



AGENDA COMMISSION MEETING

December 10, 2020 -- 9:00 a.m.

Members of the public may observe the meeting via YouTube:
<https://www.youtube.com/channel/UC9ASolCv7PbihiCYdncLsOA>

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 PlanRVA page 2

c. Roll Call of Attendees and Certification of a Quorum (Heeter)

d. Public Comments (Heeter)

Staff will share any comments that were received in advance of the meeting with members.

e. Requests for Additions or Changes to Order of Business (Spoonhower)

2. Old Business

a. Approval of Meeting Minutes (Nordvig) Page 4

Action Requested: Motion to approve meeting minutes from November 12, 2020.

b. Charter Agreement Revisions (Gregory).....Page 9

Action Requested: Motion to authorize legal counsel to distribute the proposed charter amendments to member jurisdictions for approval.

3. Standing Committee and Other Reports

a. Executive Committee & Chairman’s Report (Spoonhower)

b. Audit, Facilities & Finance Committee Report (Holland)

i. Action Item: Financial Statements (Heeter)..... Page 17

Action Requested: Motion to accept the Financial Statements for October 31, 2020.

ii. Action Item: FY2021 Budget Review & Resolutions (Eckhout)..... Page 29

Action Requested: Motion to approve the Budget Resolutions for Fiscal Year 2021.

iii. Action Item: Investment Policy (Eckhout)..... Page 30

Action Requested: Motion to accept the Investment Policy for the Richmond Regional Planning District Commission.

iv. Action Item: Payroll Frequency Change (Eckhout).....Page 33

Action Requested: Motion to authorize the Payroll Frequency Change and associated Personnel Policy Amendments.

c. Public Outreach and Engagement Committee Update (Davey)

4. Executive Director’s Report (Heeter)

5. New Business

a. Closed Session (Spoonhower)

Action Requested: Motion to convene in a closed session pursuant to Virginia Freedom of Information Act Section Section 2.2-3711 (A) (1), for the purpose of discussing personnel matters concerning the performance of specific Commission employees; and, pursuant to FOIA Section 2.2-3711 (A) (8) for purposes of discussion and consultation with legal counsel retained by the agency concerning these personnel matters during which all recording of the meeting will cease.

6. Commissioner Comments

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

**Opening Statement for Electronic Meetings
PlanRVA Regional Commission Meeting
December 10, 2020**

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 notice of this meeting to members and the public on Monday November 30, 2020. 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.

PlanRVA has taken steps to improve accessibility in a virtual setting for the Regional Commission and its subcommittees and work groups. More information on how to engage is contained below.

Public Participation

Members of the public are invited to participate in public meetings of PlanRVA and their respective committees. The following are new ways members of the public can participate in and follow the business of PlanRVA during this time:

1. **Be an Observer:** Anyone wishing to participate as an observer in a public meeting may do so. Members of the public may observe the meeting via YouTube Live Streaming by clicking on the following link:
<https://www.youtube.com/channel/UC9ASolCv7PbihiCYdncLsOA>
2. **Share Your Opinion and Ask Questions:** Anyone wishing to submit comments or questions prior to the meeting may do so via email at info@PlanRVA.org. All written comments received by 5 pm the business day preceding the meeting will be provided to members of the public body within a reasonable time period and included in the administrative record.
3. **Inclusive Agenda:** All comments and questions submitted via email during or after the meeting will be reviewed following the meeting and to the extent practical, responses may be provided or posted on the PlanRVA website.

**Commission Meeting
Zoom Virtual Meeting
Meeting Minutes
November 12, 2020
9:00 a.m.**

Members Present (A = Alternate)

<u>Charles City County</u>		<u>Town of Ashland</u>		<u>Goochland County</u>	
William Coad		Kathy Abbott (A)		Susan Lascolette (A)	
Michelle Johnson (A)		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	Nolen Blackwood (A)	X	Sean Davis	
Tim Davey	X	Jacob Giovia	X	Anne Marie Lauranzon	
Gloria Freye	X	Kim Gray		Canova Peterson	X
Leslie Haley	X	Kristen Larson		Faye Prichard (A)	
James Holland	X	Stephanie Lynch		Randy Whittaker	X
Jim Ingle	X	Dr. Cynthia Newbille	X		
Jesse Smith (A)	X	Rodney Poole			
Chris Winslow, Vice-Chair	X				
<u>Henrico County</u>		<u>New Kent County</u>		<u>Powhatan County</u>	
Chris Archer	X	John Lockwood (A)		Michael Byerly	X
Thomas M. Branin		John Moyer	X	Bobby Hall	X
William Mackey	X	Patricia Paige	X	Larry Nordvig, Secretary	X
Tyrone Nelson, Past Chair	X				
Patricia O'Bannon	X				
Daniel J. Schmitt	X				
Frank Thornton					

Others Present:

Eric Gregory.....Hefty, Wiley & Gore, PC
 Janet Lawson Hanover County
 Vaughan Crawley Henrico County

Staff Present

Martha Heeter.....Executive Director
 Terry Eckhout..... Director of Finance
 Diane Fusco.....Office Manager
 Chet Parsons.....Director of Transportation

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 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](#).

Call to Order

Chairman Spoonhower called the PlanRVA Commission meeting to order at approximately 9:15 a.m.

Pledge of Allegiance

Mr. Winslow led the Commission in the Pledge of Allegiance to the flag.

Attendance Roll Call & Certification of a Quorum

Ms. Fusco took attendance by roll call and Ms. Heeter 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.

Requests for Additions or Changes to Order of Business

Chairman Spoonhower confirmed there were no requests for additions or changes to the order of business.

Minutes for the October 8, 2020 Meeting

Mr. Nordvig called attention to the October 8 meeting minutes in the meeting packet. As part of the consent agenda; he noted he noted with no objections, the minutes will be considered approved.

Election of Treasurer

Chairman Spoonhower notified the commissioners Mr. Peterson was appointed as the new Executive Committee member to serve the remaining term vacated by Mr. Davis and therefore is eligible for election as Treasurer.

Dr. Newbille made a motion to approve items in the consent agenda including approval of meeting minutes from October and election of a Treasurer. Mr. Nordvig seconded the motion which carried unanimously by a vote of acclamation.

Executive Committee & Chairman's Report

Chairman Spoonhower wished the commissioners a belated Happy Veteran's Day and asked Ms. Heeter to provide an update on the next agenda item.

FY2021 Position Openings Update

Ms. Heeter requested authorization from the Commission to fill the advertised position for CVTA Board Support. It is a part time, temporary position exceed 32 hours per week. The position is supervised by the Director of Transportation, Chet Parsons.

Mrs. O'Bannon asked about timing of position. Ms. Heeter explained that it is designed to be filled through Jun 30, 2021 to align with the pending support services agreement with CVTA. The position could be renewed with approval from the Commission.

