



AGENDA
June 11, 2020 -- 9:00 a.m.

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Call to Order

1. Welcome and Introductions

a. Statement regarding Virtual Meetings for PlanRVA (Nelson)..... Page 3-4

b. Roll Call of Attendees and Certification of a Quorum (Fusco)

2. Public Comment Period (Nelson)

Speakers may address the Commission for up to three (3) minutes on any matters included in this meeting agenda. Speakers are requested to give their name, locality in which they reside, and if appropriate, the organization they represent. Members of the public may also submit comments through the Chat function.

3. Requests for Additions or Changes to Order of Business (Nelson)

4. Minutes for the May 14, 2020 Meeting (Davis)..... Page 5-13

Requested Action: Motion to Accept May 14, 2020 Minutes as provided.

5. New Business

a. Executive Committee/Chairman’s Report (Nelson)

i. Nominating Committee for FY21 Slate of Officers

The Chair will announce appointed members to serve on the Nominating Committee.

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

i. April 2020 Financial Statements.....Page 14-24

Requested Action: Motion to accept the monthly financial reports as presented.

ii. FY2021 Budget.....Page 25-30

Requested Action: Motion to approve the FY2021 Budget as presented with consideration of quarterly review and recommendations to adjust from the Committee.

6. Executive Director’s Report (Heeter)

a. Intergovernmental and Environmental Review Summary Page 31-33



7. Other Business

a. July 9, 2020 Executive Committee Meeting

The Chair will entertain discussion regarding cancellation of the next meeting.

Requested Action: Motion to cancel the July 9, 2020 Executive Committee meeting.

8. Public Comment Period

Speakers may address the Commission for up to three (3) minutes on any matters relevant to the body. Speakers are requested to give their name, locality in which they reside, and if appropriate, the organization they represent. Members of the public may also submit comments through the Chat function.

9. Commissioner Comments

10. Adjourn: Target 10:30 a.m.

Requested Action: Motion to Adjourn

**Opening Statement for Electronic Meetings
PlanRVA Regional Commission Meeting, June 11, 2020**

In light of the 2020 COVID-19 virus and current guidance regarding physical distancing to reduce the potential for spread, meetings of the Richmond Regional Planning District Commission have transitioned to a virtual format. Regional Public Bodies were granted authority to conduct meetings electronically, pursuant to the provisions of Virginia Code § 2.2-3708.2 and related legislation approved by the General Assembly of Virginia during the period of the Governor's State of Emergency Declaration for COVID-19.

While we do not know the exact duration of the current practice of electronic meetings, we will continue to function in this manner until such time as it is deemed advisable to return to in-person meetings.

Staff provided notice of this meeting and the means by which we are virtually gathered to members of the public on Monday June 1, 2020 through electronic posting on the PlanRVA website and email distribution of notice to members, alternates, and known interested parties, including the media.

This meeting will be recorded. Audio and visual recordings of the meeting and materials will be posted on the PlanRVA website within 48 hours of this meeting.

Any member of the public participating as an observer during the meeting today may submit comments or questions at any time during the meeting via email at info@PlanRVA.org or by using the online chat functions of the meeting platform. Those individuals who are observing by phone may be called upon to share questions or comments. This meeting agenda includes two opportunities for members of the public to address this body. All comments and questions submitted during the meeting will be reviewed following the meeting and to the extent practical, responses will be provided or posted on the PlanRVA website.

We ask that everyone identify themselves first when speaking so we can more accurately record the activities of the meeting. All lines have been muted by the meeting administrator 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.

I will now ask our clerk to certify we have followed the approved procedures for appropriate notice of this meeting and the means by which we are convening.

<PAUSE for Clerk's Response>

Now, please indicate your presence by saying "HERE" when your name is called during a roll call. Staff members will be asked to identify themselves and anyone else who wishes to identify themselves following the roll call of members will be invited to do so. Ms. Fusco, please call the roll.

<PAUSE for Roll Call>

Does anyone have any questions regarding the process for assuring effective facilitation of this meeting or for how members of the public may participate?

Commission Meeting

**Minutes of Action Meeting
GoToMeeting Virtual Meeting
May 14, 2020 -- 9:00 a.m.**

Members Present (A = Alternate)

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

Others Present:

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

Staff Present

Martha Heeter..... Executive Director
 Sulabh Aryal Transportation Planning Manager
 Terry Eckhout..... Director of Finance
 Diane Fusco.....Office Manager
 Sidd Kumar..... Project Coordinator
 Ken Lantz..... Mobility Coordinator
 Nicole Mueller Project Coordinator
 Chet Parsons.....Director of Transportation

The PlanRVA Board of Commissioners 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 GoToMeeting and was open and accessible for participation by members of the public. Voting record tables are included in Appendix A. A recording of this meeting is available on our [Plan RVA YouTube Channel](#).

Call to Order

Chairman Nelson called the PlanRVA Commission meeting to order at approximately 9:05 a.m.

