



AGENDA COMMISSION MEETING

March 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 PlanRVA page 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. Old Business**
 - a. Action Item: Motion to Accept February Meeting Minutes Page 4**
- 3. Standing Committee and Other Reports**
 - a. Executive Director’s Report** (Heeter)
 - i. Better Together Webinar Series Report
 - ii. Program Dashboard
 - b. Executive Committee & Chairman’s Report** (Spoonhower)
 - i. Information Item: Charter Agreement Revisions Approval Update
 - ii. Information Item: PlanRVA Staffing
 - iii. Action Item: Motion to approve FY2021 Key Imperatives
 - c. Audit, Facilities & Finance Committee Report** (Holland)
 - i. Action Item: Financial Statements** (Heeter) Page 15

Action Requested: Motion to accept the December (as revised) and January Financial Statements.

d. Public Outreach and Engagement Committee Update (Davey)

Discussion Item: Mr. Davey will provide an update on the open Request for Proposals for Public Engagement.

4. 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
March 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 March 11, 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.

**Commission Meeting
Zoom Virtual Meeting
Meeting Minutes
February 11, 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	X	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	Andreas Addison	X	Sean Davis	
Tim Davey	X	Nolen Blackwood (A)		Anne Marie Lauranzon	
Gloria Freye	X	Jacob Giovia	X	Canova Peterson	X
Leslie Haley	X	Michael Jones (A)		Faye Prichard (A)	
James Holland	X	Ann-Francis Lambert	X	Randy Whittaker	X
Jim Ingle	X	Stephanie Lynch			
Jesse Smith (A)	X	Dr. Cynthia Newbille	X		
Chris Winslow, Vice-Chair	X	Rodney Poole			
		Ellen Robertson (A)			
<u>Henrico County</u>		<u>New Kent County</u>		<u>Powhatan County</u>	
Gregory Baka	X	John Lockwood (A)	X	Michael Byerly	X
Thomas M. Branin		John Moyer	X	Bobby Hall	
William Mackey	X	Patricia Paige	X		
Tyrone Nelson, Past Chair	X				
Patricia O'Bannon	X				
Daniel J. Schmitt					
Frank Thornton	X				

Others Present:

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

Staff Present

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

The PlanRVA Regional Commission meeting was held by electronic communication means as set forth by the April 22, 2020 actions of the General Assembly in response to the continued spread of novel coronavirus, or COVID-19. The technology used for this meeting was a web-hosted service created by Zoom 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 of the United States of America.

Attendance Roll Call & Certification of a Quorum

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

Public Comment Period

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

Consent Agenda

Ms. Heeter summarized the 2021 Grant Application Authorization which was included in the items for consent.

Ms. Paige made a motion to approve the items on the consent agenda. Vice-Chair Winslow seconded the motion which carried unanimously by a vote of acclamation.

Charter Revisions

Governing Bodies of member jurisdictions continue to review and discuss the proposed of charter revisions with expectation that additional progress will be made over the coming months. Mr. Peterson made a motion to defer this item to the March meeting. Ms. O'Bannon seconded the motion which carried unanimously by a vote of acclamation.

Fiscal Year 2021 Key Imperatives

Ms. Heeter gave an overview of Key Imperatives identified for Fiscal Year 2021 following introduction from Chairman Spoonhower. She detailed five areas of focus critical to the success of the agency.

Ms. O'Bannon asked if the Central Virginia Transportation Authority is part of the TPO or PlanRVA. Ms. Heeter stated PlanRVA has an agreement with the transportation organization to provide staff support services and the agreement is between the Commission and the Authority.

Mr. Spoonhower expressed his thoughts and stated that it is a bold and a great opportunity to showcase our resolutions to member jurisdictions in a public setting.

Ms. Heeter advised that the slides would be distributed to Commissioners following the meeting for their review. Anyone wishing to comment should do so prior to the next meeting so that suggested edits may be incorporated. The final document will be included in the agenda for March with a request for approval.

Audit, Facilities & Finance Committee

Mr. Holland indicated the committee authorized Ms. Heeter to move forward with obtaining technical assistance and asked Ms. Heeter to elaborate during her report. Positive steps have been made in January and February to be able to cut certain operating expenses and maximize our revenue.

Ms. Heeter reviewed the December financial statements. The YTD profit and loss statement reports a negative loss for this fiscal year. The loss can be attributed to factors including holidays and leave taken (resulting in fewer billable hours), total income lagging year to date budget projections, and less than expected share of total personnel costs reimbursable through grants. Ms. Heeter confirmed the agency is working to improve its financial position and has requested technical assistance from Warren Whitney as approved by the Finance Committee.

Dr. Newbille made a motion to approve the November and December 2020 financial statements. Mr. Holland seconded the motion which carried unanimously by a vote of acclamation.

Public Outreach and Engagement Committee

Mr. Davey summarized next steps of the committee and provided detail on the progress made thus far on the RFP for public engagement including strategy and the emergency preparedness campaign. The document was shared to the public on February 1st and PlanRVA hosted a webinar on February 5th to obtain questions and engagement with different consultants. Proposals are to be submitted no later than February 26th and will be reviewed at the beginning of March. Staff will be working with the Committee to finalize selection of firms who will serve on the on-call bench for the Commission over the next four fiscal years.

Mr. Davey invited all Commissioners to consider joining the Public Outreach and Engagement Committee; anyone interested may reach out directly to him.

Executive Director's Report

Ms. Heeter provided a verbal update to the Commissioners on several work efforts and projects at PlanRVA within the core program areas of Community Development, Emergency Management, the Environment and Transportation.

Ms. Heeter made specific mention of the newly launched Better Together webinar series, public awareness efforts of the Don't Trash Central VA campaign and staff's participation in

the governor's coastal resiliency master planning framework. She also noted the upcoming MPO recertification and ongoing preparation for this review scheduled to occur later this year.