Mr. Nordvig asked if the position opening includes benefits. It does not.

Mr. Holland made motion to approve the position; Mrs. O'Bannon made the second. The motion passed unanimously by acclamation.

Charter Agreement Revisions

Mr. Gregory reviewed the proposed amendments to the Charter document included in the packet and summarized the implications of each change. He explained the request before the Commissioners is authorization to release the proposed Charter amendments to Member Jurisdictions for their consideration and approval.

He suggested replacement of the word "fill" with "represent" in Section 2 which would provide greater clarity to the section's intent.

Mr. Gregory reviewed the requested action again: that following successful motion to move the proposed Charter amendments forward, staff will officially circulate the draft to each jurisdiction's Chief Administrative Officer or Manager with request to consider at the local level before the end of the calendar year.

Mr. Peterson made a motion to forward the proposed Charter revisions as presented; Mr. McGraw seconded the motion. Mr. Gregory asked that his previously mentioned addition be considered as part of the motion. Mr. Peterson and McGraw both agreed. The motion was passed unanimously by acclamation.

Audit, Facilities & Finance Committee Report

Mark Rhodes presented the draft audit report. He advised that the audit was fairly regular in process despite the circumstances due to COVID.

Mr. Holland made a motion to accept the Fiscal Year 2020 Audited Financial Statements as presented; Mrs. O'Bannon seconded the motion. The motion was carried unanimously by acclamation.

Ms. Eckhout reviewed the financial statements for the year ending September 30, 2020.

Ms. Heeter advised staff is seeking direction in preparing for FY22; staff recommends local member dues requests be reduced again in Fiscal Year 2022 to \$0.50 per capita due to COVID. Mr. Holland advised being very clear in the request that this represents a reduction in member dues due to the current economic circumstances. Mr. Spoonhower concurred.

Mr. Holland made a motion to request \$0.50 per capita for FY2022 with explanation of the voluntary reduction; Mrs. O'Bannon seconded the motion. The motion was approved by acclamation.

Mr. Holland requested that staff provide staff listing (headcount) with each monthly financial statement packet going forward.

Public Outreach and Engagement Committee

Mr. Davey gave a brief update on the status of the Committee. Members met recently to reengage. The Committee will serve in an advisory capacity for the new project supported through the Community Foundation grant to increase public awareness of PlanRVA, which will include solicitation of proposals from consultants to assist and implement a public outreach plan.

New Business

Ms. Heeter reminded Commissioners of the upcoming webinar series scheduled to kick off November 19, 2020.

Adjourn

Chairman Spoonhower adjourned the meeting at approximately 10:50 a.m.



**CHARTER AGREEMENT
OF THE
RICHMOND REGIONAL PLANNING DISTRICT COMMISSION**

This Charter Agreement to organize a Planning District Commission made this 14th day of August, 1969, by and between the undersigned ~~governmental subdivisions~~member jurisdictions as authorized by the Virginia Area Development Act (Title 15.1, Chapter 34, Sections 15.1-1400, et seq., Code of Virginia (1950), as amended), and subsequently amended this day of _____, 2020, as authorized by the Regional Cooperation Act, Chapter 42 of Title 15.2 of the *Code of Virginia* (as amended) (Va. Code § 15.2-4200, *et seq.*):

NOW, THEREFORE, it is agreed that:

**ARTICLE I
Name, Location, Authority, Purpose**

Section 1

The name of this organization shall be the Richmond Regional Planning District Commission, hereinafter called the "COMMISSION."

Section 2

The office of the COMMISSION shall be ~~in the City of Richmond, Virginia~~centrally located within the Region-Planning District 15.

Section 3

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 ~~Virginia Area Development Regional Cooperation~~ Act.

Section 4

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 15 by planning and encouraging and assisting ~~governmental subdivisions~~member jurisdictions to plan for the future.

**ARTICLE II
Membership**

Section 1

COMMISSION members shall be appointed by the respective governing bodies of those ~~political subdivisions~~member jurisdictions which are parties to this Charter Agreement provided, however, that at least a majority, but not substantially more than a majority, of the



COMMISSION's members shall be elected officials of the governing bodies of the governmental subdivisions member jurisdictions within the Planning District with each participating county, city, and town of more than 3,500 population having at least one representative, and the other members being qualified voters and residents of the District who hold no office elected by the people.

Section 2

Governmental subdivisions Member jurisdictions which are parties to this Charter Agreement shall appoint members to the COMMISSION to fill represent the number of voting seats on the following basis:

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Number and Type of Membership Voting Seats

Population	Governing Body	Planning Commission	Citizen
3,501 - 7,500	1	-	-
7,501 - 25,000	1	1	-
25,001 - 50,000	2	1	-
50,001 - 100,000	2	1	1
100,001 - 175,000	3	1	1
175,001 - 250,000	4	1	1
250,001 - and up	5	1	1

Commented [E1]: All voting seats must be filled with GB appointees because "At least a majority of [Commission] members shall be elected officials." 15.2-4203.B.4. Without doing so, the PC and citizen members could outnumber the GB members. Preserving this rule would also allow GB members to cast votes of fellow GB members, as specified by their jurisdiction - see below. This would still allow for a quorum to be attained and made up of fewer (or no) GB members, unless the definition of quorum in the Bylaws is changed to something like: "COMMISSION members representing a majority of voting seats shall constitute a quorum."

Appointed Governing Body members may represent more than one Governing Body voting seat if that is preferred authorized by the member jurisdiction. Elected Officials Governing Body members are the only members eligible to represent more than one voting seat for the member jurisdiction.

Commented [E2]: This sentence provides that GB members may cast multiple GB voting seats but only for their fellow GB members, not for PC or citizen members. This does not specify how a member jurisdiction's preference for the voting authority of its members will be expressed or memorialized. Some jurisdictions adopt a resolution or pass a motion and some simply send a letter. Members, the Commission, and staff need to be clear of a Member's authority to cast votes.

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For purposes of defining population of a jurisdiction under the terms of this Section, the numbers to be used will be the latest of the official U.S. Census count or the most recent preliminary population estimate prepared by the Weldon Cooper Center for Public Service at the University of Virginia.

Section 3

Vacancies on the COMMISSION shall be filled for the unexpired term in the same manner as the original appointment was made.

Section 4

Any member of the COMMISSION shall be eligible for reappointment but may be removed for cause by the governing body which appointed him.