Attendance Roll Call & Certification of a Quorum

Ms. Heeter read an opening statement for Electronic Meetings.

Diane Fusco, Office Manager, 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 Regional Commission, Chairman Nelson closed the public comment period.

Requests for Additions or Changes to Order of Business

Mr. Nordvig requested the meeting minutes be removed from the consent agenda. Chairman Nelson agreed to remove the minutes for the March 13, 2020 meeting from the consent agenda.

Consent Agenda

Items remaining on the consent agenda were the Rural Transportation Work Program for FY21 and Personnel Policy Updates due to COVID-19.

On motion of Mr. Holland, seconded by Dr. Spagna, the PlanRVA Commissioners unanimously approved the items on the consent agenda. A roll call was completed to confirm (Appendix A).

Minutes for the March 13, 2020 Meeting

Dr. Spagna had a correction to the attendance record of the meeting as he was present at the March meeting and the alternate member for the Town of Ashland was not. The minutes will be corrected.

On motion of Mr. Peterson, seconded by Dr. Spagna, the PlanRVA Commissioners approved the minutes of the March 13, 2020 meeting. A roll call was completed to confirm and there were 19 Ayes and 3 members Abstained (Appendix A).

Audit, Facilities & Finance Committee Report

Dr. Spagna summarized results and turned the financial statements over to staff to present.

On motion of Mr. Winslow, seconded by Mr. Holland, the PlanRVA Commissioners unanimously approved acceptance of the monthly financial reports as presented (Appendix A).

Budget Amendments

Ms. Eckhout provided a summary of requested budget amendments listed in the agenda packet.

On motion of Dr. Newbille, seconded by Mr. Nordvig, the PlanRVA Commissioners unanimously approved the FY2020 Budget Amendments as presented (Appendix A).

Public Outreach and Engagement Committee Report

Mr. Nordvig provided an update on public outreach activities and the last committee meeting. He encouraged all members to like and subscribe to the PlanRVA YouTube Channel:

<https://www.youtube.com/channel/UC9ASolCV7PbihiCYdncLsOA>

Ms. Heeter also provided an update on work with the Community Foundation and the Together One Region campaign and fund raising in response to the pandemic.

Mr. Nordvig also mentioned PlanRVA will highlight Commissioners on their website and encouraged members to send in bios and head shots.

Electronic Meeting Procedures and Guidance Documents

On motion of Mr. Davis, seconded by Ms. O'Bannon, the PlanRVA Commissioners unanimously approved the Electronic Meeting Procedures and Guidance Documents as presented (Appendix A).

Chairman Nelson requested the PlanRVA YouTube link be sent out to all Commissioners.

Executive Director's Report

Ms. Heeter reviewed the Intergovernmental and Environmental Review Summary and Staff Report included in the agenda packet.

Mr. Davey provided comment that it would be helpful to include staff comments on the localities responses to projects included on the Intergovernmental and Environmental Review Summary going forward.

Ms. Heeter expressed her appreciation to staff for working efficiently during the current crisis related to the pandemic.

Mr. Peterson requested a contact directory for all Commissioners and PlanRVA staff members. Ms. Heeter agreed to have this sent out.

Mr. Nordvig pointed out page 19 of agenda packet, the Childcare Authorization Form, and potential issues with private medical information. Mr. Gregory agreed to address this with Ms. Heeter.

Chairman Nelson, Ms. Paige, and Mr. Holland also expressed their appreciation to Ms. Heeter and staff of PlanRVA for their work to keep moving forward during this time.

Public Comment Period

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

Chairman Nelson adjourned the meeting at 10:15 a.m.

DRAFT

APPENDIX A

PlanRVA Board of Commissioners - Voting Record

Date of Meeting: May 14, 2020

Item 4. Consent Agenda

Members Present (A = Alternate)

Locality	Member	AYE	NAY	Abstain
Charles City County	Rhonda Russell (A)	X		
Chesterfield County	Kevin Carroll	X		
Chesterfield County	Tim Davey	X		
Chesterfield County	Gloria Freye	X		
Chesterfield County	Leslie Haley	X		
Chesterfield County	James Holland	X		
Chesterfield County	Jim Ingle	X		
Chesterfield County	Jesse Smith	X		
Chesterfield County	Chris Winslow	X		
City of Richmond	Kristen Larson	X		
City of Richmond	Dr. Cynthia Newbille	X		
Hanover County	Sean Davis	X		
Hanover County	Canova Peterson	X		
Hanover County	Randy Whittaker	X		
Henrico County	Chris Archer	X		
Henrico County	William Mackey	X		
Henrico County	Tyrone Nelson	X		
Henrico County	Patricia O'Bannon	X		
Henrico County	Daniel J. Schmitt	X		
Henrico County	Randy Silber	X		
New Kent County	Patricia Paige	X		
Powhatan County	Larry Nordvig	X		