Chairman Spoonhower expressed appreciation to staff at PlanRVA for their dedication and work.

Commissioner Comments

Chairman Spoonhower opened this section of the agenda with an invitation for Commissioners to share news from their locality or other information regarding current challenges or successes. He kicked off the session by providing an update for Goochland County, noting a need to address shut ins who need to receive a vaccine. He asked anyone who has information relevant to this to please let him know.

Mr. McGraw noted updates for the Town of Ashland including renovation of a hotel on the I-95 corridor. He also mentioned an arts grant that will be used to provide music lessons for at risk youth and a Railroad Park project.

Ms. Paige said New Kent County is working on a COVID-19 call center for residents that should be up and running in early March and includes transportation efforts for residents that need it. She also noted a scholarship update for first generation black students and activities in recognition of Black History Month.

Mr. Holland noted collaboration efforts in Chesterfield County related to vaccine rollout. He said it is important to have good data and communications to citizens. He also announced the kick off for Chesterfield's celebration of Black History Month in partnership with Virginia State University. He encouraged everyone to learn one new fact about African American history, write it down and share it.

Chairman Spoonhower thanked those who shared and encouraged future updates for all localities.

Adjourn

Chairman Spoonhower adjourned the meeting at approximately 10:15 a.m.



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2021 Imperatives



Imperatives for 2021

Imperative # 1	Imperative # 2	Imperative # 3	Imperative # 4	Imperative # 5
Stabilize our Financial Position	Manage Core Operations	Increase Revenues	Drive New Initiatives	Advance Special Priorities
<ul style="list-style-type: none">• Engage technical resources• Improve financial reporting quality, capacity, internal processes• Strengthen Executive Management• Achieve Successful Audit	<ul style="list-style-type: none">• Meet requirements for all grant funded programs• Complete and report out on work program priorities• Maintain positive internal and external relationships• Build organizational staff capacity	<ul style="list-style-type: none">• Develop and Implement a brand strategy including articulation of value proposition• Increase demand for services• Increase engagement with the Board of Commissioners and locality staff	<ul style="list-style-type: none">• COVID-19 Response Fund• CVTA Launch and Startup• Regional Indicators• Grow Emergency Management and Environmental Programs	<ul style="list-style-type: none">• COVID-19 Health and Safety Measures• Future Office Space Planning• Charter Revisions• Build Collaborative Partnerships

Prioritization of Our Key Imperatives for 2021 Will Allow Greater Transparency to Ensure Agency Staff and Commissioner Members are Aligned on Timelines and Priorities

Stewardship, Achieving Financial Goals are critical to our ongoing success

Imperative #1

Stabilize our Financial Position

- **Engage resources to deliver flawless financial reporting**
 - Elevate and establish appropriate financial management policies and procedures
 - Implement recommendations from 2020 investigation
 - Review current policies and make recommendations for changes
- **Increase financial reporting capacity**
 - Reassign staff to support financial management needs
 - Develop analysis tools to monitor indirect and fringe cost recovery, program performance
- **Strengthen Executive Management**
 - Pursue additional training and support resources
- **Achieve a successful Audit**
 - Preserve \$1,000,000 Fund Balance Objective

Q1 2021

Q2 2021

Q3 2021

Q4 2021

Increase Financial Reporting Capacity

Engage Resources to Strengthen Internal Processes

Strengthen Executive Management

Successful Audit

Meeting Commitments and Accountability Measures preserves organizational integrity

Imperative #2

Manage Core
Operations

- **Meet timeliness, expenditure and financial compliance requirements for all grant funded programs**
 - Complete Title VI Desk Review and Prepare for 2021 RRTPO Recertification Process
 - CEFA Reconciliation with VDOT, Indirect Cost Plan Approval
- **Complete and report out on work program priorities**
 - Kick off Hazard Mitigation Plan, Advance Regional Prioritization Tool for RRTPO, CVTA
 - Closeout Emergency Management and Environmental Grants
 - Create reporting dashboard for Commissioners
- **Maintain positive internal and external relationships**
 - Increase Connection points with interns, staff members facing difficulty
 - Continue participation in regional partnerships
- **Build organizational staff capacity**
 - Increase personnel to support environmental, emergency management programs, CVTA
 - Succession Management Plan

Q1 2021

Q2 2021

Q3 2021

Q4 2021

Program Compliance

Work Program Priorities

Internal and External Relationships

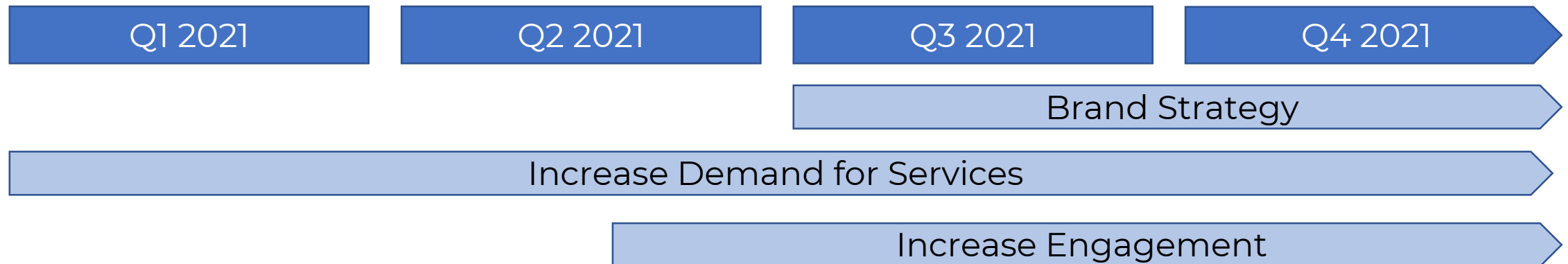
Build Staff Capacity

Quality Services, Effective Communication builds relevance and demand

Imperative #3

Increase Revenues

- **Develop and Implement a Brand Strategy including articulation of value proposition**
 - Release RFP for Outreach & Engagement: Task Order for Strategy/ Implementation Plan
- **Increase demand for services**
 - Facilitate new coalitions (Education Foundation Collaborative, Data/Research/Analysis, Solid Waste Planning)
 - Launch Virtual New Commissioner Orientation, Better Together Webinar Series
- **Increase engagement with the Board of Commissioners & locality staff**
 - Launch Virtual New Commissioner Orientation, Better Together Webinar Series
 - Target outreach to locality staff for FY2022 Work Program Development



