



AGENDA COMMISSION MEETING

February 11, 2021 -- 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 PlanRVApage 3

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. Consent Agenda

a. Approval of Meeting Minutes Page 5

b. 2021 Grant Application Authorization.....Page 13

3. Old Business

a. Charter Agreement Revisions Approval Update

Discussion Item: Staff will provide an update on the status of local approvals for review and discussion.

b. FY2021 Key Imperatives

Presentation: Ms. Heeter will present organizational key imperatives for Fiscal Year 2021. These will be included as a discussion/action item during the March Commission meeting.

4. 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 15**

Action Requested: Motion to accept the November and December Financial Statements.

c. Public Outreach and Engagement Committee Update (Davey)

Discussion Item: Mr. Davey will provide an update on the open Request for Proposals for marketing and communications support.

5. Executive Director's Report (Heeter)

Update Item: Ms. Heeter will provide an overview of current work efforts and their status.

6. New Business

6. Commissioner Comments- Local Updates and Discussion

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



**Opening Statement for Electronic Meetings
PlanRVA Regional Commission Meeting
February 11, 2021**

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 February 8th, 2021. 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
December 10, 2020
9:00 a.m.

Members Present (A = Alternate)

Charles City County		Town of Ashland		Goochland County	
William Coad	X	Kathy Abbott (A)		Susan Lascolette (A)	
Michelle Johnson (A)		Mr. Daniel McGraw	X	Neil Spoonhower, Chair	X
Rhonda Russell (A)	X				
Chesterfield County		City of Richmond		Hanover County	
Kevin Carroll	X	Nolen Blackwood (A)	X	Sean Davis	X
Tim Davey	X	Jacob Giovia	X	Anne Marie Lauranzon	
Gloria Freye	X	Kim Gray	X	Canova Peterson	X
Leslie Haley		Kristen Larson	X	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				
Henrico County		New Kent County		Powhatan County	
Chris Archer	X	John Lockwood (A)		Michael Byerly	
Thomas M. Branin		John Moyer	X	Bobby Hall	X
William Mackey	X	Patricia Paige	X	Larry Nordvig, Secretary	X
Tyrone Nelson, Past Chair					
Patricia O'Bannon	X				
Daniel J. Schmitt					
Frank Thornton					

Others Present:

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

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 9:00 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 noted a need to remove Item 3. iv. from the agenda. Staff has requested additional time to consider implications of the proposed change in payroll frequency.

Mr. Winslow made a motion to approve the change to the agenda. Ms. Gray seconded the motion which carried unanimously by a vote of acclamation.

Minutes for the November 12, 2020 Meeting

Mr. Nordvig called attention to the November meeting minutes in the meeting packet.

Mr. Archer made a motion to approve the November meeting minutes and Ms. Gray seconded the motion which carried unanimously by a vote of acclamation.

Charter Agreement Revisions

Mr. Gregory reviewed charter amendments under consideration and noted the most recent draft is included in the agenda packet. Revisions remain the same except for the removal of additional voting tiers in Article 2, Section 2 pursuant to feedback from local jurisdictions.

Mr. Gregory recommended an additional amendment to Article 3, Section 3 to read as follows: "Each alternate member appointed to the Commission shall hold the same voting authority as the designated governing body official."

The request before the Commission is for approval of distribution of the current revisions to the member jurisdictions for their consideration with belief that the current version with proposed amendment enjoys support from the member jurisdictions. The approval

process may begin with the jurisdictions this month and occur over the next several months with the remaining jurisdictions.

Mr. Winslow asked if there was anything driving the timeline of this process and discussed concerns with current amendments related to the number of votes per population level and potential funding gap if member dues are capped at the same levels of appointees. Mr. Gregory referenced a discussion during the Executive Committee meeting that included reference to the concerns to inform local government appointments which are typically made in January. Otherwise there is not a specific timeline regarding the review/ approval and amendment of the Charter agreement.

Ms. Heeter noted the original driver of the charter amendments was to provide for greater flexibility with the location of the office.

Mr. Winslow expressed concerns about moving forward with the proposed amended version given the likely implications of funding to the Commission. Chesterfield's position is that without the opportunity to gain additional seats based upon population, the County will not be able to support funding for the agency based on a per capita assessment over 250,001 in population. The County's likely position is that assessment of dues for populations over 250,000 would constitute taxation without representation.

After discussion on this item, a decision was made to defer this item to the February Commission meeting.

Mr. Winslow offered that he is prepared to offer a motion to defer this item until broader consensus can be achieved in order to reconcile the relationship with the voting structure and member dues. Mr. Holland and Mr. Carroll advised they concur with Mr. Winslow's concerns and would prefer to provide additional time to resolve the issues between appointments and funding.

Mr. Davis supports the request to defer the item as well.

Mr. Peterson noted the specific jurisdictions who have differing opinions regarding the population based on representation should work together to address and find a common solution. Ms. Paige stated she agrees with Mr. Peterson's comments and that New Kent County is prepared to proceed with the version discussed at the last meeting providing the additional tiers for representation.

Mr. Winslow made a motion to defer the proposed charter amendments for additional consultation among the jurisdictions; Mr. Holland seconded the motion. The motion carried unanimously by acclamation.

Chairman Spoonhower requested a timeframe for deferral; Mr. Winslow offered February and Mr. Holland and Mr. Carroll concurred.

Executive Committee & Chairman's Report

Chairman Spoonhower reflected upon his role as Chairman and expressed appreciation of the opportunity to serve as Chair. He wished everyone a happy holiday season.

Chairman Spoonhower asked if there is a motion to cancel the January meeting. Ms. Paige made a motion to cancel the January Commission meeting and Mr. Holland seconded the motion. The motion carried unanimously by acclamation.

Audit, Facilities & Finance Committee Report

Ms. Heeter reviewed the financial narrative and October financial statements. Mr. Holland advised a staff budget and summary will be provided for Commissioner review in the new calendar year.

Ms. Gray made a motion to accept the October 2020 financial statements and Mr. Holland seconded the motion which passed with a vote by acclamation

FY2021 Budget Amendments

Ms. Eckhout discussed the request for budget amendments which was an item deferred from the November meeting due to time constraints.

1. Analysis of Impediments to Fair Housing- increase of funding in budget due to extension of project from FY20 to FY21. Mr. Holland advised this is an important topic and looks forward to the finished product.
2. Community Foundation grant- Increase revenue and pass through by \$50k. The grant will be used to support capacity building and technical assistance to support better regional policy making and planning through community engagement at PlanRVA. Mr. Holland noted the term of the project goes beyond the end of the fiscal year; appropriate recordation and accruals are important.

Mr. Holland made a motion to approve the amendments and Mr. Peterson made the second. The motion passed by acclamation with Mr. Nordvig abstaining from the vote.

Investment Policy

Ms. Eckhout reviewed the current investment policy aimed to strengthen the internal controls of the agency.

Ms. Gray made a motion to approve the Investment Policy with a second by Mr. Holland. The motion passed with a vote by acclamation.

Public Outreach and Engagement Committee Update

Mr. Davey shared that the committee has not been able to meet since the last Commission meeting. The committee will be reviewing a draft Request for Proposals for capacity

building for PlanRVA public awareness and outreach using the \$50k grant from the Community Foundation.

Executive Director Report

Ms. Heeter expressed appreciation to staff for their dedication and work during the pandemic and dealing with challenges of remote work.

Closed Session

Action Requested: Motion to convene in a 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 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 to enter a closed session made by Dr. Newbille and seconded by Ms. Gray. Roll call vote was completed and the motion passed unanimously.

Closed Session

Ms. Heeter summarized the process for the closed session.

Chairman Spoonhower indicated the need to convene in closed session.

Action Requested: Motion to convene in a 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 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 made by Dr. Newbille and seconded by Ms. Gray.

Ms. Fusco took a roll call vote prior to closed session and the motion carried (Appendix A).

