phased construction limits is still being determined and will be coordinated with the owner to ensure all site activities can be accommodated. PlanRVA staff received no comments from locality staffs. PlanRVA staff responded with no comments about the proposed project.