Responsiveness and Creativity are critical to meeting local & regional needs

Imperative #4

Drive New Initiatives

- **Launch Central Virginia Emergency Preparedness and Response Fund**
 - Coordinate with Community Foundation, EMACV, other partners to launch and promote COVID-19 Emergency Response Fund
 - Support ongoing response and recovery planning and coordination
- **Support CVTA Startup**
 - Initial governance and meeting structure, Financial Management and Administration
 - Evaluate future staffing and support needs
- **Redesign Regional Indicators Project**
 - Reset Regional Indicators developed through Capital Region Collaborative
- **Grow Emergency Management and Environmental Programs**
 - Incorporate Resiliency across program areas
 - Pursue grant opportunities to address local/regional resiliency priorities

Q1 2021

Q2 2021

Q3 2021

Q4 2021

COVID-19 Response Fund

CVTA Startup

Regional Indicators

Grow Programs

Flexibility and Adaptability assure readiness to address new challenges

Imperative #5

Advance Special Priorities

- **COVID-19 Health and Safety Measures**
 - DOLI Compliance, Ongoing Health and Safety Protocols
 - Office Reopening and return to in person meetings
- **Future Office Space Planning**
 - Future Space Needs Assessment & Market Survey
 - Current Space Planning/Evaluation
- **Charter Revisions**
 - Draft Revisions and Schedule Local Approvals
 - Implement necessary changes: Bylaws Amendments, New Structure
- **Build Collaborative Partnerships with other regional entities**
 - Shared services and staff support for operational efficiencies

Q1 2021

Q2 2021

Q3 2021

Q4 2021

COVID-19 Health and Safety

Future Office Space Planning

Charter Revisions

Collaborative Partnerships

PlanRVA Summary of Finance Statements

Meeting materials for the March 11, 2021 Commission meeting include financial statements for January with revisions to the December results. 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

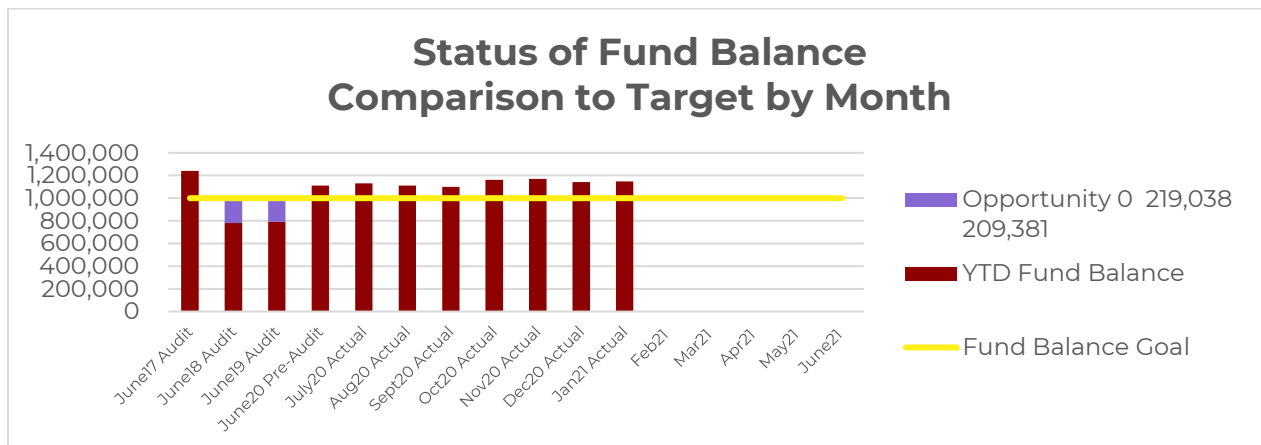
The summarized Balance Sheet provides an overview of the assets, liabilities and fund balance for the month.

The Commission is in a solid cash position and we are awaiting payment on second quarter reimbursements requests for expenses incurred through December 31, 2020 which are represented in Accounts Receivable.

The Fund Balance consists of Fixed Assets and Unrestricted Reserves. The Commission concluded FY20 with an Unrestricted Reserve Balance of \$1,165,897 which has been decreased by the year to date accumulated net loss to arrive at the January 31 Unrestricted Reserve of \$1,147,863. 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 - July 2020 (adjusted)	\$ 1,165,897
Net Surplus (Deficit) FYTD 2021	(48,156)
Special Assessments Collected FY21	30,122
Unrestricted Reserve - 1/31/21	<u>\$1,147,863</u>





Profit & Loss Budget Performance

The Profit and Loss 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 58.33% of the Annual Budget as Year-to-Date results for January represent 58.33% (or seven-twelfths) of the year. Variances between actual and budget can be quickly viewed in the “58.33% 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 \$48,153 (increased by adjusting entries for December)
- Total Income is underbudget at 70% of projected income for the year
- YTD average on salary reimbursements is 60%
- Total Salaries & Wages are within budget
- Activity in Program Expenses is lagging from grant extensions and lagging activity due to COVID-19

Revenue:

January’s total Year to Date Revenue was \$1,656,579 which is lagging the predicted Year-to-Date budget. While most of the total shortfall is due to timing of pass through expenses (see Expense lines 7451:7459) which is just at 32% of budget, additional loss of productivity is due to employee leave in the first half of the fiscal year.