Section 5



Each governing body belonging to the COMMISSION may appoint an alternate member who is also an elected official of the governing body to the COMMISSION who may serve in lieu of one of the elected officials of that governing body. ~~He~~ An alternate member shall only serve in the absence of the designated governing body official and when serving in this capacity, shall hold the same voting authority as the designated governing body official. ~~He may be an elected official or any citizen of that governmental subdivision.~~

ARTICLE III Terms of Office and Voting Rights

Section 1

The terms of office of COMMISSION members ~~who are also members of governing bodies shall be coincident with their elected terms of office~~ determined by the respective governing body. ~~The terms of office of COMMISSION members who are also members of local planning commissions shall be coincident with their appointed terms of office as members of such planning commissions. The terms of office of the citizen members shall be three (3) years.~~ The terms of alternate members shall be coincident with the ~~elected~~ terms of office of their designated member of the governing body.

Section 2

Each member of the COMMISSION shall have one equal vote in all matters before the COMMISSION unless designated to represent more than one voting seat by the appointing member jurisdiction.

Section 3

Each alternate member appointed to the COMMISSION shall have one equal vote in all matters before the COMMISSION, but only in the absence of the elected official on the governing body for which ~~he~~ they have ~~has~~ been designated as an alternate member.

ARTICLE IV 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.



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 [member 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

The COMMISSION shall appoint an Executive Director who shall be an employee of the COMMISSION and shall serve at the pleasure of a majority of the [membership, voting seats](#).

ARTICLE V
Addition, Withdrawal, or Removal of Members [Jurisdictions](#)

Section 1

Any ~~governmental subdivision~~[member jurisdiction](#) within Planning District Number 15 which is not a party to this Charter Agreement at the effective date thereof may, thereafter, join the COMMISSION provided that such ~~governmental subdivision~~[member jurisdiction](#) is eligible for membership and that it adopts and executes this Agreement.

Section 2

Any ~~governmental subdivision~~[member jurisdiction](#) may withdraw from the COMMISSION by submitting to the COMMISSION in writing a notice of intent to withdraw. Such withdrawal shall not become effective until the end of the COMMISSION's then current fiscal year.

Section 3

Any ~~governmental subdivision~~[member jurisdiction](#) which is a party to this Agreement, shall automatically cease to be a member of the COMMISSION if it fails to comply with ARTICLE VI of this Agreement.

ARTICLE VI
Financial Obligations of Members [Jurisdictions](#)

Section 1

All ~~governmental subdivisions~~[member jurisdictions](#) within Planning District Number 15 which are a party to this Charter Agreement shall contribute funds to the COMMISSION in accordance with an Annual Budget approved ~~in December of each year~~ prior to the beginning of the COMMISSION'S fiscal year, provided that said Annual Budget is adopted by the



affirmative vote of three-fourths (3/4) of the [members-voting seats](#) present and voting.

Section 2

In the event that the dues of a member jurisdiction are based on an estimate of population for that jurisdiction, the population estimate to be utilized will be the latest of the official U.S. Census count or the most recent preliminary population estimate prepared by the [Weldon Cooper Center](#) for Public Service at the University of Virginia.

Section 3

The local contribution of each [governmental-subdivision-member jurisdiction](#) is due on July 1 of the current fiscal year and shall be paid in a single lump sum payment by each [governmental-subdivision-member jurisdiction](#) prior to July 31 of that year.

Section 4

An additional assessment may be made upon a [governmental-subdivision-member jurisdiction](#) for particular services of a local nature, which are requested by said [governmental-subdivision-member jurisdiction](#) and which may or may not be included in the Work Program adopted by the COMMISSION. This assessment shall be agreed upon ~~by the COMMISSION and with~~ the appropriate [governmental-subdivision-member jurisdiction](#).

ARTICLE VII

Appointment of an Executive Committee and Adoption of Bylaws

Section 1

The COMMISSION may designate an Executive Committee and delegate to it such powers as the COMMISSION may determine, provided that these powers are not inconsistent with provisions of the [Virginia Area Development Act Regional Cooperation Act, Chapter 42 of Title 15.2 of the Code of Virginia \(as amended\) \(Va. Code § 15.2-4200, et seq.\)](#). Said powers will be specifically stated in the Bylaws of the Commission.

Section 2

The COMMISSION may adopt Bylaws and such other rules as it deems necessary to govern its operations.

ARTICLE VIII

Meetings

Section 1

The COMMISSION shall hold regular meetings on a schedule which will be determined by



the membership.

Section 2

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

**ARTICLE IX
Amendments**

Section 1

This Charter Agreement may be amended, supplemented, or superseded only by concurring resolutions of all member ~~governmental subdivisions~~jurisdictions of the COMMISSION. All proposed amendments shall be submitted to the COMMISSION for its review and comment and to the member ~~governmental subdivisions~~jurisdictions for consideration.

**ARTICLE X
Date of Organization**

Section 1

The organization of the Richmond Regional Planning District Commission shall be effective on the 31st day of August, 1969, or at such time after this date when the Charter Agreement has been adopted and signed by that ~~governmental subdivision~~member jurisdictions whose population when added to the aggregate population of those who have already adopted and signed the Charter Agreement embraces the majority of the population within Planning District Number 15.

* * * * *

**Amendments Adopted By
Richmond Regional Planning District Commission
September 14, 1989
and
Final Ratification by All Nine Local Governments
January 10, 1990
Amendments Adopted By
Richmond Regional Planning District Commission
Month Day, 2020
and
Final Ratification by All Nine Local Governments
Month Day, 2020**



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RATIFIED BY THE RICHMOND REGIONAL PLANNING DISTRICT COMMISSION'S
MEMBER JURISDICTIONS ON THE DATES INDICATED

MEMBER JURISDICTION _____ DATE OF
RATIFICATION

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CHARLES CITY COUNTY:

By: _____

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CHESTERFIELD COUNTY:

By: _____

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CITY OF RICHMOND

By: _____

GOOCHLAND COUNTY

By: _____

HANOVER COUNTY

By: _____



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RATIFIED BY THE RICHMOND REGIONAL PLANNING DISTRICT COMMISSION'S
MEMBER JURISDICTIONS ON THE DATES INDICATED

MEMBER JURISDICTION _____ DATE OF
RATIFICATION

HENRICO COUNTY

By: _____

NEW KENT COUNTY

By: _____

POWHATAN COUNTY

By: _____

TOWN OF ASHLAND

By: _____

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PlanRVA
Financial Report: October 2020

Balance Sheet

The summarized Balance Sheet provides an overview of the assets, liabilities and fund balance for the month of October 2020.

The Commission is in a solid cash position currently with majority of funds deposited with the Department of Treasury through the Local Government Investment Pool. Most reimbursement requests are prepared at the close of the quarter resulting in an accumulation of Accounts Receivable to be paid in November.

Pending execution of the proposed Memorandum of Understanding with the Central Virginia Transportation Authority, expenses incurred for staff support are recorded in the Balance Sheet under "Other Current Assets- 1300- Due from CVTA".

Accounts payable in October are current liabilities with scheduled payments within 30 days.