Item 4a. Minutes for the March 13, 2020 Meeting

Members Present (A = Alternate)

<u>Locality</u>	<u>Member</u>	<u>AYE</u>	<u>NAY</u>	<u>Abstain</u>
Charles City County	Rhonda Russell (A)			X
Chesterfield County	Kevin Carroll	X		
Chesterfield County	Tim Davey	X		
Chesterfield County	Gloria Freye	X		
Chesterfield County	Leslie Haley			X
Chesterfield County	James Holland	X		
Chesterfield County	Jim Ingle	X		
Chesterfield County	Jesse Smith	X		
Chesterfield County	Chris Winslow	X		
City of Richmond	Kristen Larson	X		
City of Richmond	Dr. Cynthia Newbille	X		
Hanover County	Sean Davis	X		
Hanover County	Canova Peterson	X		
Hanover County	Randy Whittaker	X		
Henrico County	Chris Archer	X		
Henrico County	William Mackey	X		
Henrico County	Tyrone Nelson	X		
Henrico County	Patricia O'Bannon	X		
Henrico County	Daniel J. Schmitt	X		
Henrico County	Randy Silber	X		
New Kent County	Patricia Paige	X		
Powhatan County	Larry Nordvig			X

Item 5b.i. February and March 2020 Financial Statements

Members Present (A = Alternate)

<u>Locality</u>	<u>Member</u>	<u>AYE</u>	<u>NAY</u>	<u>Abstain</u>
Charles City County	Rhonda Russell (A)	X		
Chesterfield County	Kevin Carroll	X		
Chesterfield County	Tim Davey	X		
Chesterfield County	Gloria Freye	X		
Chesterfield County	Leslie Haley	X		
Chesterfield County	James Holland	X		
Chesterfield County	Jim Ingle	X		
Chesterfield County	Jesse Smith	X		
Chesterfield County	Chris Winslow	X		
City of Richmond	Kristen Larson	X		
City of Richmond	Dr. Cynthia Newbille	X		
Hanover County	Sean Davis	X		
Hanover County	Canova Peterson	X		
Hanover County	Randy Whittaker	X		
Henrico County	Chris Archer	X		
Henrico County	William Mackey	X		
Henrico County	Tyrone Nelson	X		
Henrico County	Patricia O'Bannon	X		
Henrico County	Daniel J. Schmitt	X		
Henrico County	Randy Silber	X		
New Kent County	Patricia Paige	X		
Powhatan County	Larry Nordvig	X		

Item 5b. iii. FY2020 Budget Amendments

Members Present (A = Alternate)

<u>Locality</u>	<u>Member</u>	<u>AYE</u>	<u>NAY</u>	<u>Abstain</u>
Charles City County	Rhonda Russell (A)	X		
Chesterfield County	Kevin Carroll	X		
Chesterfield County	Tim Davey	X		
Chesterfield County	Gloria Freye	X		
Chesterfield County	Leslie Haley	X		
Chesterfield County	James Holland	X		
Chesterfield County	Jim Ingle	X		
Chesterfield County	Jesse Smith	X		
Chesterfield County	Chris Winslow	X		
City of Richmond	Kristen Larson	X		
City of Richmond	Dr. Cynthia Newbille	X		
Hanover County	Sean Davis	X		
Hanover County	Canova Peterson	X		
Hanover County	Randy Whittaker	X		
Henrico County	Chris Archer	X		
Henrico County	William Mackey	X		
Henrico County	Tyrone Nelson	X		
Henrico County	Patricia O'Bannon	X		
Henrico County	Daniel J. Schmitt	X		
Henrico County	Randy Silber	X		
New Kent County	Patricia Paige	X		
Powhatan County	Larry Nordvig	X		