Staff made adjustments to the previously reported December financial results to address the treatment of federal and state revenues and payroll expenses for the pay period ending June 30, 2020 which were reported in the July financial statements for Fiscal Year 2021. We made adjusting entries to remove the federal and state revenues and related payroll expenses for that pay period in the revised monthly December financial results, reducing income by \$66,361 and expenses by \$54,554 resulting in an increased net operating loss through December 31, 2020 of \$11,807.

January performance was positive resulting in net operating income for the month of \$5,574.

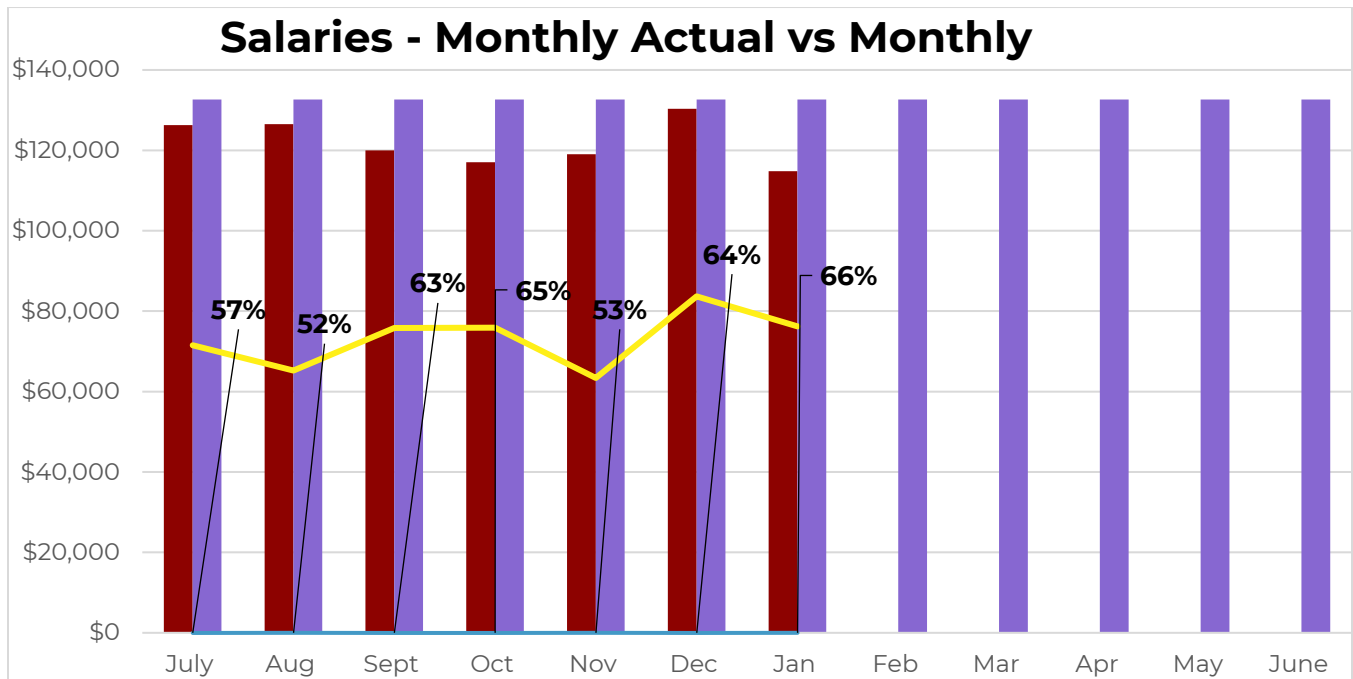
Expenses:

January’s total Year to Date expenses were 73.5% of those budgeted for the period. The lagging expenses are primarily due to timing of pass through expenses. Staff is recasting the FY2021 budget to better estimate the likely expenditures to occur in the current fiscal 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 at 1.5 times the expected amount. Higher than expected leave wages the expense without ability to generate revenue for that time. This is evident in the following table, showing an average of 60% of reimbursable wages through grants.



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 original statements cover three pay periods from November 16th through December 31st. January's statements cover two pay periods; going forward statements will cover the named period (January statements cover January 1 through 31).

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 (\$42,091). From September 16th through December 31st, we incurred additional losses of (\$11,816), bringing the year to date net loss at December 31 to (\$53,907). January's positive performance reduced the YTD deficit by \$5,754 to a Year to Date net loss of \$48,153.

The table below summarizes the year to date 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	16.07%	15.93%	0.14%
Leave (Fringe)	13.81%	10.75%	3.06%
General Fund	5.59%	4.84%	0.75%
Grant Reimbursable	64.53%	68.48%	-3.95%
Leave	13.81%	10.70%	3.11%
Administration	16.10%	15.90%	0.20%
Community Development	0.36%	0.76%	-0.40%
Data, Research & Analysis	5.02%	4.44%	0.58%
Emergency Management	5.15%	5.39%	-0.24%
The Environment	12.24%	10.3%	1.94%
Strategic Partnerships	0.04%	0.14%	-0.10%
Transportation	47.27%	52.35%	-5.08%

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 for 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
Balance Sheet
As of January 31, 2021