Accrued Expenses in October consist of payroll costs incurred as of June 30, 2020. Revenue through June 30 was recorded, therefore expenses for the period are required for proper reporting. The accrued expense account stores reconciling items between statement of net position and balance sheet until financial statements are closed at year-end. Depreciation and capital purchases are normal differences.

Compensated Absences in October represent vacation leave benefits due to staff as of June 30, 2020. Adjustments to compensated absences are to be considered when an employee terminates employment. The compensated absence balance should represent employees currently working for the agency.

Deferred Revenue is funding received by the agency in advance of expenditure. Deferred Revenue in October consists of payments made in advance by member jurisdictions for annual dues, RRTPO assessments and awarded private grants paid in full.

Long Term Liabilities are reported in the Statement of Net Position column in accordance with generally accepted accounting standards. The reported difference amount of \$738,017 between columns represents amounts not current and due. The difference represents statement of net position liabilities for deferred rent, net pension liability and deferred inflows.

The Fund Balance consists of Fixed Assets and Unrestricted Reserve. The Commission concluded FY20 with an Unrestricted Reserve Balance of \$1,165,897 which has been decreased by the four months' accumulated net loss to arrive at the October 31 Unrestricted Reserve of \$1,162,783.

Profit & Loss Budget Performance

This statement provides an overview of Monthly and Year-to-Date Actual revenues and expenses with comparison to total budgeted revenues and expenses for Fiscal Year 2021.

The Year-to-Date revenues and expenses are compared to 33% of the Annual Budget as Year-to-Date results for October represent one third (or four twelfths) of the year. Variances between actual and budget can be quickly viewed in the “33% Total Budget” column; notes are provided to the side and at the bottom of the statement to provide additional information.

Revenue:

October’s total Year to Date Revenue was \$899,952 which is 10.5% below the predicted Year-to-Date budget. The shortfall is primarily due to timing of pass through expenses (see Expense lines 7451:7459) as well as timing of grant awards in this fiscal year.

The revenue reversal in line 4110 is to address project overruns for the Lower Chickahominy project that runs on an annual cycle of October 1- September 30. Grant funds for this project were 100% expended in FY2020 ahead of schedule. A budget revision request is forthcoming to transfer local member dues to address this reversal.

Expense:

October’s total Year to Date expenses were 27% under budget primarily due to timing of pass through expenses, which should catch up over the course of the fiscal year.

Total Net Income/Loss:

The first quarter’s financial statements reported a Year-to-Date (through September 30, 2020) total net loss of (\$42,093). In October, we recovered \$8,857 of the accumulated net loss, bringing the year to date net loss at October 31 to (\$33,236). This sign of improvement is encouraging, but not sufficient to fill the gap. Staff is making adjustments to expenses in November and December to accelerate improvements.

The primary drivers of the accumulated net loss for the year are as follows:

- FY2020 overspend in the Lower Chickahominy project (4114) resulted in a negative adjustment to revenue in September. Funds from local member dues will be transferred to meet the adjustment pending approval. The renewal grant award for this project was available on October 1st and staff time going forward on this project is 100% reimbursable. This project deficit will not continue.
- Recovery of fringe expenses is not covering expenses for the first four months of the year; employee leave was higher than expected in the first quarter. We are monitoring employee leave carefully to make recommendations for additional budget adjustments to cover the expense above fringe cost recovery.

Fund Balance Projection

In June 2018 the Fund Balance fell below the \$1,000,000 established threshold. In 2019, the Commission approved a plan to reinstate the Fund Balance to \$1,000,000 by the end of Fiscal Year 2021. A Special Assessment was approved for collection over Fiscal Years 2020 and 2021. As of August 2020, all nine member jurisdictions have contributed the requested amount. The June 30, 2020 Fund Balance exceeds the \$1,000,000 target; audited financial statements for June 30, 2020 report the Fund Balance at \$1,165,897. The current Fiscal Year-to-Date results netted with local member contributions to Fund Balance reduce the Fund Balance to \$1,162,783.

This chart is provided to show historic and current data for the agency's maintenance of the \$1,000,000 designated fund balance. The blue bars represent the actual fund balance reported on the Balance Sheet. The orange sections represent the gap between the actual fund balance and the \$1,000,000 target.

Salaries- Monthly Actual vs Monthly Budget

Staff began tracking salary expenses relative to budget on a monthly basis in FY2020. Over time, this information will be useful for comparative purposes. The orange bars represent monthly salaries budgeted (1/12 of total annual salaries); the blue bars represent the actual salaries expended in each month. The points in each bar represent the percentage of salaries reimbursed by grants in the month and can be used as a measure of staff productivity. The portion of salaries that are not reimbursed by grants are costs associated with administrative functions of the agency and projects funded with local member dues and general assembly appropriations.

October's combination of lower monthly salary expenses and higher percentage reimbursed is a sign of progress in the fiscal year. Management will be monitoring this closely in November and December as we expected continued leave due to the scheduled holidays. With new grant awards commencing in the latter part of the first quarter and beginning of second quarter, we expect to see continued positive trends for percentage reimbursement of staff salaries.



PlanRVA
Statement of Net Position

Balance Sheet - YTD

October 31, 2020

Statement of
Net Position Balance Sheet

ASSETS

Current Assets

Checking/Savings

1050 · LGIP-Virginia Dept of Treasury 753,949 753,949

1070 · SunTrust Checking 8921 31,430 31,430

Total Checking/Savings 785,379 785,379

Accounts Receivable

1200 · Accounts Receivable 615,496 615,496

Total Accounts Receivable 615,496 615,496

Other Current Assets

1150 · Prepaid Expenses 15,597 15,597

1250 · Miscellaneous Receivables 223,619 223,619

1300 · Due from CVTA 71,060 71,060

Total Other Current Assets 310,276 310,276

Total Current Assets 1,711,151 1,711,151

Fixed Assets

1300 · Property & Equipment 351,457 351,457

1350 · Accumulated Depreciation (249,637) (249,637)

Total Fixed Assets 101,820 101,820

Other Assets 259,333 0

2,072,304 1,812,969

TOTAL ASSETS

LIAI Liabilities

Current Liabilities

Accounts Payable

2000 · Accounts Payable 58,964 58,964

Total Accounts Payable 58,964 58,964

Other Current Liabilities

2050 · Accrued Expenses 58,863 70,921

2500 · Compensated Absences 98,169 98,169

2525 · Deferred Revenue 419,467 419,467

2600 · Security Deposit 2,665 2,665

Total Other Current Liabilities 579,164 591,222

Total Current Liabilities 638,128 650,186

Long Term Liabilities

2800 · Deferred Rent Liability 22,959 0

2900 · Net Pension Liability 584,259 0

2950 · Deferred Inflows 130,799 0

Total Long Term Liabilities 738,017 0

Total Liabilities 1,376,145 650,186

**Fund Balance (see proposed restatement below)

Nonspendable 15,597 15,597

Unassigned Fund Balance 680,562 1,147,186

Total Fund Balance 696,159 1,162,783

2,072,304 1,812,969

259,331

Discussion at AFFC April 29th meeting. Balance Sheet liabilities are not current and due