Commissioners present were sent to break out room for the closed session.

Conclusion of Closed Session

Ms. Fusco polled Commissioners at the conclusion of the 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?

Roll call was recorded and included in Appendix B.

Commissioner Comments

Mr. Archer wished everyone happy holidays and stated it's not likely he will serve on the Commission again but will take away much from the time he has served over the past 25 years.

Rev. Nelson thanked Mr. Archer and recognized Mr. Thornton for his inclusion in the Richmond Times Dispatch person of the year. He acknowledged Mr. Thornton's 25th year on the Board of Supervisors for Henrico County. He also commended Councilwoman Gray for her hard work for the City of Richmond and the Commission.

Ms. O'Bannon and Mr. Holland thanked Ms. Gray. Mr. Holland also thanked Mr. Archer.

Dr. Newbille thanked Mr. Archer and Ms. Gray and wished everyone Happy Holidays.

Ms. Gray expressed her gratitude to the Commission for bonds and relationships and respect that she has for this body and region has grown.

Chairman Spoonhower thanked everyone for their comments and their willingness to serve. He wished everyone a wonderful blessed holiday season and to stay safe.

Adjourn

Chairman Spoonhower adjourned the meeting at approximately 11:00 a.m.

APPENDIX A**Motion to enter in closed session**

<u>LOCALITY</u>	<u>MEMBER</u>	<u>AYE</u>	<u>NAY</u>	<u>ABSENT</u>
Charles City County	Mr. Coad	X		
Charles City County	Ms. Russell	X		
Town of Ashland	Mr. McGraw	X		
Goochland County	Chairman Spoonhower	X		
Chesterfield County	Mr. Carroll	X		
Chesterfield County	Mr. Davey	X		
Chesterfield County	Ms. Freye	X		
Chesterfield County	Mr. Holland	X		
Chesterfield County	Mr. Ingle	X		
Chesterfield County	Mr. Smith	X		
Chesterfield County	Mr. Winslow	X		
City of Richmond	Mr. Giovia	X		
City of Richmond	Ms. Gray	X		
City of Richmond	Dr. Newbille	X		
Hanover County	Mr. Davis	X		
Hanover County	Mr. Peterson	X		
Hanover County	Mr. Whittaker	X		
Henrico County	Mr. Archer	X		
Henrico County	Rev. Nelson	X		
Henrico County	Ms. O'Bannon	X		
New Kent County	Mr. Moyer	X		
New Kent County	Ms. Paige	X		
Powhatan County	Mr. Hall	X		
Powhatan County	Mr. Nordvig	X		

APPENDIX B**Certification of the closed session**

LOCALITY	MEMBER	AYE	NAY	ABSENT
Charles City County	Mr. Coad			X
Charles City County	Ms. Russell	X		
Town of Ashland	Mr. McGraw	X		
Goochland County	Chairman Spoonhower	X		
Chesterfield County	Mr. Carroll	X		
Chesterfield County	Mr. Davey	X		
Chesterfield County	Ms. Freye	X		
Chesterfield County	Mr. Holland	X		
Chesterfield County	Mr. Ingle	X		
Chesterfield County	Mr. Smith	X		
Chesterfield County	Mr. Winslow			X
City of Richmond	Mr. Giovia	X		
City of Richmond	Ms. Gray	X		
City of Richmond	Dr. Newbille	X		
Hanover County	Mr. Davis	X		
Hanover County	Mr. Peterson	X		
Hanover County	Mr. Whittaker	X		
Henrico County	Mr. Archer	X		
Henrico County	Rev. Nelson	X		
Henrico County	Ms. O'Bannon	X		
New Kent County	Mr. Moyer	X		
New Kent County	Ms. Paige	X		
Powhatan County	Mr. Hall	X		
Powhatan County	Mr. Nordvig	X		



CONSENT AGENDA ITEM: 2b

2021 GRANT APPLICATION – VIRGINIA DEPARTMENT OF CONSERVATION AND RECREATION DAM SAFETY AND FLOODPLAIN MANAGEMENT GRANT PROGRAM

SUMMARY

In October 2020, PlanRVA staff learned of interest from member locality staff in the creation of a regional online floodplain mapping application, website content, and associated public outreach campaign. PlanRVA staff learned of the funding opportunity for such work through the [Virginia Department of Conservation and Recreation Dam Safety and Floodplain Management Grant Program](#). The grant program provides funding for a variety of flood prevention and protection activities including mapping, web content creation, and public outreach or awareness campaigns. PlanRVA staff intend to apply for a flood prevention and protection grant for the proposed project. Applicants must provide at least 50% matching funds for the project. PlanRVA staff intend to apply for a \$20,000 grant that will be matched with \$20,000 in-kind staff time for a total project cost of approximately \$40,000. Grant applications are due by 4:00 p.m. on Friday February 26, 2021. Grant award decisions will be recommended for consideration by Virginia Soil and Water Conservation Board and, once approved, will be forwarded to the Virginia Resources Authority for approval. Grant awards are anticipated in summer 2021. Projects must be completed within one year of the grant award contract signing or need to apply for an extension.

ACTION REQUESTED

Staff requests the Commission consider approval of the enclosed resolution authorizing the Executive Director to file a grant application for funding through the 2021 Virginia Department of Conservation and Recreation Dam Safety and Floodplain Management Grant Program.



**RESOLUTION
OF THE
RICHMOND REGIONAL PLANNING DISTRICT COMMISSION
AUTHORIZING THE FILING OF AN APPLICATION FOR THE
2021 VIRGINIA DEPARTMENT OF CONSERVATION AND RECREATION DAM
SAFETY AND FLOODPLAIN MANAGEMENT GRANT PROGRAM**

WHEREAS, the Virginia Department of Conservation and Recreation, offers funding assistance for dam safety and floodplain management projects; and

WHEREAS, the Counties of Charles City, Chesterfield, Goochland, Hanover, Henrico, New Kent, Powhatan, the City of Richmond, and the Town of Ashland have FEMA Special Flood Hazard Areas and experience flooding; and

WHEREAS, staff from member jurisdictions agree that it is important to coordinate local and regional flood awareness activities;

NOW, THEREFORE, BE IT RESOLVED, that the Richmond Regional Planning District Commission formally accepts the responsibility to administer the funds for the Dam Safety and Floodplain Management Program; and

BE IT FURTHER RESOLVED, that the Richmond Regional Planning District Commission directs its staff to administer the Dam Safety and Floodplain Management funds and to provide assistance as specified in the Project Summary; and

BE IT FURTHER RESOLVED, that the Richmond Regional Planning District Commission, on this 11th day of February 2021, authorizes the staff to file an application to the 2021 Virginia Department of Conservation and Recreation Dam Safety and Floodplain Management Grant Program 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
Chairman



PlanRVA Summary of Finance Statements

Meeting materials for the February 11, 2021 Commission meeting include financial statements for November and December 2020. Below is a summary of these financial statements intended to assist with the review of this information. It includes analysis and next steps to address year to date financial performance.

Balance Sheet

The summarized Balance Sheets for November and December provide an overview of the assets, liabilities and fund balance for the month. Below is a summary of results as of December 31, 2020.

The Commission is in a solid cash position currently with most 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 December.

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". The MOU was approved by the CVTA on Friday January 29th; PlanRVA will be preparing invoices for the first two quarters to be submitted in February.

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

Accrued Expenses in December 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 December 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 or when a significant amount of leave is taken, thereby reducing the obligation. The compensated absence balance represents employees currently employed.