	Statement of Net Position	Balance Sheet
ASSETS		
Current Assets		
Bank Accounts		
1050 LGIP-Virginia Dept of Treasury	754,221.89	754,221.89
1070 SunTrust Checking 8921	47,557.12	47,557.12
Total Bank Accounts	801,779.01	801,779.01
Accounts Receivable		
1200 Accounts Receivable	575,853.94	575,853.94
Total Accounts Receivable	575,853.94	575,853.94
Other Current Assets		
1150 Prepaid Expenses	14,246.01	14,246.01
1250 Misc Receivables - Grants	194,963.95	194,963.95
1300 Due from CVTA	138,492.33	138,492.33
Total Other Current Assets	347,702.29	347,702.29
Total Current Assets	1,725,335.24	1,725,335.24
Fixed Assets		
1300 Property & Equipment	351,457.57	351,457.57
1350 Accumulated Depreciation	(254,767.02)	(254,767.02)
Total Fixed Assets	96,690.55	96,690.55
Total Other Assets	259,332.67	-
TOTAL ASSETS	2,081,358.46	1,822,025.79
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 Accounts Payable	186,972.36	186,972.36
Total Accounts Payable	186,972.36	186,972.36
Other Current Liabilities		
2050 Accrued Expenses	59,230.22	59,230.22
2500 Compensated Absences	94,701.40	94,701.40
2525 Deferred Revenue	318,532.47	318,532.47
2600 Security Deposit	2,664.66	2,664.66
Total Other Current Liabilities	475,128.75	475,128.75
Total Current Liabilities	662,101.11	662,101.11
Long-Term Liabilities		
2800 Deferred Rent Liability	22,959.30	-
2900 Net Pension Liability	584,259.00	-
2950 Deferred Inflows	130,799.00	-
Total Long-Term Liabilities	738,017.30	-
Total Liabilities	1,400,118.41	662,101.11
Fund Balance		



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Nonspendable	14,246.01	14,246.01
Unassigned Fund Balance	666,994.04	1,145,678.67
Total Fund Balance	<u>681,240.05</u>	<u>1,159,924.68</u>
TOTAL LIABILITIES AND FUND BALANCE	<u>2,081,358.46</u>	<u>1,822,025.79</u>

Unrestricted Reserve - End of FY 20 (adjusted)	1,165,897
Net Surplus (Deficit) January YTD 2021	(48,156)
Special Assessments Collected FY21	<u>30,122</u>
Unrestricted Reserve - 12/31/20	<u><u>1,147,863</u></u>



PlanRVA

Profit & Loss Statement

January 2021 YTD, December Adjustments

	Jan-21	Dec-20	Adjustment	12/31/2020 (Adj)	YTD Actual Total	Annual Budget	58.33% Total Budget	YTD Notes for Variance
	(Original)							
Income								
4100 Federal Funding								
4101 MPO FHWA/PL Funds - Fed share	76,648	78,914	(53,103)	25,811	510,510	1,204,736	42.38%	
4102 MPO Sect 5303 Funds - Fed share	20,226	27,538	(6,638)	21,654	152,963	433,984	35.25%	
4105 MPO Pass-Through	39,685	0		0	50,061	450,077	11.12%	
4110 DEQ-FY18/19Coastal - TAC	0	4,785		4,785	6,581	8,612	76.42%	
4111 FY20 Rural Coastal VA Mktg	0	191		191	486	9,095	5.34%	
4112 FY20 Lower Chickahominy	4,063	4,970		4,970	14,029	18,087	77.56%	
4113 FY20 Coastal TA & Resiliency	3,806	1,472		1,472	6,101	44,990	13.56%	
4114 FY18/19 Coastal - Lwr Chickahominy	0	51,040		51,040	51,040	114,918	44.41%	
4115 CBRAP - WIP3/Fed Share	6,855	14,417		14,417	42,221	20,460	206.36%	Project ending date 12/31
4120 VDEM SHSP	2,887	9,966		9,966	42,779	95,650	44.72%	
4130 VDEM Pass-through grants	10,516	5,400		5,400	24,418	216,125	11.30%	
4140 Hazard Mitigation	6,232	896		896	12,112	140,625	8.61%	
4190 Analysis of Impediments/Fair Housing	0	35,057		35,057	78,243	101,817	76.85%	
Total 4100 Federal Funding	\$170,918	\$234,646	(\$59,741)	\$175,659	991,544	\$2,859,176	34.68%	
4200 State Funding								
4201 MPO FHWA/PL Funds - State share	9,581	9,864	(5,884)	3,226	63,813	150,592	42.37%	
4202 MPO Sec. 5303 - State share	2,528	3,442	(736)	2,706	19,119	54,248	35.24%	
4205 State MPO Pass-Through	9,921	0		0	12,515	112,519	11.12%	
4210 VDOT Rural Planning	2,655	1,868		1,868	8,473	58,000	0.00%	
4220 Hazard Mitigation Plan	1,662	162		162	3,372	0	0.00%	
4230 State Appropriation	9,549	9,236		9,236	66,528	113,900	58.41%	
Total 4200 State Funding	\$35,896	\$24,572	(\$6,620)	\$17,198	173,821	\$489,259	35.53%	
4300 Local Funding								
4301 TPO Assessment	4,204	4,204		4,204	29,428	50,447	58.33%	
4310 Local Membership Dues	45,440	40,854		40,854	313,115	544,903	57.46%	
4315 Service/Fee Income	15,164	24,854		24,854	99,311	0	0.00%	
4320 Capital Region Collaborative	882	386		386	3,629	24,290	14.94%	
Total 4300 Local Funding	\$65,690	\$70,298	\$0	\$70,298	445,483	\$619,640	71.89%	
4400 Private Funding								
4420 Community Impact					0	50,000	0.00%	
4360 FOLAR Grant	6,246	6,246		6,246	43,721	74,957	58.33%	
Total 4410 Restricted Contributions	\$6,246	\$6,246	\$0	\$6,246	43,721	\$124,957	34.99%	
5000 Other Income								
5001 Interest Income	86	94		94	1,485	0	0.00%	
5010 Miscellaneous Income	0	0		0	525	0	0.00%	
Total 5000 Other Income	86	94	0	94	2,010	0	0.00%	
Total Income	\$278,837	\$335,856	(\$66,361)	\$269,495	\$1,656,579	\$4,093,032	40.47%	
Expenses								
6000 Salary & Wages								
6100 Wages - Local	14,583	27,247		27,247	190,789	1,442,094	13.23%	
6101 Leave Wages	13,111	41,033		41,033	132,639	150,000	88.43%	
6102 Leave Paid Out					0	10,000	0.00%	
6105 Salaries - Part Time Chargeable	8,648	12,785		12,785	75,521	0	0.00%	
6110 Salaries - Full Time Chargeable	78,476	99,751	(50,504)	49,247	455,056	0	0.00%	
6200 Payroll Taxes	16,204	9,313	(4,050)	5,263	66,562	115,464	57.65%	
6500 Benefits								
6512 Healthcare	16,048	18,116		18,116	124,759	225,133	55.42%	
6531 VRS Retirement Contribution	10,708	10,758		10,758	75,255	125,559	59.94%	
retirement)	1,153	1,153		1,153	8,072	0	0.00%	
6535 Hybrid 401 A (matching funds)	379	379		379	2,655	0	0.00%	
6541 LTD	282	970		970	6,101	10,565	57.74%	
6542 Hybrid VRS ST & LT Disability	0	175		175	1,050	0	0.00%	
6550 FSA/HSA Section 125 Plans	277	445		445	1,286	0	0.00%	
6580 Payroll Fees	401	152		152	1,356	3,000	45.20%	
6590 Training	0	25		25	19,300	85,000	22.71%	
Total 6000 Salary & Wages	\$160,269	\$222,302	(\$54,554)	\$167,748	\$1,160,400	\$2,166,815	53.55%	