\$1m is target

PlanRVA
Statement of Net Position
Balance Sheet - YTD
October 31, 2020



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TOTAL LIABILITIES & Fund Balance

Unrestricted Reserve - End of FY 20 (adjusted)	1,165,897
Net Surplus (Deficit) October YTD 2020	(33,236)
Special Assessments Collected FY21	30,122
Unrestricted Reserve - 10/31/20	<u><u>1,162,783</u></u>



PlanRVA
Profit & Loss Statement
October 2020 YTD

	Oct-20	Sep-20	Aug-20	Jul-20	YTD Actual Total	Annual Budget	33.33% Total Budget	YTD Notes for Variance
Income								
4100 Federal Funding								
4101 MPO FHWA/PL Funds - Fed share	82,911	70,113	78,809	99,483	331,316	1,204,736	27.50%	
4102 MPO Sect 5303 Funds - Fed share	21,993	26,540	21,316	21,635	91,484	433,984	21.08%	
4105 MPO Pass-Through	0	3,956	6,420		10,376	450,077	2.31%	
4110 DEQ-FY18/19Coastal - TAC	867	(743)	898	478	1,500	8,612	17.42%	
4111 FY20 Rural Coastal VA Mktg	115	0	0	0	115	9,095	1.26%	
4112 FY20 Lower Chickahominy	2,147	0	0	0	2,147	18,087	11.87%	
4113 FY20 Coastal TA & Resiliency	136	0	0	0	136	44,990	0.30%	
4114 FY18/19 Coastal - Lwr Chickahominy	4,981	(19,877)	6,869	8,027	0	114,918	0.00%	
4115 CBRAP - WIP3/Fed Share	2,525	1,426	4,220	8,032	16,203	20,460	79.19%	Project ending date 12/31
4120 VDEM SHSP	6,941	7,222	6,297	3,228	23,688	95,650	24.76%	
4130 VDEM Pass-through grants	8,502	0	0	0	8,502	216,125	3.93%	
4140 Hazard Mitigation	956	2,130	745	0	3,831	140,625	2.72%	
4190 Analysis of Impediments/Fair Housing	16,650	17,181	9,355	0	43,186	5,000	863.72%	Budget amendment forthcoming in Nov
Total 4100 Federal Funding	\$148,724	\$107,948	\$134,929	\$140,883	532,484	\$2,762,359	19.28%	
4200 State Funding								
4201 MPO FHWA/PL Funds - State share	10,364	8,889	9,726	12,435	41,414	150,592	27.50%	
4202 MPO Sec. 5303 - State share	2,749	3,316	2,665	2,705	11,435	54,248	21.08%	
4205 State MPO Pass-Through	0	989	1,605	0	2,594	112,519	2.31%	
4210 VDOT Rural Planning	753	(81)	0	915	1,587	58,000	0.00%	
4220 Hazard Mitigation Plan	595	568	0	0	1,163	0	0.00%	
4230 State Appropriation	9,549	9,549	9,549	9,549	38,195	113,900	33.53%	
Total 4200 State Funding	\$24,010	\$23,230	\$23,545	\$25,604	96,388	\$489,259	19.70%	
4300 Local Funding								
4301 TPO Assessment	4,204	4,204	4,204	4,204	16,816	50,447	33.33%	
4310 Local Membership Dues	45,440	45,440	45,440	45,061	181,381	544,903	33.29%	
4315 Service/Fee Income	15,451	29,614	0	0	45,065	0	0.00%	Budget amendment forthcoming
4320 Capital Region Collaborative	1,459	168			1,627	24,290	6.70%	
Total 4300 Local Funding	\$66,554	\$79,426	\$49,644	\$49,265	244,889	\$619,640	39.52%	



	Oct-20	Sep-20	Aug-20	Jul-20	YTD Actual Total	Annual Budget	33.33% Total Budget	YTD Notes for Variance
7220 Computer Operations								
7221 Virtual Desktop Operations	8,975	8,970	9,026	8,960	35,931	95,000	37.82%	
7222 Software	489	2,000	586	395	3,470	35,000	9.91%	
7223 Broadband/network/telephone	1,216	1,195	1,313	3,294	7,018	9,750	71.98%	Adjustment of (\$1,128) to be settled in Nov
7224 Desktops & Support	1,076	1,192	1,076	1,076	4,421	12,000	36.84%	
7226 Technology services	0	0	2,577	0	2,577	10,000	25.77%	
Total 7220 Computer Operations	\$11,756	\$13,357	\$14,578	\$13,725	\$53,416	\$161,750	33.02%	on budget
7230 Printing	2,579	2,909	2,579	3,813	11,880	37,400	31.77%	
7235 Supplies	207	226	2,721	1,566	4,720	10,000	47.20%	
7245 Postage	0	0	22	0	22	2,000	1.10%	
7250 Advertisements	0	0	0	0	0	7,500	0.00%	
7290 Miscellaneous Expenses	2,103	1,865	0	0	3,968	10,000	39.68%	
7295 Bank Fees	85	85	100	115	385	1,500	25.67%	
Total 7200 Office Expenses	\$16,730	\$18,442	\$20,000	\$19,219	\$74,391	\$230,150	32.32%	
7400 Program Expenses								
7410 Organizational Dues	848	1,223	1,337	1,248	4,656	17,500	26.60%	
7420 Travel - Board					0	3,500	0.00%	
7425 Travel - Agency	0	8	0	76	84	32,500	0.26%	
7430 Books & Periodicals	310	12	12	12	346	1,000	34.60%	
7450 Pass-through and Matching funds								
7451 Pass Through Funds - MPO	0	10,198	8,025	0	18,223	593,550	3.07%	} will offset federal revenues
7452 Pass Through Funds (VDEM)	8,502	0	0	0	8,502	216,125	3.93%	
7454 Pass-through funds - Lower Ck	0	0	0	0	0	100,000	0.00%	
7457 Pass-Thru Hazard Mitigation	0	0	0	0	0	120,000	0.00%	
7459 Other Pass-Thru Expenses - AI	16,650	12,075	9,355	0	38,080	0	0.00%	Budget amendment forthcoming in Nov
Total 7450 Pass-thru and Matching funds	25,152	22,273	17,380	0	64,805	1,029,675	6.29%	
Total 7400 Program Expenses	\$26,310	\$23,516	\$18,729	\$1,336	\$69,891	\$1,084,175	6.45%	Pass-thru is 27% below budget
7600 Infrastructure								
7210 Rent	20,875	20,875	20,875	20,190	82,815	249,156	33.24%	
7240 Insurance	573	573	573	573	2,292	7,390	31.02%	
7680 Depreciation Expense	2,103	2,103	2,103	2,103	8,411	21,575	38.98%	
Total 7600 Infrastructure	23,551	23,551	23,551	22,866	93,518	278,121	33.62%	
Total Expenses	227,132	229,425	229,045	231,759	917,361	3,792,082	24.19%	
Net Operating Income	\$19,262	(\$12,411)	(\$14,104)	(\$9,631)	(16,884)	\$154,133	-10.95%	
Other Expenses								
7900 Capital Expense Projects	5,423	0	5,947	0	11,370	20,000	56.85%	
7950 Transfer to/from Reserves	0	0	0	0	0	101,888	0.00%	
7951 Trf to Reserves - Fund Balance Goal	0	0	0	0	0	32,245	0.00%	
7952 Trf to Local Match	4,981	0	0	0	4,981	0	0.00%	
Total Other Expenses	10,404	0	5,947	0	16,351	154,133	10.61%	
Net Income (Loss)	\$8,857	(\$12,411)	(\$20,051)	(\$9,631)	(\$33,236)	\$0	0.00%	