Deferred Revenue is funding received by the agency in advance of expenditure. Deferred Revenue in December consists of payments made in advance by member jurisdictions for annual dues, RRTPO assessments and awarded private grants paid in full. Annual dues and the RRTPO special assessment are recorded as earned (reducing the deferred revenue balance) each month on a one-twelfth basis. The \$50,000 private grant award paid by the



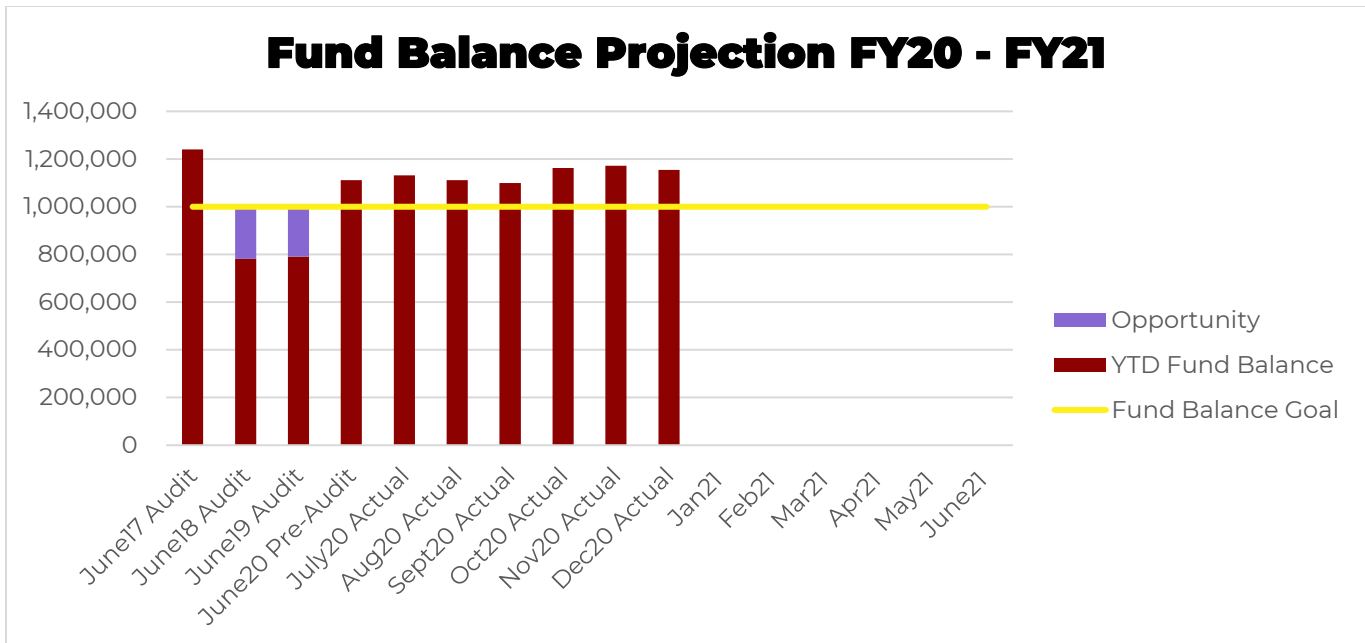
Community Foundation will be recorded (reducing the deferred revenue balance) as expenses are incurred.

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 (the whole of our obligation through the end of the lease period), net pension liability and deferred inflows (calculated annually and provided by the Virginia Retirement System).

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 six-month accumulated net loss to arrive at the December 31 Unrestricted Reserve of \$1,153,917. Despite the reduction, the Unrestricted Reserve Balance remains above the \$1,000,000 target which includes the special assessments collected in FY 2021 to restore the fund balance.

The Year to Date net loss reduces the fund balance from the end of FY 2020 as summarized below:

Unrestricted Reserve - End of FY 20 (adjusted)	1,165,897
Net Surplus (Deficit) December YTD 2020	(42,102)
Special Assessments Collected FY21	<u>30,122</u>
Unrestricted Reserve - 12/31/20	<u>1,153,917</u>





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 50.00% of the Annual Budget as Year-to-Date results for December represent 50.00% (or six-twelfths) of the year. Variances between actual and budget can be quickly viewed in the “50.00% Total Budget” column; notes are provided to the side and at the bottom of the statement to provide additional information.

Notes:

- YTD Net Loss is \$42,102 (increased by \$14,950 in December)
- Total Income is underbudget 15.73%; the year-to-date average on salary reimbursements is 55%
- Total Salaries & Wages are within budget
- Program Expenses are 36% below expected due to some program deadline extensions and lagging activity due to COVID-19

Revenue:

December’s total Year to Date Revenue was \$1,443,578 which is lagging the predicted Year-to-Date budget. While most of the total shortfall is in part due to timing of pass through expenses (see Expense lines 7451:7459) which represents 10% of the variance, staff is monitoring this closely to assure operating revenue targets are achieved by end of year.

Some grant balances in the environmental program area carried over from Fiscal Year 2020 to Fiscal Year 2021 were miscalculated, resulting in unexpected overruns for awards scheduled to expire on December 31, 2020. New grant awards are in effect as of January 1, 2021; staff time for this work will be grant reimburseable in the third quarter. The overruns in the first two quarters of the year will be funded through the general fund (local member dues and general assembly appropriations for FY 2021) by the end of the fiscal year.

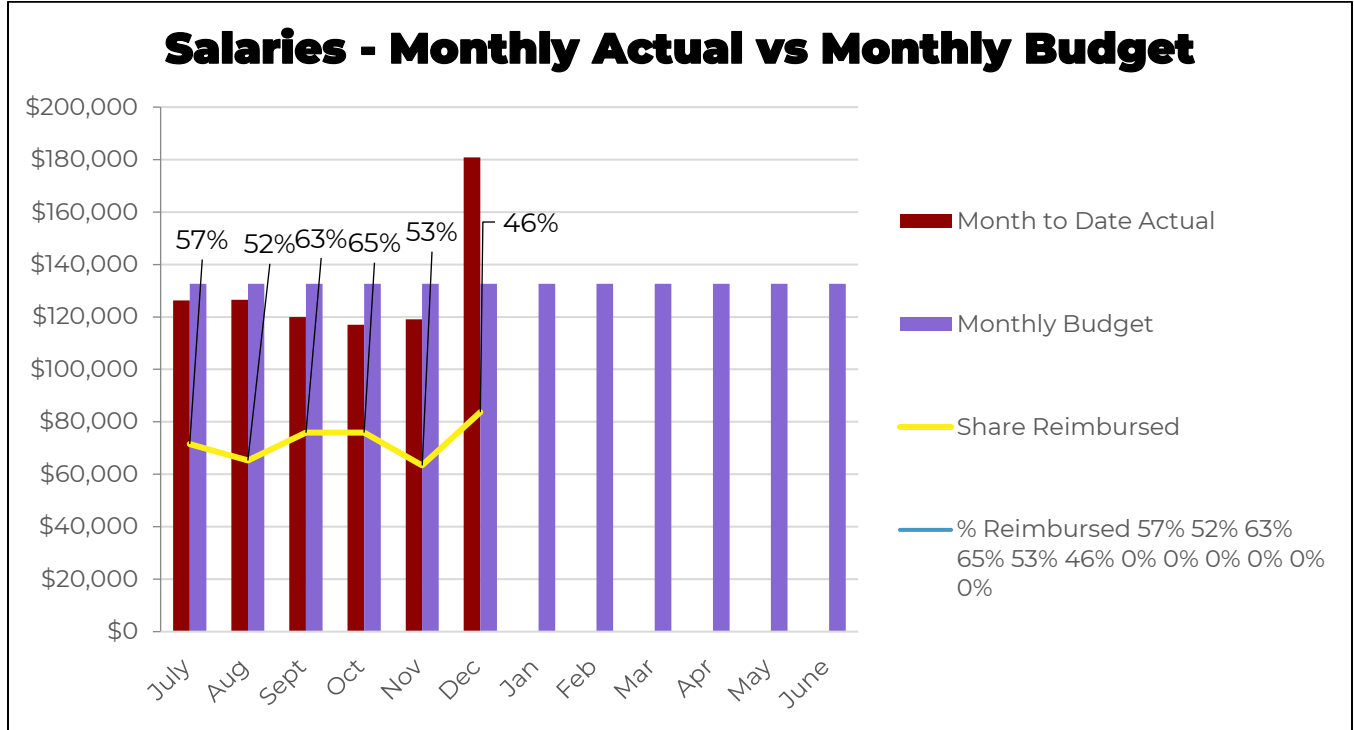
Expenses:

December’s total Year to Date expenses were 12.6% under budget primarily due to timing of pass through expenses, which should catch up over the course of the fiscal year. Year to Date operating and capital expenses are slightly ahead- at 52.96%- of predicted expenses for the midpoint in the year.