	Jan-21	Dec-20	Adjustment	12/31/2020 (Adj)	YTD Actual Total	Annual Budget	58.33% Total Budget	YTD Notes for Variance
7720 Legal Fees - Other	0	0		0	0	7,500	0.00%	
7721 General Counsel	2,000	2,000		2,000	14,000	24,000	58.33%	
Total 7720 Legal Fees	\$2,000	\$2,000	\$0	\$2,000	\$14,000	31,500	44.44%	
7730 Contracted Services	\$10,400	\$0		\$0	10,400	25,000	41.60%	
Total 7100 Professional Fees	\$12,400	\$2,000	\$0	\$2,000	\$24,400	\$56,500	43.19%	
7200 Office Expenses								
7220 Computer Operations								
7221 Virtual Desktop Operations	9,458	8,855		8,855	63,052	95,000	66.37%	
7222 Software	716	553		553	5,104	35,000	14.58%	
7223 Broadband/network/telephone	1,209	606		606	9,347	9,750	95.87%	
7224 Desktops & Support	1,076	1,076		1,076	7,649	12,000	63.74%	
7226 Technology services	0	0		0	2,577	10,000	25.77%	
Total 7220 Computer Operations	\$12,459	\$11,090	\$0	\$11,090	\$87,729	\$161,750	54.24%	
7230 Printing	2,911	2,636		2,636	20,255	37,400	54.16%	
7235 Supplies	39	50		50	4,808	10,000	48.08%	
7245 Postage	0	0		0	22	2,000	1.10%	
7250 Public Outreach/Advertisements	0	961		961	961	7,500	12.81%	
7290 Miscellaneous Expenses	500	1,270		1,270	5,942	10,000	59.42%	
7295 Bank Fees	70	82		82	637	1,500	42.47%	
Total 7200 Office Expenses	\$15,979	\$16,089	\$0	\$16,089	\$120,355	\$230,150	52.29%	
7400 Program Expenses								
7410 Organizational Dues	1,142	2,476		2,476	9,664	17,500	55.23%	
7420 Travel - Board					0	3,500	0.00%	
7425 Travel - Agency	0	92		92	176	32,500	0.54%	
7430 Books & Periodicals	12	12		12	184	1,000	18.40%	
7450 Pass-through and Matching funds					0			
7451 Pass Through Funds - MPO	49,606	0		0	67,829	593,550	11.43%	} will offset federal revenues
7452 Pass Through Funds (VDEM)	10,516	5,400		5,400	24,418	216,125	11.30%	
7454 Pass-through funds - Lower Ck	0	0		0	0	100,000	0.00%	
7457 Pass-Thru Hazard Mitigation	0	0		0	0	120,000	0.00%	
7459 Other Pass-Thru Expenses - AI/CI	0	82,737		82,737	120,817	123,138	98.12%	
Total 7450 Pass-thru and Matching funds	60,122	88,137		88,137	213,064	1,152,813	18.48%	
Total 7400 Program Expenses	\$61,276	\$90,717	\$0	\$90,717	\$223,089	\$1,207,313	18.48%	
7600 Infrastructure								
7210 Rent	20,876	20,876		20,876	145,443	249,156	58.37%	
7240 Insurance	573	573		573	4,012	7,390	54.28%	
7680 Depreciation Expense	1,710	1,710		1,710	13,541	21,575	62.76%	
Total 7600 Infrastructure	23,159	23,159	0	23,159	162,995	278,121	58.61%	
Total Expenses	273,082	354,267	(54,554)	299,713	1,691,238	3,938,899	42.94%	
Net Operating Income	\$5,754	(\$18,411)	(\$11,807)	(\$30,219)	(\$34,660)	\$154,133	-22.49%	
Other Expenses								
7900 Capital Expense Projects	0	1,125		1,125	13,098	20,000	65.49%	
7950 Transfer to/from Reserves	0	0		0	0	101,888	0.00%	
7951 Trf to Reserves - Fund Balance Goal	0	0		0	0	32,245	0.00%	
7952 Trf to Local Match	0	(4,586)		(4,586)	395	0	0.00%	
Total Other Expenses	0	(3,461)	0	(3,461)	13,493	154,133	8.75%	
Net Income (Loss)	\$5,754	(\$14,950)	(\$11,807)	(\$26,758)	(\$48,153)	\$0	0.00%	

Notes:

YTD Net Loss is (\$48,153)

Total Income is underbudget 35%; the year-to-date average on salary reimbursements is 60%