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<u>Oct-20</u>	<u>Sep-20</u>	<u>Aug-20</u>	<u>Jul-20</u>	<u>YTD Actual Total</u>	<u>Annual Budget</u>	<u>33.33% Total Budget</u>	<u>YTD Notes for Variance</u>
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Notes:

YTD Net Loss is (\$33,236)

Total Income is underbudget 10.5%; 59% delta on salary reimbursements

Salaries & Wages are in line YTD with budget

Program Expenses are 27% below expected due to program deadlines extended

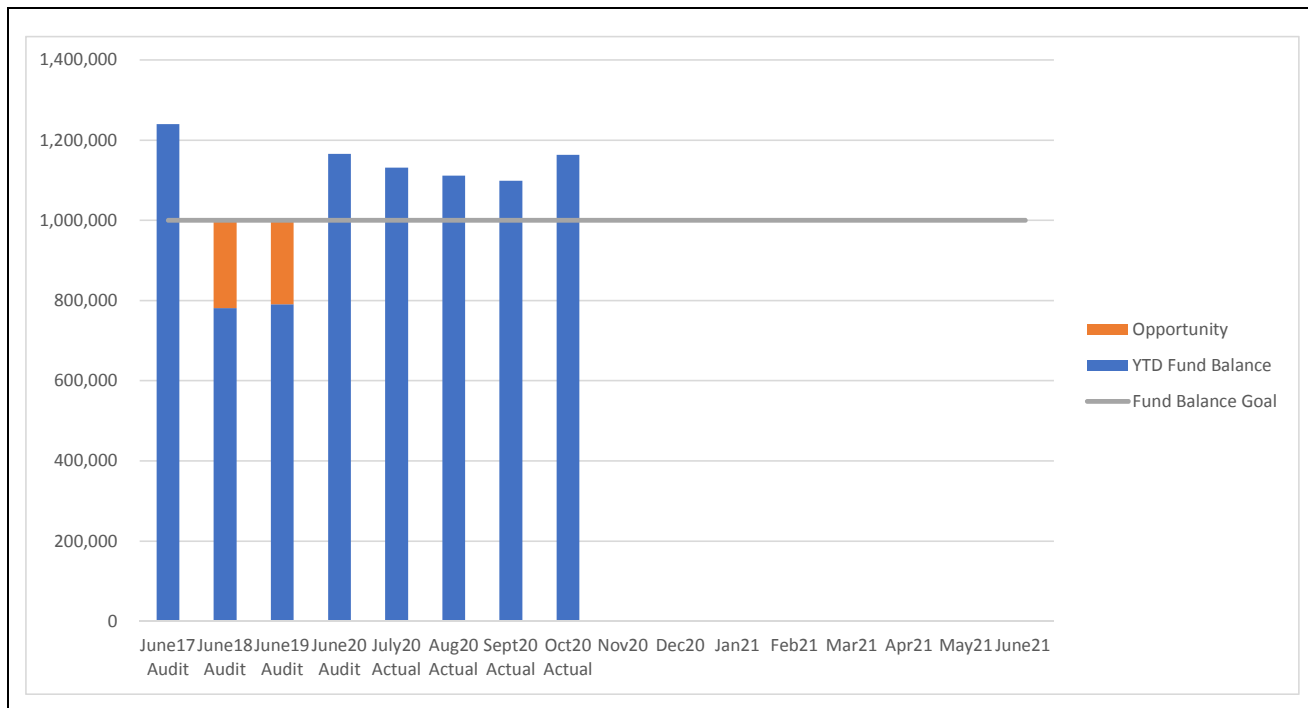
Computer Operations and Office Expenses are on budget

Transfer to Local Match \$4,981 for FY19 Lower Chickahominy grant



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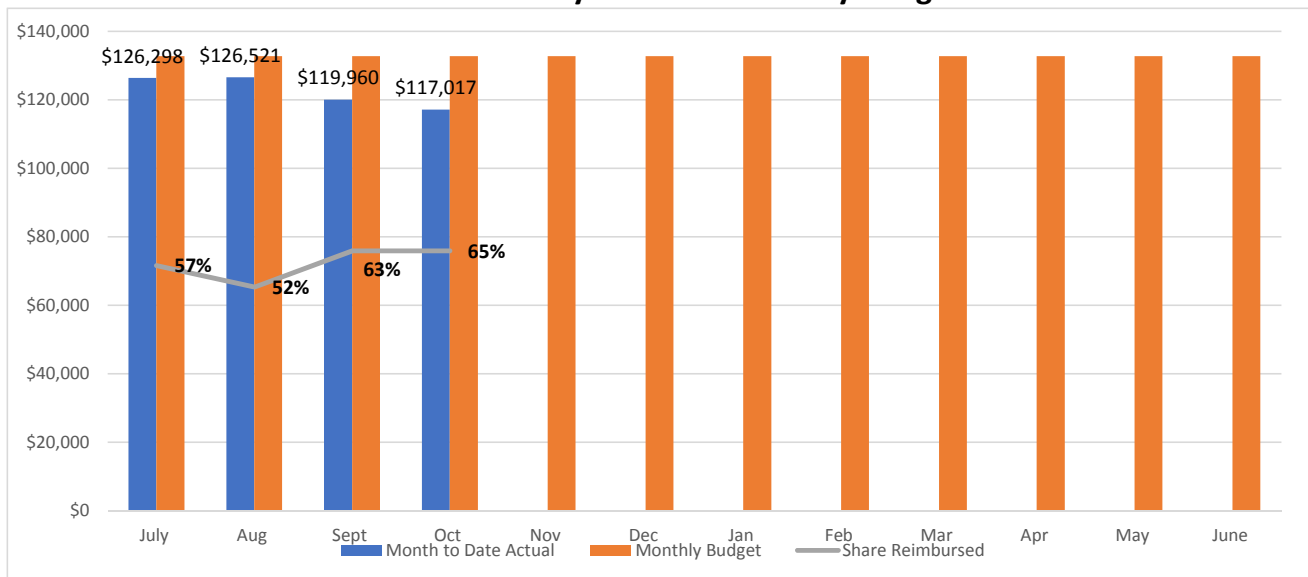
Plan RVA Fund Balance Projection Fiscal Year 2020-2021



The goal is to meet \$1 million target fund balance by Jun 21; change to accrual accounting in FY19 prevents detailed comparison prior to FY 19.