Overall, salaries and related expenses are within budget. However, leave wages (including holidays) for the fiscal year is pacing higher than anticipated for the first two quarters of the fiscal year. Higher than expected leave wages maintains the expense without ability to generate revenue for that time. This is evident in the following table, showing a decline in



November and December in the share of salaries eligible for reimbursements. Scheduled leave and holidays are a major driver of the reduced reimbursement for these months.



Note: Previous financial statements covered the 16th of the previous month through the 15th of the titled month (example, November Financial Statements included in this meeting packet cover October 16th: November 15th). This practice was discovered and addressed in December to return financial statements to covering the total month for which it is titled. Therefore, December’s results cover three pay periods: November 16th: December 31st



Year to Date Net Income/Loss:

The first quarter’s financial statements reported a Year-to-Date (through September 16, 2020) total net loss of (\$42,093). From September 16th through December 31st, we incurred additional losses of (\$9), bringing the year to date net loss at December 31 to (\$42,102).

The table below summarizes the year to date (June 16, 2020 through December 31, 2021) share of time recorded by staff among categories. The first grouping shows the year to date expenditure of staff time is imbalanced with a greater proportion of time taken for leave than anticipated- with specific impact to anticipated time in grant reimburseable programs. The second grouping shows the comparison by program area.

	Year to Date	Annual Forecast	Variance
Indirect	16.35%	15.93%	0.42%
Leave (Fringe)	14.56%	10.75%	3.81%
General Fund (State Appropriations/ Member Dues)	5.57%	4.84%	0.73%
Grant Reimbursable (includes Local Match)	63.52%	68.48%	-4.96%
Leave	14.56%	10.70%	3.86%
Administration	16.40%	15.90%	0.50%
Community Development	0.54%	0.76%	-0.22%
Data, Research & Analysis	4.88%	4.44%	0.44%
Emergency Preparedness	4.91%	5.39%	-0.48%
the Environment	12.07%	10.31%	1.76%
Strategic Partnerships	0.02%	0.14%	-0.12%
Transportation	46.64%	52.35%	-5.71%

In June 2020 the Commission approved a budget that provided for 22 full time positions and 8 part time positions with the caveat that new positions would not be filled without prior approval. To date, one new part time position was approved to fill and remains vacant. Summer Internships have ended which explains the difference between approved and filled part time positions shown in the table below.

PlanRVA Filled Positions
Summary

	Total Budgeted Positions*	Total Approved Positions*	Total Filled Positions*
Full Time	22	19	19
Part Time	8	8	5



Staff will continue to adjust to accelerate improvements in the third and fourth quarters to achieve a positive result by the end of the fiscal year.

The following are actions reviewed with the Finance Committee on January 26th to address the agency's year to date unfavorable financial performance:

- Reduce Expenses
 - o Limit indirect (non-personnel) expenses
 - Copier leases renegotiated
 - Evaluating software and other subscription and support needs
 - Suspend all non-contractual expenditures in 3rd quarter
 - Grant reimburseable expenditures may be approved
 - o Suspend expenditures within the Capital Expenses line item
- Maximize Revenue
 - o Reassign time from agency funded activities to grant funded activities
 - Limit staff activity in general support areas, affecting assignments to three staff members for the remainder of this fiscal year
 - Assign hours to new program awards
- Strengthen Internal Reviews
 - o Tighten controls for timecard review
 - o Increase communication regarding scheduled leave
 - o Technical assistance for Financial Management

PlanRVA
Profit & Loss Statement
December 2020 YTD

	Dec-20	Nov-20	Oct-20	Sep-20	Aug-20	Jul-20	YTD Actual Total	Annual Budget	50.00% Total Budget	YTD Notes for Variance
Income										
4100 Federal Funding										
4101 MPO FHWA/PL Funds - Fed share	78,914	76,735	82,911	70,113	78,809	99,483	486,965	1,204,736	40.42%	
4102 MPO Sect 5303 Funds - Fed share	27,538	19,600	21,993	26,540	21,316	21,635	138,622	433,984	31.94%	
4105 MPO Pass-Through	0	0	0	3,956	6,420		10,376	450,077	2.31%	
4110 DEQ-FY18/19Coastal - TAC	4,785	296	867	(743)	898	478	6,581	8,612	76.42%	
4111 FY20 Rural Coastal VA Mktg	191	180	115	0	0	0	486	9,095	5.34%	
4112 FY20 Lower Chickahominy	4,970	2,849	2,147	0	0	0	9,966	18,087	55.10%	
4113 FY20 Coastal TA & Resiliency	1,472	687	136	0	0	0	2,295	44,990	5.10%	
4114 FY18/19 Coastal - Lwr Chickahominy	51,040	0	4,981	(19,877)	6,869	8,027	51,040	114,918	44.41%	
4115 CBRAP - WIP3/Fed Share	14,417	4,746	2,525	1,426	4,220	8,032	35,366	20,460	172.85%	Project ending date 12/31
4120 VDEM SHSP	9,966	6,238	6,941	7,222	6,297	3,228	39,892	95,650	41.71%	
4130 VDEM Pass-through grants	5,400	0	8,502	0	0	0	13,902	216,125	6.43%	
4140 Hazard Mitigation	896	1,153	956	2,130	745	0	5,880	140,625	4.18%	
4190 Analysis of Impediments/Fair Housing	35,057	0	16,650	17,181	9,355	0	78,243	101,817	76.85%	
Total 4100 Federal Funding	\$234,646	\$112,484	\$148,724	\$107,948	\$134,929	\$140,883	879,614	\$2,859,176	30.76%	
4200 State Funding										
4201 MPO FHWA/PL Funds - State share	9,864	9,592	10,364	8,889	9,726	12,435	60,870	150,592	40.42%	
4202 MPO Sec. 5303 - State share	3,442	2,450	2,749	3,316	2,665	2,705	17,327	54,248	31.94%	
4205 State MPO Pass-Through	0	0	0	989	1,605	0	2,594	112,519	2.31%	
4210 VDOT Rural Planning	1,868	2,363	753	(81)	0	915	5,818	58,000	0.00%	
4220 Hazard Mitigation Plan	162	385	595	568	0	0	1,710	0	0.00%	
4230 State Appropriation	9,236	9,549	9,549	9,549	9,549	9,549	56,979	113,900	50.03%	
Total 4200 State Funding	\$24,572	\$24,339	\$24,010	\$23,230	\$23,545	\$25,604	145,298	\$489,259	29.70%	
4300 Local Funding										
4301 TPO Assessment	4,204	4,204	4,204	4,204	4,204	4,204	25,224	50,447	50.00%	
4310 Local Membership Dues	40,854	45,440	45,440	45,440	45,440	45,061	267,675	544,903	49.12%	
4315 Service/Fee Income	24,854	14,228	15,451	29,614	0	0	84,147	0	0.00%	Budget amendment forthcoming
4320 Capital Region Collaborative	386	734	1,459	168			2,747	24,290	11.31%	
Total 4300 Local Funding	\$70,298	\$64,606	\$66,554	\$79,426	\$49,644	\$49,265	379,793	\$619,640	61.29%	
4400 Private Funding										
4420 Community Impact							0	50,000	0.00%	
4360 FOLAR Grant	6,246	6,246	6,246	6,246	6,246	6,246	37,475	74,957	50.00%	
Total 4410 Restricted Contributions	\$6,246	\$6,246	\$6,246	\$6,246	\$6,246	\$6,246	37,475	\$124,957	29.99%	