Salaries & Wages are 8% favorable with budget

Program Expenses are 75.6% below expected due to program deadlines extended

Computer Operations and Office Expenses are slightly favorable to budget

Note: the PlanRVA MOU with CVTA has been approved, anticipate amendment



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
Charles City	2/18/2021	Mt. Zion Groundwater Withdrawal			X								
Chesterfield	1/29/2021	Chesterfield Mobility Services									X		
Chesterfield	1/29/2021	Chesterfield Community Support Services Board									X		
Chesterfield	1/29/2021	The Children's Home of Virginia Baptist				X							
Chesterfield	2/18/2021	Shamin Stonebridge Apartments	X										
Goochland	1/29/2021	Goochland Cares									X		
Hanover	1/29/2021	Hanover County									X		
Hanover	2/18/2021	Virginia Natural Gas Interconnect										X	
Hanover, Richmond	1/29/2021	Heart Havens									X		
Henrico	2/4/2021	Sheetz USDA #49											X
Henrico	2/16/2021	Sheetz Retail Gasoline Station USDA #49	X										
Henrico	2/17/2021	Woodson Hills					X						
Henrico, Richmond	1/29/2021	Community Brain Injury Services									X		
Accomack	2/4/2021	Holden Creek Gun Club			X								
Essex	2/4/2021	Hobbs Hole Golf Course			X								
Nelson	2/18/2021	US Titanium								X			

Environmental and Intergovernmental Reviews

January 2021 - February 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

Mt. Zion Groundwater Withdrawal

Charles City

Charles City County has applied for a new permit for groundwater withdrawal for the Mt. Zion/Rustic Community Water System in Charles City County, Virginia. The permit would allow the applicant to withdraw 6,900,000 gallons per year for the Mt. Zion/Rustic Service Area from the Piney Point aquifer at depth between 97 feet and 145 feet below land surface and the Potomac aquifer at a depth between 260 feet 900 feet below land surface at the withdrawal sites. DEQ has made a tentative decision to issue the permit. PlanRVA staff received no comments from locality staffs. PlanRVA staff responded with no comments about the proposed permit.

Chesterfield Mobility Services 5310

Chesterfield

Chesterfield County Citizen Information and Resources, Mobility Services is seeking operating assistance from the Commonwealth of Virginia through the FTA Section 5310 Program. The County is applying for a grant in the amount of \$553,600 to provide mobility management and transportation services for older adults and people with disabilities.

Chesterfield Community Support Services Board 5310

Chesterfield

Chesterfield County Citizen Information and Resources, Mobility Services is seeking operating assistance from the Commonwealth of Virginia through the FTA Section 5310 Program. The County is applying for a grant in the amount of \$553,600 to provide mobility management and transportation services for older adults and people with disabilities.

The Children's Home of Virginia Baptist

Chesterfield

The Children's Home of Virginia Baptist, Inc. has applied for reissuance of a permit for the private The Children's Home of Virginia Baptist, Inc. The applicant proposes to release treated sewage wastewaters at a rate of 10,000 gallons per day into a water body. The facility proposes to release the treated sewage in an unnamed tributary to Church Branch 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, organic matter, solids, bacteria, and inorganics.

Shamin Stonebridge Apartments

Chesterfield

The proposed undertaking includes the new construction of two (2) apartment buildings housing a total of 288 multifamily apartment units. Additional improvements will include paved surface parking, paved walkways and drives, and associated landscaping. Access points of ingress and egress will be located off Midlothian Turnpike to the north of the development. Based on the proposed development plan, AEI determined that the proposed Shamin Stonebridge 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 locality staffs. PlanRVA staff responded with no comments about the proposed project.

Goochland Cares 5310

Goochland

Goochland Cares is requesting funding to replace one 14-passenger van with wheelchair lift. The cost of the vehicle is approximately \$65,000. The federal grant is for 80% of the total cost with GoochlandCares being responsible for the 20% balance. The Goochland Cares program transports elderly, disabled, and low income Goochland County Residents to medical appts within Goochland County and also Richmond and Henrico.

Hanover County 5310

Hanover

Hanover County intends to request continued funding to provide and expand specialized transportation for non-driver older adults and individuals with disabilities. The funding requested would be used to meet the anticipated additional trip requests from our community and from our recently developed partnership with the Hanover Community Services Board. Our total request through the FTA Section 5310 - Enhanced Mobility for Seniors and Individuals with Disabilities grant program for FY22 will be \$235,255. (\$117,628 federal; \$94,102 state; \$23,525 local).

Virginia Natural Gas Interconnect

Hanover

The proposed project is necessary in order for VNG to provide incremental transportation capacity to existing VNG customers, including Columbia Gas of Virginia ("CVA") and Virginia Power Services Energy ("VPSE"). The Project will also help VNG maintain reliable service to the Company's service area by providing access to natural gas supplies received from the Transco pipeline and delivered through the JUP and VNG Lateral to serve customers in VNG's service territory. The total estimated cost for the proposed Project is approximately \$205.6 million, which includes approximately \$103.6 million in pipeline-related costs and approximately \$102.0 million in compressor station-related costs. VNG proposes to do several activities associated with the project. In Hanover County, the Mechanicsville Metering and Regulation Station will be upgraded with additional equipment to accommodate additional capacity. PlanRVA staff received no comments from locality staffs. PlanRVA staff responded with no comments about the proposed project.

Heart Havens 5310

Hanover, Richmond

Heart Havens, Inc. is seeking capital assistance from the Commonwealth of Virginia through the FTA Section 5310 program to purchase transportation equipment. Heart Havens is requesting funding to purchase three 9-passenger vans with handicap-accessible lifts to support individuals with a developmental disability living in our homes in Hanover, Stuarts Draft and Richmond. The vans will be used to provide transportation for residents to training, jobs, community programs, grocery stores, medical appointments and other opportunities for community integration. The federal grant is for 80% of the total cost with the agency being responsible for the 20 percent balance.