Item 5c. Electronic Meeting Procedures and Guidance Documents

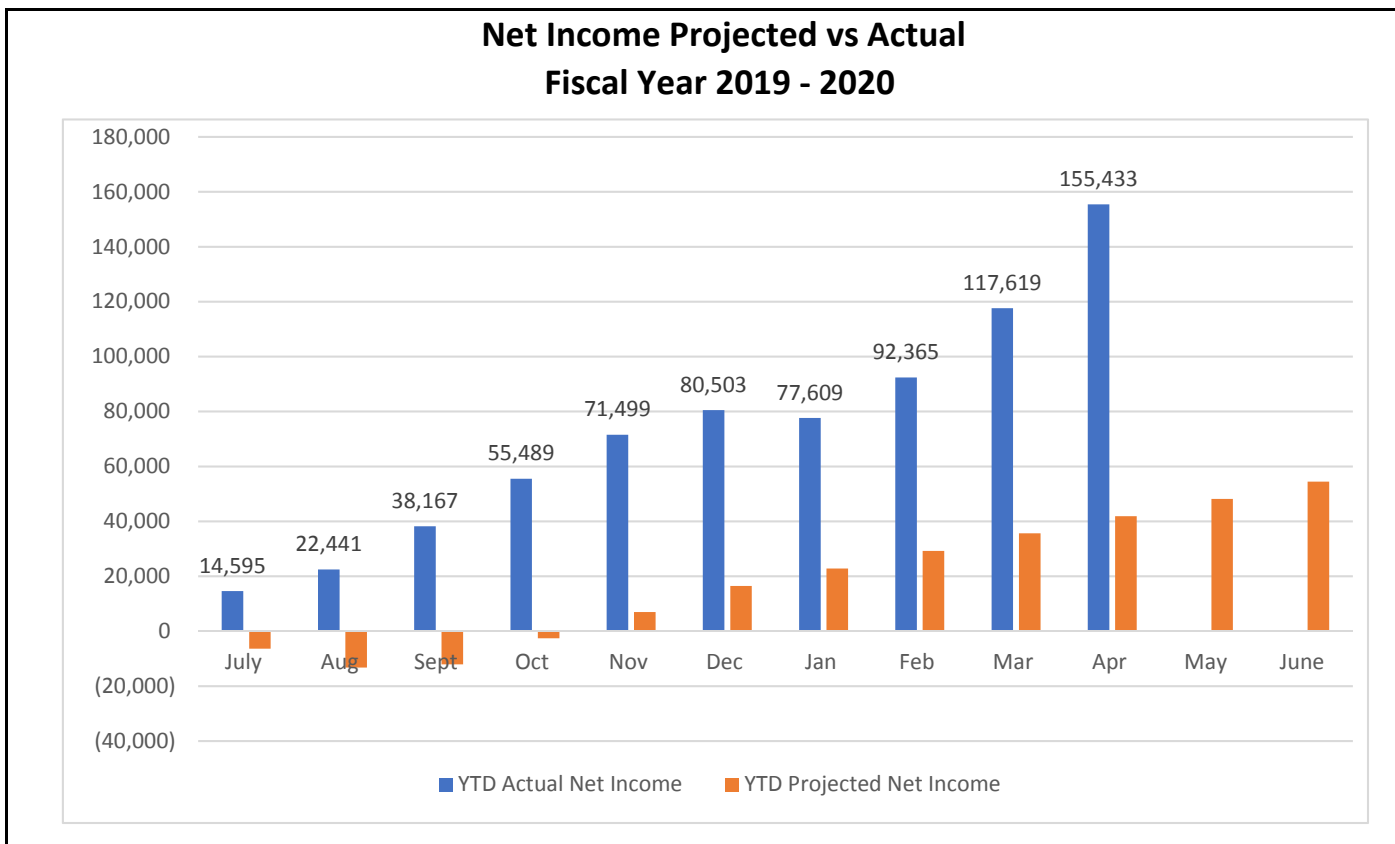
Members Present (A = Alternate)

<u>Locality</u>	<u>Member</u>	<u>AYE</u>	<u>NAY</u>	<u>Abstain</u>
Charles City County	Rhonda Russell (A)	X		
Chesterfield County	Kevin Carroll	X		
Chesterfield County	Tim Davey	X		
Chesterfield County	Gloria Freye	X		
Chesterfield County	Leslie Haley	X		
Chesterfield County	James Holland	X		
Chesterfield County	Jim Ingle	X		
Chesterfield County	Jesse Smith	X		
Chesterfield County	Chris Winslow	X		
City of Richmond	Kristen Larson	X		
City of Richmond	Dr. Cynthia Newbille	X		
Hanover County	Sean Davis	X		
Hanover County	Canova Peterson	X		
Hanover County	Randy Whittaker	X		
Henrico County	Chris Archer	X		
Henrico County	William Mackey	X		
Henrico County	Tyrone Nelson	X		
Henrico County	Patricia O'Bannon	X		
Henrico County	Daniel J. Schmitt	X		
Henrico County	Randy Silber	X		
New Kent County	Patricia Paige	X		
Powhatan County	Larry Nordvig	X		