Unrestricted Reserve - End of FY 20 (adjusted)	1,165,897
Net Surplus (Deficit) October YTD 2020	(33,236)
Special Assessments FY21	<u>30,122</u>
Unrestricted Reserve - 10/31/20	<u><u>1,162,783</u></u>

Salaries - Monthly Actual vs Monthly Budget





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Summary of Staff Time

	Annual Forecast	YTD	Variance
Indirect	15.93%	17.79%	1.87%
Leave (Fringe)	10.75%	11.89%	1.14%
General Fund (State Appropriation/Member Dues)	4.84%	6.13%	1.29%
Grant/Reimbursable (incl Local Match)	68.48%	64.19%	-4.29%
Leave	10.70%	11.89%	1.18%
Administration	15.90%	17.84%	1.93%
Community Development	0.76%	0.64%	-0.12%
Data, Research & Analysis	4.44%	5.25%	0.81%
Emergency Management	5.39%	5.00%	-0.40%
the Environment	10.31%	10.95%	0.63%
Strategic Partnerships	0.14%	0.01%	-0.13%
Transportation	52.35%	48.43%	-3.91%



Staff Composition 2018-2021

**Allocation of Staff Time by Program
Area**

Program Area	FY2018	FY2019	FY2020	FY2021- Budget	
Agency Administration	3.97	3.64	3.77	3.61	18.0%
Community Development	1.72	0.29	0.58	0.17	0.8%
Data, Research & Analysis	0.69	0.52	0.67	0.97	4.8%
Emergency Management	1.59	1.11	1.17	1.20	6.0%
Environment	1.13	2.13	2.34	2.32	11.6%
Strategic Partnerships	2.26	0.85	0	0.03	0.2%
Transportation	10.85	10.76	12.69	11.79	58.7%
Total FTEs	22.21	19.3	21.22	20.08	

Position Type Total Persons on Staff by Position Type

Full Time, Regular	23	23	20	19
Part Time, Regular	2	2	1	1
Part Time, Temporary	9	12	6	7
Total Persons	34	37	27	27

FY2021:

1 intern completed paid summer internship in mid august; replacement is signed on for paid summer internship through October 31

1 intern converts from ~40 hours/week to ~20 during paid fellowship thru May, 2021

1 intern remains at ~20 hours/week during paid fellowship thru May, 2021

2 interns convert from paid to unpaid (Bonner Scholars) August 20th thru May, 2021 with exception of Winter Break

New position approved; part time/temporary begins in November

Request for FY20-21 Budget Amendments

Analysis of Impediments to Fair Housing Award \$125,000; Request \$96,817

FY20 Expended \$28,183 FY21 Projection \$96,817

The Fair Housing Act and related amendments require localities that participate in the Community Development Block Grant (CDBG) Program and/or administer federal public housing and/or Housing Choice Voucher programs promote fair housing by performing an Analysis of Impediments to fair housing choice (the "Analysis"). In our region, the Cities of Colonial Heights, Hopewell, Petersburg and Richmond, and the Counties of Chesterfield and Henrico are subject to this requirement. PlanRVA will coordinate the first regional Analysis of Impediments to Fair Housing for the participating localities.

Contract Period: Nov 14, 2019 – March 31, 2021 Funding: \$125,000 Allocation: 100%
Federal Funding passed through from Participating Localities

Work was procured and Root Policy Research is performing the work which is being managed by staff member. PlanRVA will receive revenue of \$24,050 for project management costs. The remainder of the \$100,950 revenue is passed through for consultant fees.

Community Impact Grant Award \$50,000; Request \$50,000

This grant may be used to support capacity building and technical assistance to support better, more representative regional policy making and planning through improved community engagement at PlanRVA grounded in equity and focused on inclusivity of all residents.

Contract Period: Nov 1, 2020 – July 30, 2021 Funding: \$50,000 Allocation: 100%
Restricted Contributions

Requested Action: Motion to advance budget amendments with recommendation for approval to the November 12, 2020 Full Commission meetings.

Richmond Regional Planning District Commission Investment Policy

SCOPE

This investment policy applies to all investments of the Richmond Regional Planning District Commission. (PlanRVA or the Commission). These funds are accounted for in the annual financial report and includes the Governmental Fund. This policy applies to all transactions involving the financial assets and related activity of all funds.

DELEGATION OF AUTHORITY

Responsibility for the overall financial management of the Commission rests with the Executive Director. The Director of Finance is designated as Investment Manager.

OBJECTIVES

SECURITY – The Executive Director or their designated Investment Manager has fiduciary responsibility for management of investment of public funds, therefore security, and the preservation of capital, shall be the primary objective.

LIQUIDITY – Maintenance of sufficient liquidity to meet operating cash requirements is essential to the Commission’s investment policy.

RETURN – The Commission seeks to attain a market rate of return on its investments, consistent with constraints imposed by its safety objectives, cash flow considerations and laws of the Commonwealth that restrict placement of certain public funds. The Investment Manager will represent the Commission’s best interest in seeking to remove constraints to the efficient investment of funds.

All participants in the investment process shall act responsibly as custodians of the public trust. The investment manager shall avoid any transaction that might impair public confidence in the Commissions effectiveness.

ETHICS AND CONFLICTS OF INTEREST

The Executive Director and any employees designated by the Executive Director involved in the investment program shall refrain from personal business activity that could conflict with proper execution of the investment program or that could impair their ability to make impartial investment decisions.



INTERNAL CONTROLS

The study and evaluation of internal controls is a valuable part of the annual audit, with the management letter issued by the auditors bringing to light any significant weaknesses in the current internal control structure.

The Code of Virginia, this Investment Policy and generally accepted accounting policies, play a significant role in the annual audit function conducted by an independent certified public accounting firm.

The Investment Manager, with approval by the Executive Director, shall carry out the execution of all transfers related to investments.

AUTHORIZED INVESTMENTS

Authorized investments for public funds are limited to those set forth in Chapter 44, Section 2.2-4400 of the Code of Virginia.