Sheetz USDA #49

Henrico

Sheetz USDA #49 is part of the USDA Higher Blends Infrastructure Incentive Program (HBIIIP) and the scope of work (SOW) will be to construct a Sheetz convenience store location with a higher blend fuel offering. The SOW includes removal of an unused parking lot with concrete walk ways and ornamental plantings, and construction of a 6,077 square foot building, parking lot, dispenser canopy, UST System, lot access points from adjacent roads, installation of utilities, and construction of storm water controls in accordance with requirements from governing agencies. Necessary equipment for the UST System includes, but is not limited to underground storage tanks, product lines, containment sumps, submersible turbine pump motors, dispensers & dispenser equipment, and tank and sump monitoring equipment. PlanRVA staff received no comments from member locality staff. PlanRVA staff responded with no comment or concerns about the proposed project.

Sheetz Retail Gasoline Station USDA #49

Henrico

Sheetz USDA #49 is part of the USDA Higher Blends Infrastructure Incentive Program (HBIIIP) and the scope of work (SOW) will be to construct a Sheetz convenience store location with a higher blend fuel offering. The SOW includes removal of an unused parking lot with concrete walk ways and ornamental plantings, and construction of a 6,077 square foot building, parking lot, dispenser canopy, UST System, lot access points from adjacent roads, installation of utilities, and construction of storm water controls in accordance with requirements from governing agencies. Necessary equipment for the UST System includes, but is not limited to underground storage tanks, product lines, containment sumps, submersible turbine pump motors, dispensers & dispenser equipment, and tank and sump monitoring equipment. The plans and practices to be implemented on the project suggest it will be consistent with the enforceable policies of the CZM Program. PlanRVA staff received no comments from locality staff. PlanRVA staff responded with no comments about the proposed project.

Woodson Hills

Henrico

Bacova SP, LLC has applied for a new permit for the Woodson Hills. The project site is located north of Liesfeld Farm Drive, east of North Gayton Road, west of Pouncey Tract Road (Route 271), and south of Kain Road in Henrico County, Virginia. The permit will allow the applicant to fill a stream bed. The proposed activity would affect 0.19 acre of wetland and 185 feet of stream bed. The activity proposed in the permit will affect unnamed streams and wetlands in the James River watershed. To compensate for the affected area, the applicant would purchase 0.38 wetland credits and 227 stream credits from a DEQ approved mitigation bank that is authorized to sell credits to the permitted impact site and/or the Virginia Aquatic Resources Trust Fund. DEQ's preliminary decision is to issue the permit. PlanRVA staff received no comments from locality staffs. PlanRVA staff responded with no comments about the proposed permit.

Community Brain Injury Services

Henrico, Richmond, Chesterfield, Hanover, Goochland, Powhatan, New Kent, Charles City

The Mill House is a Clubhouse model vocational rehabilitation program of Community Brain Injury Services, in Richmond, Virginia and provides community-based services to survivors of brain injury in the Metro Richmond area, including Henrico, Richmond, Chesterfield, Hanover, Goochland, Powhatan, Amelia, Colonial Heights, Petersburg, New Kent, Hopewell, and Charles City. As a part of our service delivery, The Mill House provides transportation to our Clubhouse members to access the community for participation in group and individual volunteer opportunities, employment services, social and recreational activities, and other community interaction opportunities. Funds are being requested from the Commonwealth of Virginia to purchase a new wheelchair accessible 14 passenger bus through the FTA Section 5310 program to continue offering community-based services and ensuring access to the community to the individuals we serve through this transportation service.

Located outside - but potentially impacting - the Richmond Region

Holden Creek Gun Club

Accomack

Grayson C. Chesser, Jr. and Dawn M. Chesser have applied for a new permit for a withdrawal of groundwater to provide water for three shallow seasonal waterfowl impoundments in Accomack County, Virginia. The permit would authorize an annual groundwater withdrawal of 17,009,000 gallons per year. The groundwater withdrawal will support hunting and wetland habitats and conservation. The proposed withdrawal will utilize the Yorktown-Eastover aquifer at a depth between 115 feet to 147 feet below the land surface at the withdrawal site. DEQ has made a tentative decision to issue the permit. PlanRVA staff received no comments from member locality staff. PlanRVA staff responded with no comments to DEQ.

Hobbs Hole Golf Course

Essex

C Development Corporation has applied for a groundwater withdrawal permit for commercial use in Essex County, Virginia. The permit would allow the applicant to withdraw 3,600,000 gallons per year from the Potomac aquifer to support golf course irrigation and maintenance. The proposed withdrawal will utilize the Potomac aquifer at a depth between 420 feet to 582 feet below the land surface at the withdrawal site. DEQ has made a tentative decision to issue the permit. PlanRVA staff received no comments from member locality staff. PlanRVA staff responded with no comments to DEQ.

US Titanium

Nelson

The U.S. Titanium Superfund site is approximately 50 acres of an approximately 175 acre former titanium dioxide manufacturing facility located along the Piney River in Nelson County, Virginia. The Virginia Chemical Corporation (VCC) produced titanium dioxide between 1931 and 1944 by acidifying ilmenite, an ore containing iron and titanium. In 1944, the American Cyanamid Corporation purchased VCC and operated the mining and manufacturing plant until it closed in 1971. Following plant closure, the site passed through several ownerships, including the U.S. Titanium Corporation, from which the site received its name. Site concerns include degradation of the Piney River water quality, acidic leachate, and groundwater contamination. The site was placed on the NPL in September 1983, and a Record of Decision (ROD) was signed in November 1989. Virginia DEQ is requesting \$35,000 of Federal funds for administration activities related to the Superfund site clean-up process. PlanRVA staff received no responses from locality staff. PlanRVA staff responded with no concerns about the grant application.