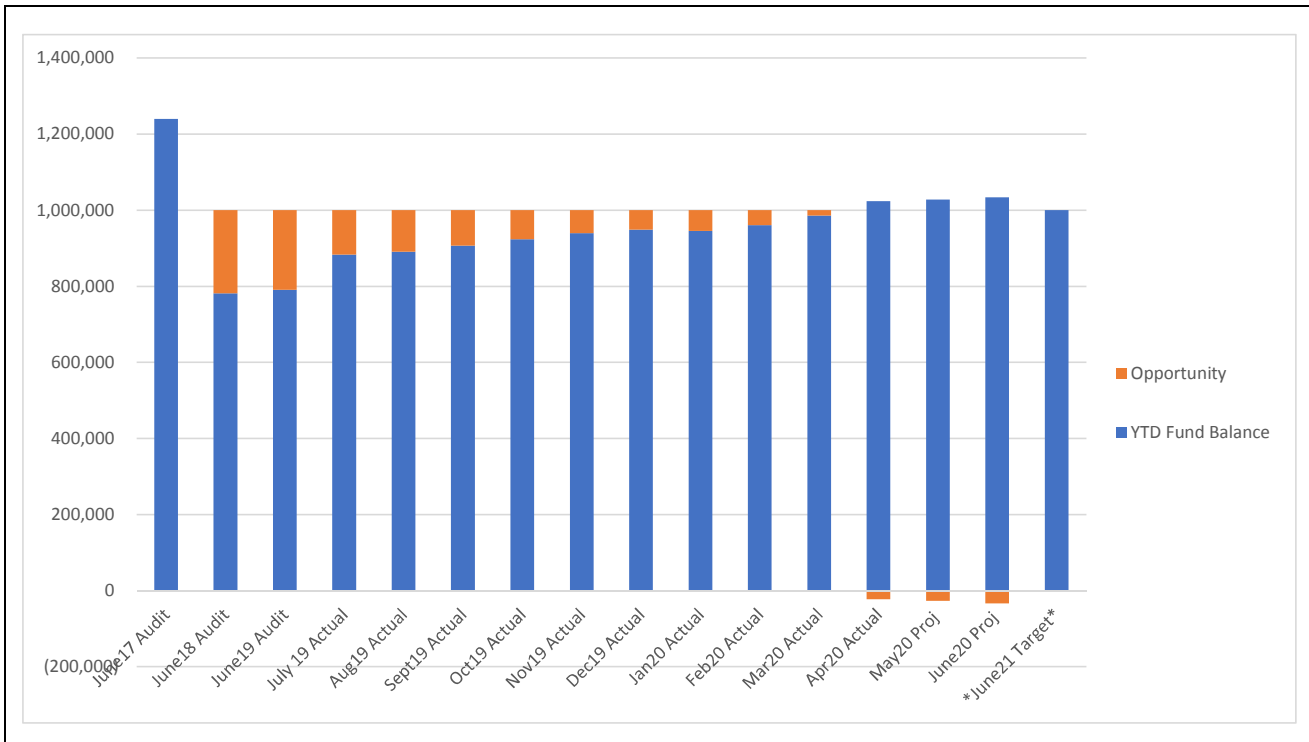
PlanRVA
Statement of Revenues and Expenses - Budget and Actual
April 30, 2020

	Month to Date Actual	Year to Date Actual	Year to Date Budget	Variance	% Budget Remaining
Income/Funds:					
Federal	\$241,393	\$1,805,009	\$1,766,636	(\$38,373)	-2%
State	41,231	334,458	342,817	8,359	2%
Local	53,388	533,881	533,881	0	0%
Private	6,933	76,570	69,339	(7,231) *	-10%
Other	480	12,000	0	(12,000) *	0%
Total Income	343,425	2,761,918	2,712,673	-49,245	-2%
Expenses:					
Salary & Wages	154,809	1,542,207	1,605,865	63,658	4%
Professional Fees	2,000	54,510	65,883	11,373	17%
Office Expenses	29,079	174,765	177,903	3,138	2%
Program Expenses	83,397	616,273	614,587	(1,686)	0%
Infrastructure	24,697	206,565	206,565	0	0%
Total Expense	\$293,982	\$2,594,320	\$2,670,803	\$76,483	3%
Capital Expense	\$12,165	\$12,165	0	(\$12,165)	0%
Net Income	<u>\$37,278</u>	<u>\$155,433</u>	<u>\$41,870</u>	<u>\$113,563</u>	

Note: Resolution for budget amendment is forthcoming for three programs in May 2020 - to be rescheduled



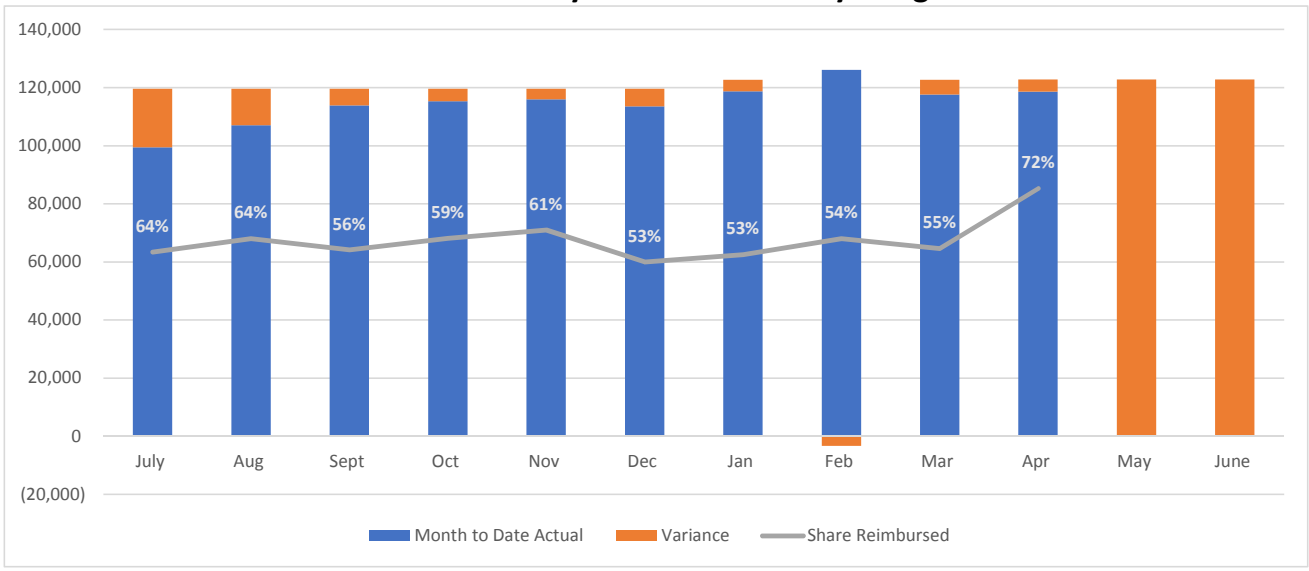
Plan RVA Fund Balance Projection Fiscal Year 2019-2020