Investment vehicles for the Commission shall further be restricted in consideration of the size of the portfolio and the absence of professional investment personnel.

The Commission may invest in any and all funds belonging to it or in its control in the following:

1. Obligations of the Commonwealth of Virginia, including stocks, bonds, notes and other evidences of indebtedness of the Commonwealth, and those unconditionally guaranteed as to the payment of principal and interest by the Commonwealth of Virginia.
2. Certificates of deposit and time deposits of Virginia banks and savings institutions federally insured to the maximum extent possible and collateralized under the Virginia Security for Public Deposits Act, Chapter 44, Section 2.2-4400 of the Code of Virginia.
3. Commonwealth of Virginia Local Government Investment Pool (LGIP) – convenience and cost effectiveness are primary advantages in using the LGIP as an investment vehicle.

REPORTING

Periodic reporting of portfolio position and investment performance results will add an element of accountability and discipline to the Commissions investment program.

The Investment Manager shall prepare and incorporate into a quarterly report to the Audit, Finance and Facilities Committee of the Commission, an account of investment activity for

the quarter end. The report will show the details of the portfolio's position at quarter end and will include current yield and investment income.

MEMORANDUM

November 24, 2020

To: PlanRVA Audit, Finance, and Facility Committee

Re: Proposal to Transition Payroll Frequency From 24 to 26 Pay Periods

PlanRVA staff are currently paid on a semi-monthly cycle and receive 24 paychecks each year with pay periods consisting of 80, 88, or 96 hours.

This proposal recommends changing the frequency to a biweekly system which would increase the number of paychecks each year to 26 pay cycles.

The 26 pay period process will promote consistent paydays and the agency's third-party payroll provider, ADP, advises no increase in payroll processing fees.

Converting to a biweekly payroll will eliminate confusion over pay period hours as each pay period will have 80 hours with a fixed hourly rate of pay for each staff member for billing purposes.

This request will apply to the pay cycle beginning Saturday January 2, 2021 to Friday January 15, 2021 with a paycheck date of Friday January 29, 2021. There is a holiday on Monday, January 1st and in lieu of additional pay to staff members, we are recommending that the 8 hours of holiday pay be included in vacation leave. Staff researched other jurisdiction payroll calendars to support the new established pay cycle.

Proposed amendments to the personnel policy to facilitate this change are included on the next page of this proposal.

Upon approval of the recommendation, this communication will be provided to staff with a minimum notice of 30 days.

Personnel Policy Changes for Proposed Payroll Frequency Change

The personnel policy will be updated to include the change to payroll processing using 26 pay periods. Proposed text amendments to the existing personnel policy are included below.

4.2.1 (a)

(a) Annual Leave

All full-time employees are eligible for one day (8 hours) of flexible leave available at the beginning of each calendar year in addition to annual leave which is earned according to length of service as outlined below. Please note leave will be accrued each pay period with the exception of months with 3 paydays (twice per year). The third paycheck in a month will not include leave accruals or voluntary deductions.

Less than 5 years of service: **84** hours per ~~month pay period~~ for each complete ~~month pay period~~ employed through the first five years, or a total of 12 days per annum;

5, but less than 10 years of service: **105** hours per ~~month pay period~~ for each complete ~~month pay period~~ employed beginning on the first day of the ~~month pay period~~ following the 5th anniversary, or a total of 15 days per annum;

10 but less than 15 years of service: **126** hours per ~~month pay period~~ for each complete ~~month pay period~~ employed beginning on the first day of the ~~month pay period~~ following the 10th anniversary, or a total of 18 days per annum.

15, but less than 20 years of service: **147** hours per ~~month pay period~~ for each complete ~~month pay period~~ employed beginning on the first day of the ~~month pay period~~ following the 15th anniversary, or a total of 21 days per annum;

20, but less than 25 years of service: **168** hours per ~~month pay period~~ for each complete ~~month pay period~~ employed beginning on the first day of the ~~month pay period~~ following the 20th anniversary, or a total of 24 days per annum;

25 or more years of service: **189** hours per ~~month pay period~~ for each complete ~~month pay period~~ employed beginning on the first day of the ~~month pay period~~ following the 25th anniversary, or a total of 27 days per annum.

4.2.1 (b)

(b) Sick Leave

Sick leave is earned at the rate of ~~10-5~~ hours ~~for~~ each ~~month, pay period~~ ~~employed~~, or 15 days per year. There is no limit on the amount of sick leave an employee may accumulate. For any partial pay periods of employment, leave will be prorated by the number of business days, including holidays, employed relative to the total number of business days, including holidays, in the pay period.

6.1. Payroll

Employees will be paid ~~every two weeks or every other Friday on the 15th and last day of each month; when those dates occur on a Saturday, Sunday, or Holiday, employees will be paid on the immediately preceding business day.~~ Payroll is processed in advance of the actual pay day, so employees will be paid based on hours worked in the previous pay period.

6.2. Payroll Deductions

Standard payroll deductions are made each pay period from the pay for each employee and are paid into the proper benefit account for the employee. Additional payroll deductions will also be made for those employees who are covered by benefits requiring such deduction or through election of additional benefits or programs offered by the Commission or as required by law. Because there are 26 pay periods each calendar year, two months allow for three paychecks. The third paycheck that occurs during these months will not include accrual of leave or voluntary payroll deductions.

December 10, 2020

AGENDA

1. Closed Session – Chairman Spoonhower

Requested Action: Motion to enter a closed session to discuss a personnel matter pursuant to VA Code.

Motion made by _____

I move that the Executive Committee convene in closed session pursuant to Virginia Freedom of Information Act Section 2.2-3711 (A) (1), for the purpose of discussing personnel matters concerning the performance of specific public officers, appointees, or Commission employees; and, pursuant to FOIA Section 2.2-3711 (A) (8) for purposes of discussion and consultation with legal counsel retained by the agency concerning these personnel matters during which all recording of the meeting will cease.

Motion seconded by _____

Chairman Spoonhower:

There is a motion before us that we go into closed session for the purpose of discussing personnel matters which require discussion and consultation with legal counsel, pursuant to the cited provisions of the Virginia Freedom of Information Act, during which all recording of the meeting will cease.

All those in favor signify by saying “Aye.” Those opposed so indicate by saying “Nay.”

2. Conclusion of Closed Session

Do each of you vote to certify that, to the best of your knowledge, only public matters lawfully exempted from open meeting requirements and that only such public business matters as were identified in the motion by which the closed session was convened, were heard, discussed, or considered?

Name	Aye	Nay	Abstain	Absent
Cooda				
Peterson				
McGraw				
Nelson				
Nordvig				
Newbille				
Paige				
Spoonhower				
Winslow				

3. Adjourn