	Dec-20	Nov-20	Oct-20	Sep-20	Aug-20	Jul-20	YTD Actual Total	Annual Budget	50.00% Total Budget	YTD Notes for Variance
5000 Other Income										
5001 Interest Income	94	96	335	164	578	132	1,399	0	0.00%	
5010 Miscellaneous Income	0	0	525	0	0	0	0	0	0.00%	
Total 5000 Other Income	94	96	860	164	578	132	1,399	0	0.00%	
Total Income	\$335,856	\$207,770	\$246,393	\$217,013	\$214,941	\$222,129	\$1,443,578	\$4,093,032	35.27%	14.73% below budget
Expenses										
6000 Salary & Wages										
6100 Wages - Local	27,247	30,312	29,570	30,136	35,310	23,631	176,206	1,442,094	12.22%	
6101 Leave Wages	41,033	13,687	11,554	13,979	15,707	23,568	119,528	150,000	79.69%	
6102 Leave Paid Out							0	10,000	0.00%	
6105 Salaries - Part Time Chargeable	12,785	8,730	8,963	8,533	12,825	15,037	66,873	0	0.00%	
6110 Salaries - Full Time Chargeable	99,751	66,349	66,930	67,313	62,679	64,062	427,084	0	0.00%	
6200 Payroll Taxes	9,313	8,690	8,812	8,794	9,422	9,377	54,408	115,464	47.12%	
6500 Benefits										
6512 Healthcare	18,116	18,116	18,116	18,116	17,957	18,290	108,711	225,133	48.29%	
6531 VRS Retirement Contribution	10,758	10,758	10,758	10,758	10,758	10,758	64,547	125,559	51.41%	
6533 ICMA - 401 (1 staff/old retirement)	1,153	1,153	1,153	1,153	1,153	1,153	6,919	0	0.00%	
6535 Hybrid 401 A (matching funds)	379	379	379	379	379	379	2,276	0	0.00%	
6541 LTD	970	970	970	970	970	970	5,819	10,565	55.07%	
6542 Hybrid VRS ST & LT Disability	175	175	175	175	175	175	1,050		0.00%	
6550 FSA/HSA Section 125 Plans	445	143	105	105	105	106	1,009		0.00%	
6580 Payroll Fees	152	156	156	165	160	166	955	3,000	31.85%	
6590 Training	25	884	1,219	1,340	165	15,667	19,300	85,000	22.71%	
Total 6000 Salary & Wages	\$222,302	\$160,502	\$158,860	\$161,916	\$167,765	\$183,339	\$1,054,685	\$2,166,815	48.67%	on budget
7200 Office Expenses										
7720 Legal Fees - Other	0	0	0	0	(3,000)	3,000	0	7,500	0.00%	
7721 General Counsel	2,000	2,000	2,000	2,000	2,000	2,000	12,000	24,000	50.00%	
Total 7720 Legal Fees	\$2,000	\$2,000	\$2,000	\$2,000	(\$1,000)	\$5,000	\$12,000	\$31,500	38.10%	
7730 Contracted Services	\$0	\$0	\$0	\$0	\$0	\$0	0	25,000	0.00%	
Total 7100 Professional Fees	\$2,000	\$2,000	\$2,000	\$2,000	(\$1,000)	\$5,000	\$12,000	\$56,500	21.24%	
7220 Computer Operations										
7221 Virtual Desktop Operations	8,855	8,809	8,975	8,970	9,026	8,960	53,595	95,000	56.42%	
7222 Software	553	551	469	2,000	586	395	4,554	35,000	13.01%	
7223 Broadband/network/telephone	606	554	1,216	1,195	1,313	3,294	8,178	9,750	83.88%	
7224 Desktops & Support	1,076	1,076	1,076	1,192	1,076	1,076	6,573	12,000	54.77%	
7226 Technology services	0	0	0	0	2,577	0	2,577	10,000	25.77%	
Total 7220 Computer Operations	\$11,090	\$10,990	\$11,736	\$13,357	\$14,578	\$13,725	\$75,476	\$161,750	46.66%	on budget
7230 Printing	2,636	2,828	2,579	2,909	2,579	3,813	17,344	37,400	46.37%	
7235 Supplies	50	0	207	226	2,721	1,566	4,770	10,000	47.70%	
7245 Postage	0	0	0	0	22	0	22	2,000	1.10%	
7250 Public Outreach/Advertisements	961	0	0	0	0	0	961	7,500	12.81%	

	Dec-20	Nov-20	Oct-20	Sep-20	Aug-20	Jul-20	YTD Actual Total	Annual Budget	50.00% Total Budget	YTD Notes for Variance
7290 Miscellaneous Expenses	1,270	0	2,103	1,865	0	0	5,238	10,000	52.38%	
7295 Bank Fees	82	100	85	85	100	115	567	1,500	37.80%	
Total 7200 Office Expenses	\$16,089	\$13,918	\$16,710	\$18,442	\$20,000	\$19,219	\$104,378	\$230,150	45.35%	
7400 Program Expenses										
7410 Organizational Dues	2,476	1,391	848	1,223	1,337	1,248	8,523	17,500	48.70%	
7420 Travel - Board							0	3,500	0.00%	
7425 Travel - Agency	92	0	0	8	0	76	176	32,500	0.54%	
7430 Books & Periodicals	12	112	12	12	12	12	172	1,000	17.20%	
7450 Pass-through and Matching funds										
7451 Pass Through Funds - MPO	0	0	0	10,198	8,025	0	18,223	593,550	3.07%	} offset federal revenues
7452 Pass Through Funds (VDEM)	5,400	0	8,502	0	0	0	13,902	216,125	6.43%	
7454 Pass-through funds - Lower Ck	0	0	0	0	0	0	0	100,000	0.00%	
7457 Pass-Thru Hazard Mitigation	0	0	0	0	0	0	0	120,000	0.00%	
7459 Other Pass-Thru Expenses - AI/CI	82,737	0	16,650	12,075	9,355	0	120,817	123,138	98.12%	
Total 7450 Pass-thru and Matching funds	88,137	0	25,152	22,273	17,380	0	152,942	1,152,813	13.27%	
Total 7400 Program Expenses	\$90,717	\$1,503	\$26,012	\$23,516	\$18,729	\$1,336	\$161,813	\$1,207,313	13.40%	Pass-thru is 36.6% below budget
7600 Infrastructure										
7210 Rent	20,876	20,876	20,875	20,875	20,875	20,190	124,567	249,156	50.00%	
7240 Insurance	573	573	573	573	573	573	3,438	7,390	46.53%	
7680 Depreciation Expense	1,710	1,710	2,103	2,103	2,103	2,103	11,831	21,575	54.83%	
Total 7600 Infrastructure	23,159	23,159	23,551	23,551	23,551	22,866	139,836	278,121	50.28%	
Total Expenses	354,267	201,082	227,133	229,425	229,045	231,759	1,472,712	3,938,899	37.39%	
Net Operating Income	(\$18,411)	\$6,688	\$19,260	(\$12,411)	(\$14,104)	(\$9,631)	(28,608)	\$154,133	-18.56%	
Other Expenses										
7900 Capital Expense Projects	1,125	603	5,423	0	5,947	0	13,098	20,000	65.49%	
7950 Transfer to/from Reserves	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	32,245	0.00%	
7952 Trf to Local Match	(4,586)	0	4,981	0	0	0	395	0	0.00%	
Total Other Expenses	(3,461)	603	10,404	0	5,947	0	13,493	154,133	8.75%	
Net Income (Loss)	(\$14,950)	\$6,085	\$8,856	(\$12,411)	(\$20,051)	(\$9,631)	(\$42,102)	\$0	0.00%	