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

Unrestricted Reserve - End of FY 19 (adjusted)	790,620
Net Surplus (Deficit) April YTD 2020	155,433
Special Assessments FY20	77,317
Unrestricted Reserve - 4/30/20	1,023,370

Salaries - Monthly Actual vs Monthly Budget



PlanRVA
Monthly Profit Loss Budget Performance
April 2020

	<u>Apr 20</u>	<u>Budget</u>	<u>Variance</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
4100 · Federal Funding	241,393	176,663	64,730	136.64%
4200 · State Funding	41,231	34,282	6,949	120.27%
4300 · Local Funding	53,388	53,388	0	100.0%
4400 · Private Funding	6,933	6,934	(1)	99.99%
5000 · Other Income	480	0	480	100.0%
Total Income	<u>343,425</u>	<u>271,267</u>	<u>72,158</u>	<u>126.6%</u>
Gross Profit	343,425	271,267	72,158	126.6%
Expense				
6000 · Salary & Wages	154,809	162,562	(7,753)	95.23%
7100 · Professional Fees	2,000	4,088	(2,088)	48.92%
7200 · Office Expenses	29,079	16,160	12,919	179.94%
7400 · Program Expenses	83,398	61,458	21,940	135.7%
7600 · Infrastructure				
7210 · Rent	24,164	20,190	3,974	119.68%
7240 · Insurance	533	533	0	100.0%
Total 7600 · Infrastructure	<u>24,697</u>	<u>20,723</u>	<u>3,974</u>	<u>119.18%</u>
Total Expense	<u>293,983</u>	<u>264,991</u>	<u>28,991</u>	<u>110.94%</u>
Net Ordinary Income	<u>49,443</u>	<u>6,276</u>	<u>43,167</u>	<u>787.85%</u>
Other Expense				
7900 · Capital Expense Project	12,165		12,165	100.0%
Net Income	<u><u>37,278</u></u>	<u><u>6,276</u></u>	<u><u>31,002</u></u>	<u><u>594.01%</u></u>

Notes:

Net Income of \$37,278 resulting in a favorable budget variance of \$31,002

Program Income is \$72,158 over budget and program expenses are \$21,940 above budget expenses

Salaries are \$7,753 under budget

There were capital expenditures of \$12,165 to replace laptops for transportation program staff