Notes:

YTD Net Loss is (\$42,102)

Total Income is underbudget 15.73%; the year-to-date average on salary reimbursements is 56%

Salaries & Wages are in line YTD with budget

Program Expenses are 36.6% below expected due to program deadlines extended

Computer Operations and Office Expenses are on budget

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

	Statement of Net Position	Balance Sheet
ASSETS		
Current Assets		
Checking/Savings		
1050 · LGIP-Virginia Dept of Treasury	854,136	854,136
1070 · SunTrust Checking 8921	105,150	105,150
Total Checking/Savings	959,286	959,286
Accounts Receivable		
1200 · Accounts Receivable	555,137	555,137
Total Accounts Receivable	555,137	555,137
Other Current Assets		
1150 · Prepaid Expenses	14,089	14,089
1250 · Miscellaneous Receivables	135,225	135,225
1300 · Due from CVTA	119,999	119,999
Total Other Current Assets	269,313	269,313
Total Current Assets	1,783,736	1,783,736
Fixed Assets		
1300 · Property & Equipment	351,457	351,457
1350 · Accumulated Depreciation	(253,057)	(253,057)
Total Fixed Assets	98,400	98,400
Other Assets	259,333	0
	2,141,469	1,882,135
TOTAL ASSETS		
LIAI Liabilities		
Current Liabilities		
Accounts Payable		
2000 · Accounts Payable	129,893	129,893
Total Accounts Payable	129,893	129,893
Other Current Liabilities		
2050 · Accrued Expenses	119,842	131,901
2500 · Compensated Absences	94,701	94,701
2525 · Deferred Revenue	369,058	369,058
2600 · Security Deposit	2,665	2,665
Total Other Current Liabilities	586,266	598,325
Total Current Liabilities	716,159	728,218
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	1,454,176	728,218
**Fund Balance (see proposed restatement below)		
Nonspendable	14,089	14,089
Unassigned Fund Balance	673,204	1,139,828
Total Fund Balance	687,293	1,153,917
	2,141,469	1,882,135

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
December 31, 2020

TOTAL LIABILITIES & Fund Balance

Unrestricted Reserve - End of FY 20 (adjusted)	1,165,897
Net Surplus (Deficit) December YTD 2020	(42,102)
Special Assessments Collected FY21	<u>30,122</u>
Unrestricted Reserve - 12/31/20	<u><u>1,153,917</u></u>

PlanRVA
Statement of Net Position
Balance Sheet - YTD
November 30, 2020

	Statement of Net Position	Balance Sheet
ASSETS		
Current Assets		
Checking/Savings		
1050 · LGIP-Virginia Dept of Treasury	754,045	754,045
1070 · SunTrust Checking 8921	107,345	107,345
Total Checking/Savings	861,390	861,390
Accounts Receivable		
1200 · Accounts Receivable	388,360	388,360
Total Accounts Receivable	388,360	388,360
Other Current Assets		
1150 · Prepaid Expenses	13,493	13,493
1250 · Miscellaneous Receivables	344,656	344,656
1300 · Due from CVTA	89,008	89,008
Total Other Current Assets	447,157	447,157
Total Current Assets	1,696,907	1,696,907
Fixed Assets		
1300 · Property & Equipment	351,457	351,457
1350 · Accumulated Depreciation	(251,347)	(251,347)
Total Fixed Assets	100,110	100,110
Other Assets	259,333	0
	2,056,350	1,797,014
TOTAL ASSETS		
LIAI Liabilities		
Current Liabilities		
Accounts Payable		
2000 · Accounts Payable	37,302	37,302
Total Accounts Payable	37,302	37,302
Other Current Liabilities		
2050 · Accrued Expenses	58,863	70,921
2500 · Compensated Absences	98,169	98,169
2525 · Deferred Revenue	419,089	419,089
2600 · Security Deposit	2,665	2,665
Total Other Current Liabilities	578,786	590,844
Total Current Liabilities	616,088	628,146
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	1,354,105	628,146
**Fund Balance (see proposed restatement below)		
Nonspendable	13,493	13,493
Unassigned Fund Balance	691,035	1,155,375
Total Fund Balance	704,528	1,168,868
	2,058,633	1,797,014

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
November 30, 2020

TOTAL LIABILITIES & Fund Balance

Unrestricted Reserve - End of FY 20 (adjusted)	1,165,897
Net Surplus (Deficit) November YTD 2020	(27,151)
Special Assessments Collected FY21	30,122
Unrestricted Reserve - 11/30/20	<u><u>1,168,868</u></u>



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/>.

Jurisdiction	Response Date	Review Name	Coastal Consistency Determination or Certification	Environmental Assessment, Impact Statement, or Impact Report	Groundwater Withdrawal Permit	VPDES Permit	VWP Permit	PSD Permit (Air Quality)	Federal funding of State Program	Superfund Remediation Application	FTA Section 5310 Funding	State Corporation Commission Application	Other
Chesterfield	11/24/2020	Winchester Forest Apts	X										
Goochland	11/13/2020	Richmond Country Club				X							
Hanover	11/4/2020	Doswell Water Treatment Plant				X							
Virginia	11/13/2020	PPG Year 4							X				
Virginia	11/24/2020	Nationwide Permits and VA Conditions							X				

Environmental and Intergovernmental Reviews

November 2020

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

Winchester Forest Apartments

Chesterfield

The Richmond Better Housing Coalition proposes to use funding from Virginia Housing (formerly Virginia Housing Development Authority or VHDA) programs to construct multi-family housing. The proposed apartment community will be Universal Design (UD) compliant and consist of approximately 124 units located within seven 2- and 3-story buildings that will include 1-, 2-, and 3-bedroom floor plans; 36 units will meet Virginia Housing's UD standards.

The site is bounded to the north by Drewrys Bluff Road, land owned by Chesterfield County, and single family residences; to the east by forested areas, single family residences, and multi-family housing developments, beyond which lies U.S. Route 1; to the south by forested areas, a multi-family housing development, and Alcott Road; and to the west by U.S. Defense Supply Center Richmond (DSCR). The site currently consists of unimproved forestland and is not connected to public utilities. Wetlands are located on the property, but development will be designed to avoid them; no impacts to wetlands or RPA should occur. PlanRVA staff received no comments from locality staff. PlanRVA staff responded with no comments about this review.

Richmond Country Club

Goochland

Richmond Country Club has applied for reissuance of its VPDES permit. The facility proposes to release the treated sewage wastewater at a rate of 3,600 gallons per day into an unnamed tributary to Tuckahoe Creek in Goochland County, in the James River watershed. The permit will limit the following pollutants to amounts that protect water quality: organic matter, solids, chlorine, bacteria, ammonia, dissolved oxygen, and pH. PlanRVA staff received no comments from locality staff; PlanRVA staff responded with no comments about the proposed permit.

Doswell Water Treatment Plant

Hanover

Hanover County Department of Public Utilities has applied for reissuance of a permit for the public Doswell Water Treatment Plant. The applicant proposes to release treated industrial wastewaters at a rate of 0.430 million gallons per day into a water body. The sludge will be disposed in a landfill. The facility proposes to release the treated industrial wastewaters in the North Anna River in Hanover County in the York River Basin. PlanRVA staff received no comments from locality staff. PlanRVA staff responded with no concerns about the proposed permit.

PPG Year 4

Virginia

Virginia DEQ is requesting \$10,406,383 in federal funds to be matched with \$7,783,767 of state funds for a total cost of \$18,190,150. This funding will support Virginia's activities associated with the Clean Water Act including: water quality standards documentation and planning; water quality sampling; impaired waters and TMDL planning; administration of the VPDES permit, inspection, and enforcement program; mapping and data management; and water supply planning. PlanRVA staff received no comments from locality staff. PlanRVA staff responded with no concerns about the grant application.

Nationwide Permits and Virginia Conditions

Virginia

On September 15, 2020, the U.S. Army Corps of Engineers published in the Federal Register its proposal to reissue the Nationwide Permits (NWP). The Federal Register notice is the Corps' determination of Coastal Zone Management Act (CZMA) consistency, pursuant to Section 307(c)(1) of the CZMA for NWP activities within or affecting the coastal zone of the Commonwealth of Virginia. By the referenced Federal Register notice and confirmation by this letter, the Norfolk District requests CZMA consistency concurrence for the proposed issuance of these NWPs. The Norfolk District has determined that the activities authorized by the proposed NWPs will be undertaken in a manner consistent to the maximum extent practicable with the enforceable policies of the state's approved management program. The Norfolk District is proposing regional conditions for the proposed NWPs. The Norfolk District is proposing modification of three NWPs in Virginia where a programmatic general permit overlaps with those NWPs. PlanRVA staff received one response from Henrico County staff associated with this review expressing no concerns. PlanRVA staff responded with no concerns.

Environmental & Intergovernmental Reviews

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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.

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Jurisdiction	Response Date	Review Name	Coastal Consistency Determination or Certification	Environmental Assessment, Impact Statement, or Impact Report	Groundwater Withdrawal Permit	VPDES Permit	VWP Permit	PSD Permit (Air Quality)	Federal funding of State Program	Superfund Remediation Application	FTA Section 5310 Funding	State Corporation Commission Application	Other
Chesterfield	12/10/2020	Allied Chesterfield transmission line partial rebuild										X	
Chesterfield	12/21/2020	Addison/Evans water production and laboratory facility				X							
Chesterfield	1/8/2021	Proctors creek wastewater treatment plant				X							
Chesterfield	1/8/2021	Matoaca high school				X							
Chesterfield	1/20/2021	Phillip Morris				X							
Goochland	1/8/2021	Manakin Farms wastewater treatment plant				X							
Hanover	12/21/2020	Dept. of Forensic science and office of the Chief Medical Examiner central lab		X									
Hanover	12/23/2020	Kings acres rd apartment	X										
Hanover	12/30/2020	Ashland Wastewater treatment plant				X							
Hanover	12/30/2020	819 Virginia LLC				X							
Hanover	12/30/2020	Doswell Wastewater treatment plant				X							
Henrico	1/14/2021	Pouncey tract apartment	X										
New Kent	12/21/2020	Lanexa/Northern Neck 230 kB Line										X	
Prince George	1/20/2021	Food Lion Groundwater withdrawal			X								
Southampton	11/26/2020	Town of Courtland			X								
Westmoreland	12/23/2020	Arrowhead RD OU3								X			

Environmental and Intergovernmental Reviews

December 2020 - January 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

Allied Chesterfield Transmission Line Partial Rebuild

Chesterfield

The proposed Rebuild Project will replace aging infrastructure that is at the end of its service life in order to comply with the Company's mandatory transmission planning criteria, thereby enabling the Company to maintain the overall long-term reliability of its transmission system, as well as to provide important system benefits to the Company's entire network. Specifically, the Company proposes to rebuild approximately 2.9 miles of existing line. PlanRVA staff responded with no comments.

Addison-Evans Water Production and Laboratory Facility

Chesterfield

Chesterfield County Utilities Department has applied for reissuance of a permit for the public Addison-Evans Water Production and Laboratory Facility. The applicant proposes to release industrial wastewater at a rate of 500,000 gallons per day into a water body. Sludge from the process will be disposed of by discharge to the sanitary sewer to Proctors Creek Wastewater Treatment Plant. The facility proposes to release the treated industrial wastewaters in the Swift Creek in Chesterfield County in the Appomattox River watershed. The permit will limit the following pollutants to amounts that protect water quality: physical and chemical properties, nutrients, solids, and inorganics. PlanRVA staff responded with no comments or concerns.

Proctors Creek Wastewater Treatment Plant

Chesterfield

Chesterfield County has applied for reissuance of a permit for the public Proctors Creek WWTP. The applicant proposes to release treated sewage wastewaters from residential areas and treated industrial wastewaters at a rate of 27,000,000 gallons per day into a water body. The sludge will be hauled by a contractor for land application. The facility proposes to release the treated sewage and treated industrial wastewaters in the James River in Chesterfield County. PlanRVA staff received no comments from locality staffs. PlanRVA staff reseeded with no comments about the proposed permit.

Matoaca High School

Chesterfield

Chesterfield County School Board has applied for reissuance of a permit for the public Matoaca High School. The applicant proposes to release treated sewage wastewaters at a rate of 40,000 gallons per day into a water body. Sludge from the treatment process will be disposed at Chesterfield County's Proctors Creek Wastewater Treatment Plant. The facility proposes to release the treated sewage in the Swift Creek in Chesterfield County, VA in the James River watershed. The permit will limit the following pollutants to amounts that protect water quality: nutrients, organic matter, solids, and bacteria. PlanRVA staff received no comments from locality staffs. PlanRVA staff responded with no comments about the proposed permit.

Phillip Morris

Chesterfield

Philip Morris USA Inc, has applied for reissuance of a permit for the private Philip Morris USA Inc. – Park 500 facility. This facility is an Extraordinary Environmental Enterprise participant in Virginia's Environmental Excellence Program. The applicant proposes to release 2.9 million gallons per day of treated industrial wastewaters into a water body. Sludge from the treatment process is blended and composted by a third party. The facility proposes to release treated industrial wastewaters into the James River in Chesterfield County in the James River watershed. The permit will limit the following pollutants to amounts that protect water quality: bacteria, nutrients, organic matter, physical and chemical properties, solids, and inorganics. This facility is subject to the requirements of 9VAC25-820 and has registered for coverage under the General VPDES Watershed Permit Regulation for Total Nitrogen and Total Phosphorus Discharges and Nutrient Trading in the Chesapeake Bay Watershed in Virginia (Nutrient GP). PlanRVA staff received no comments from member locality staff representatives. PlanRVA staff responded with no comments or concerns about the proposed permit.

Manakin Farms Wastewater Treatment Plant

Goochland

Aqua Virginia, Inc. has applied for reissuance of a permit for the private Manakin Farms WWTP. The applicant proposes to release treated sewage wastewaters from residential areas at a rate of 100,000 gallons per day into a water body. The sludge will be hauled away to a landfill. The facility proposes to release the treated sewage in an unnamed tributary of the Little River in Goochland County in the Chesapeake Bay watershed. The permit will limit the following pollutants to amounts that protect water quality: physical and chemical properties, nutrients, organic matter, solids, bacteria, and inorganics. PlanRVA staff received no comments from locality staffs. PlanRVA staff responded with no comments about the proposed permit.

Department of Forensic Science and Office of the Chief Medical Examiner Central Lab

Hanover

The proposed project includes the development of the Department of Forensic Science and Office of the Chief Medical Examiner Central Lab to be located on the southeast corner of Studley Road and Times Dispatch Boulevard in Mechanicsville, Hanover County, Virginia. The proposed project involves the development of the site into an "H" shaped building consisting of 2 separate wings. The proposed buildings are intended to be utilized as wet and dry lab space as well as office and training space for the Central Virginia Office of the Department of Forensic Science (DFS) and the Office of the Chief Medical Examiner (OCME). The proposed gross building square footage is 288,000 square feet, with adequate parking for 351 vehicles in parking lots surrounding the proposed building. The limits of disturbance proposed for future development consists of approximately 15 acres of the 24.804-acre property, and is currently undeveloped. It is located in a mixed light industrial, commercial, and residential area of Hanover County and the desired start of construction is Spring of 2021. Based on the provided site plans for the proposed facility, observation of the property, and the review of the natural and cultural resources existing at the site, the potential project environmental impacts appear to be limited and are not expected to be significant. PlanRVA staff responded with no comments or concerns about the proposed project.