PlanRVA
Profit Loss - Detailed
April 2020

Ordinary Income/Expense	Apr 20	Budget	Variance	% of Budget
Income				
4101 · MPO FHWA/PL Funds - Fed share	117,865	106,868	10,997	110.29%
4102 · MPO Sect 5303 Funds - Fed share	46,575	32,285	14,290	144.26%
4105 · MPO Pass-Through	28,412	6,667	21,745	426.18%
4110 · DEQ-Coastal	6,211	7,258	(1,047)	85.57%
4115 · CBRAP-WIP3/Fed Share	1,048	0	1,048	100.0%
4120 · VDEM SHSP	11,568	7,436	4,132	155.56%
4130 · VDEM Pass-through grants	29,713	16,149	13,564	184.0%
	<u>241,392</u>	<u>176,664</u>	<u>64,728</u>	<u>136.64%</u>
4201 · MPO FHWA/PL Funds - State share	14,733	13,359	1,374	110.29%
4202 · MPO Sec. 5303 - State share	5,822	4,036	1,786	144.26%
4205 · State MPO Pass-Through	0	1,667	(1,667)	0.0%
4207 · DEQ WIP3 Funding	0	896	(896)	0.0%
4210 · VDOT Rural Planning	11,185	4,833	6,352	231.41%
4230 · State Appropriation	9,492	9,492	0	100.0%
	<u>41,232</u>	<u>34,282</u>	<u>6,950</u>	<u>120.27%</u>
4301 · TPO Assessment	4,146	4,146	0	100.0%
4310 · Local Membership Dues	49,242	49,242	0	100.0%
	<u>53,388</u>	<u>53,388</u>	<u>0</u>	<u>100.0%</u>
4410 · Restricted Contributions				
4360 · FOLAR Grant	6,934	6,934	0	100.0%
4410 · Restricted Contributions - Other	0	0	0	0.0%
Total 4410 · Restricted Contributions	<u>6,934</u>	<u>6,934</u>	<u>0</u>	<u>100.0%</u>
	6,934	6,934	0	100.0%
5001 · Interest Income	480	0	480	100.0%
	<u>480</u>	<u>0</u>	<u>480</u>	<u>100.0%</u>
Total Income	<u>343,426</u>	<u>271,267</u>	<u>72,158</u>	<u>126.6%</u>
Gross Profit	343,426	271,267	72,158	126.6%
Expense				
6100 · Wages	118,586	122,748	(4,162)	96.61%
6200 · Payroll Taxes	8,752	9,201	(449)	95.13%
6500 · Benefits				
6512 · Healthcare	17,388	17,411	(23)	99.87%
6530 · Retirement				
6531 · VRS Retirement Contribution	7,322	8,118	(796)	90.19%
6532 · VRS Employee Contribution	10			
6533 · ICMA - 401	1,153			
6534 · ICMA - 457	(311)			
6535 · Hybrid 401 A	1,053			
6536 · HYBRID 457	10			
Total 6530 · Retirement	<u>9,237</u>	<u>8,118</u>	<u>1,119</u>	<u>113.78%</u>
6540 · Life & Disability				
6541 · LTD	982	842	140	116.64%
6542 · Hybrid VRS ST & LT Disability	205			
6543 · AFLAC	(41)			
Total 6540 · Life & Disability	<u>1,146</u>	<u>842</u>	<u>304</u>	<u>136.12%</u>

PlanRVA
Profit Loss - Detailed
April 2020

	Apr 20	Budget	Variance	% of Budget
6550 · FSA/HSA Section 125 Plans	67	113	(46)	59.29%
6500 · Benefits - Other	0	762	(762)	0.0%
Total 6500 · Benefits	27,838	27,246	592	102.17%
6580 · Payroll Fees	153	533	(380)	28.69%
6590 · Training	(520)	2,833	(3,353)	-18.35%
	154,809	162,562	(7,753)	95.23%
7720 · Legal Fees				
7721 · General Counsel	2,000	2,000	0	100.0%
7722 · Legal Fees - Other	0	417	(417)	0.0%
Total 7720 · Legal Fees	2,000	2,417	(417)	82.76%
7730 · Contracted Services	0	1,672	(1,672)	0.0%
	2,000	4,088	(2,088)	48.92%
7220 · Computer Operations				
7221 · Virtual Desktop Operations	8,938	7,000	1,938	127.69%
7222 · Software	339	255	84	132.94%
7223 · Broadband/network/telephone	2,445	614	1,831	398.23%
7224 · Desktops & Support	1,751	1,455	296	120.31%
7226 · Technology services	0	1,604	(1,604)	0.0%
Total 7220 · Computer Operations	13,473	10,929	2,544	123.28%
7225 · Computer Supplies				
7230 · Printing	2,726	3,117	(391)	87.47%
7235 · Supplies	225	802	(577)	28.07%
7245 · Postage	320	230	90	139.13%
7250 · Advertisements	12,017	417	11,600	2,884.06%
7290 · Miscellaneous Expenses	217	417	(200)	52.08%
7295 · Bank Fees	100	250	(150)	40.0%
7200 · Office Expenses - Other	0			
	29,078	16,160	12,918	179.94%
7410 · Organizational Dues	560	1,250	(690)	44.8%
7420 · Travel - Board	0	542	(542)	0.0%
7425 · Travel - Agency	394	2,708	(2,314)	14.55%
7430 · Books & Periodicals	0	83	(83)	0.0%
7450 · Pass-through and Matching funds				
7451 · Pass Through Funds - MPO	52,730	40,726	12,004	129.47%
7452 · Pass Through Funds (FEMA)	0	0	0	0.0%
7456 · Pass - Through Funds - SHSP	29,713	16,149	13,564	183.99%
Total 7450 · Pass-through and Matching funds	82,443	56,875	25,568	144.95%
	83,397	61,459	21,938	135.7%
7210 · Rent	24,164	20,190	3,974	119.68%
7240 · Insurance	533	533	0	100.0%
	24,697	20,723	3,974	119.18%
Total Expense	293,982	264,992	28,990	110.94%
Net Ordinary Income	49,444	6,276	43,169	787.88%
Other Expense				
7900 · Capital Expense Project	12,165	0	12,165	100.0%
	37,278	6,276	31,002	594.02%