Kings Acres Road Apartments

Hanover

The proposed project will construct multifamily housing on the subject property located in the southeast corner of Brook Road and Kings Acres Road in Hanover County. The proposed project requires a Federal Consistency determination because it is being processed through HUD's Multifamily Accelerated Program (MAP) Section 221(d)(4): Mortgage insurance for the new construction or substantial rehabilitation of apartments. The property currently consists of wooded and naturally vegetated land with the Chickahominy River running along the southern property boundary. There are three (3) current residences and two (2) garages located on the northern portion of the property. The current residences and associated improvements are slated for demolition for the redevelopment of the property with the Kings Acres Road multifamily apartment complex. Current on-site improvements that will remain on the property after redevelopment consist of a high-tension powerline that intersects the central portion of the property from east to west. The proposed apartments will be serviced by electricity and municipally supplied water and sewer. The proposed undertaking includes the new construction of eight (8) apartment buildings housing a total of 300 multifamily apartment units. Additional improvements will include paved surface parking, paved walkways and drives, and associated landscaping. The proposed project is not anticipated to have adverse impacts on coastal uses or natural resources. PlanRVA staff received no comments from locality staff. PlanRVA staff responded with no comments about the proposed project.

Ashland Wastewater Treatment Plant

Hanover

Hanover County has applied for reissuance of a permit for the public Ashland Wastewater Treatment Plant. The applicant proposes to release treated sewage wastewaters at a rate of 2 million gallons per day into a water body. Sludge from the treatment process will be disposed at a landfill. The facility proposes to release the treated sewage wastewater to the South Anna River in Hanover County in the York River watershed. The permit will limit the following pollutants to amounts that protect water quality: physical and chemical properties, nutrients, organic matter, solids, and bacteria. PlanRVA staff received no comments from locality staff. PlanRVA staff responded with no comments or concerns about the proposed permit.

819 Virginia LLC

Hanover

819 Virginia LLC has applied for reissuance of a permit for the private 819 Virginia Paper Mill. The applicant proposes to release treated industrial wastewaters and storm water at a rate of 1.5 million gallons per day and 9.6 million gallons per day respectively into a water body. Sludge from the treatment process will be burned on site in a facility boiler, or disposed of at the facility-owned captive landfill. The facility proposes to release the treated industrial wastewaters and storm water in the North Anna River in Hanover County in the York River watershed. The permit will limit the following pollutants to amounts that protect water quality: physical and chemical properties, nutrients, organic matter, solids, and temperature. PlanRVA staff received no comments from locality staff. PlanRVA staff responded with no concerns or comments.

Doswell Wastewater Treatment Plant

Hanover

Hanover County has applied for reissuance of a permit for the public Doswell Wastewater Treatment Plant. The applicant proposes to release treated sewage wastewaters at a rate of 2 million gallons per day into a water body. Sludge from the treatment process will be disposed of as municipal solid waste at the King and Queen Landfill. The facility proposes to release the treated sewage wastewater to the North Anna River in Hanover County in the York River watershed. The permit will limit the following pollutants to amounts that protect water quality: physical and chemical properties, nutrients, organic matter, solids, and bacteria. This facility is subject to the requirements of 9VAC25-820 and has registered for coverage under the General VPDES Watershed Permit Regulation for Total Nitrogen and Total Phosphorus Discharges and Nutrient Trading in the Chesapeake Bay Watershed in Virginia (Nutrient GP). PlanRVA staff received no comments from locality staff. PlanRVA staff responded with no concerns or comments.

Pouncey Tract Apartments

Henrico

This project is undergoing a Federal Consistency Determination because the project is being processed through HUD's Multifamily Accelerated Program (MAP) Section 221(d)(4): Mortgage insurance for the new construction or substantial rehabilitation of apartments. The current commercial building and associated improvements are slated for demolition for the redevelopment of the property with the One Pouncey multifamily apartment complex. The proposed apartments will be serviced by electricity and municipally supplied water and sewer. The proposed undertaking in the HUD collateral includes the new construction of two (2) buildings housing a total of 202 apartment units. Exterior amenity areas will be located within the courtyard of the southernmost building. The remaining areas of the HUD collateral will consist of paved parking areas and two detached garages. Access to the site will be provided off of Twin Hickory Lake Drive to the north, Pouncey Place to the south, and Pouncey Tract Road to the west. The proposed One Pouncey Apartments will not have an adverse effect on the coastal uses and/or natural resources of Virginia that are addressed by the twelve (12) enforceable policies of the Virginia Coastal Zone Management Program (CZM). PlanRVA staff received no comments from member locality staffs. PlanRVA staff responded with no comments.

Lanexa-Northern Neck 230 kV Line

New Kent

Dominion Energy Virginia proposes to do the following: (i) Rebuild within an existing right-of-way or on Company-owned property, approximately 38.3 miles of the existing 41.3-mile long 230 kV Lanexa-Northern Neck Line #224, which is nearing its end of life, on new double circuit structures; (ii) Install approximately 40.5 miles of new 230 kV Lanexa-Northern Neck Line #2208 collocated on double circuit structures with Line #224; (iii) Perform expansion and installation work at the Company's existing Lanexa and Northern Neck Substations, and minor work at the Dunnsville Substation; and (iv) Perform minor transmission-related work on Lines #2016, #2076, #2113, and #2129. The proposed Project will replace aging infrastructure at the end of its service life in accordance with the Company's mandatory electric transmission planning criteria as well as resolve potential violations of NERC Reliability Standards, thereby enabling the Company to maintain the overall long-term reliability of its transmission system. This work will take place in New Kent County in the Richmond region and in localities outside the PlanRVA area. PlanRVA staff responded with no comments or concerns.

Located outside - but potentially impacting - the Richmond Region

Food Lion Groundwater Withdrawal

Prince George

Prince George County Utilities Department has applied for a reissuance of a permit for the Food Lion Industrial Water System in Prince George County, Virginia. The permit would allow the applicant to withdraw an average of 83,561 of gallons per day. The groundwater withdrawal will support the municipal water system. The proposed withdrawal will utilize the Potomac aquifer at a depth between 115 feet to 260 feet below the land surface at the withdrawal site. An aquifer is a body of rock or layer of sediment in the ground in which groundwater is stored and transported. DEQ has made a tentative decision to issue the permit. PlanRVA staff received no comments from member locality staff representatives. PlanRVA staff responded with no comments about the proposed permit.

Town of Courtland

Southampton

The Town of Courtland has applied for a reissuance of a permit for the Town of Courtland Water System in Southampton County, Virginia. The permit would allow the applicant to withdraw an average of 145,206 gallons per day. The groundwater withdrawal will support the Town's potable water needs. The proposed withdrawal will utilize the Potomac aquifer at a depth between 100 feet to about 560 feet below the land surface at the withdrawal site. The Town of Courtland has applied for a reissuance of a permit for the Town of Courtland Water System in Southampton County, Virginia. The permit would allow the applicant to withdraw an average of 145,206 gallons per day. The groundwater withdrawal will support the Town's potable water needs. The proposed withdrawal will utilize the Potomac aquifer at a depth between 100 feet to about 560 feet below the land surface at the withdrawal site. PlanRVA staff received no comments from locality staff about the proposed permit. PlanRVA staff responded with no comments about the proposed permit to DEQ.

Arrowhead RD OU3

Westmoreland

DEQ is requesting \$60,000 in Federal funds for clean up of the Arrowhead Plating Superfund Site. The site is approximately 30 acres in Westmoreland County and contains a former manufacturing building. From 1966 to 1979 Scovill Inc. and Arrowhead Associates, Inc manufactured cosmetic cases on site using electroplating, lacquering, and enameling processes. Soil, groundwater surface water and sediment were contaminated from manufacturing wastes. The proposed funding will cover DEQ administrative staff and time costs for clean up activities at the site. PlanRVA staff received no comments from locality staff. PlanRVA staff responded with no concerns and support for Super Fund clean up activities.