PlanRVA
Profit Loss - Detailed
April 2020

<u>Apr 20</u>	<u>Budget</u>	<u>Variance</u>	<u>% of Budget</u>
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Notes:

Net Income of \$37,278 resulting in a favorable budget variance of \$31,002

Program Income is \$72,158 over budget and program expenses are \$21,940 above budget expenses
Salaries are \$7,753 under budget

There were capital expenditures of \$12,165 to replace laptops for transportation program staff

PlanRVA
Profit Loss Budget Performance
YTD April 2020

	TOTAL					
	Mar 20	Apr 20	Jul '19 - Apr 20	Budget	Variance	% of Budget
Ordinary Income/Expense						
Income						
4100 · Federal Funding						
4101 · MPO FHWA/PL Funds - Fed share	111,228	117,865	1,074,391	1,068,683	5,708	100.53%
4102 · MPO Sect 5303 Funds - Fed share	38,155	46,575	295,624	322,852	(27,228)	91.57%
4105 · MPO Pass-Through	0	28,412	28,412	66,667	(38,255)	42.62%
4110 · DEQ-Coastal	2,866	6,211	70,238	72,583	(2,345)	96.77%
4115 · CBRAP - WIP3/Fed Share	8,172	1,048	9,220	0	9,220	100.0%
4120 · VDEM SHSP	7,327	11,568	82,987	74,364	8,623	111.6%
4130 · VDEM Pass-through grants	26,078	29,713	244,136	161,486	82,650	151.18%
Total 4100 · Federal Funding	193,826	241,392	1,805,008	1,766,635	38,373	102.17%
4200 · State Funding						
4201 · MPO FHWA/PL Funds - State share	13,903	14,733	134,298	133,585	713	100.53%
4202 · MPO Sec. 5303 - State share	4,769	5,822	51,952	40,356	11,596	128.73%
4205 · State MPO Pass-Through	0	0	0	16,667	(16,667)	0.0%
4207 · DEQ WIP3 Funding	(7,982)	0	9,590	8,958	632	107.05%
4210 · VDOT Rural Planning	4,279	11,185	43,700	48,333	(4,633)	90.42%
4230 · State Appropriation	9,492	9,492	94,917	94,917	(0)	100.0%
Total 4200 · State Funding	24,461	41,232	334,456	342,816	(8,360)	97.56%
4300 · Local Funding						
4301 · TPO Assessment	4,146	4,146	41,460	41,460	(0)	100.0%
4310 · Local Membership Dues	49,242	49,242	492,421	492,421	0	100.0%
4320 · Capital Region Collaborative	0	0	0	0	0	0.0%
4330 · Greater Richmond Chamber	0	0	0	0	0	0.0%
Total 4300 · Local Funding	53,388	53,388	533,881	533,881	0	100.0%
4400 · Private Funding						
4410 · Restricted Contributions						
4360 · FOLAR Grant	6,934	6,934	69,339	69,339	(0)	100.0%
4410 · Restricted Contributions - Other	29	0	7,232	0	7,232	100.0%
Total 4410 · Restricted Contributions	6,963	6,934	76,571	69,339	7,232	110.43%
Total 4400 · Private Funding	6,963	6,934	76,571	69,339	7,232	110.43%
5000 · Other Income						
5001 · Interest Income	1,825	480	10,871	0	10,871	
5010 · Miscellaneous	0	0	1,128	0	1,128	
Total 5000 · Other Income	1,825	480	12,000	0	12,000	
Total Income	280,463	343,426	2,761,915	2,712,671	49,244	101.82%
Gross Profit	280,463	343,426	2,761,915	2,712,671	49,244	101.82%
Expense						
6000 · Salary & Wages						
6100 · Wages	117,708	118,586	1,145,754	1,207,729	(61,975)	94.87%

PlanRVA
Profit Loss Budget Performance
YTD April 2020

	TOTAL					
	Mar 20	Apr 20	Jul '19 - Apr 20	Budget	Variance	% of Budget
6200 · Payroll Taxes	8,768	8,752	87,895	92,005	(4,110)	95.53%
6500 · Benefits			0			
6512 · Healthcare	17,951	17,388	163,170	174,113	(10,943)	93.72%
6530 · Retirement			0			
6531 · VRS Retirement Contribution	7,354	7,322	69,992	81,181	(11,189)	86.22%
6532 · VRS Employee Contribution	(1)	10	312			
6533 · ICMA - 401	1,153	1,153	8,526			
6534 · ICMA - 457	(1,118)	(311)	(1,632)			
6535 · Hybrid 401 A	1,267	1,053	8,602			
6536 · HYBRID 457	(198)	11	(21)			
Total 6530 · Retirement	8,457	9,238	85,779	81,181	4,598	105.66%
6540 · Life & Disability						
6541 · LTD	974	982	8,120	8,419	(299)	96.44%
6542 · Hybrid VRS ST & LT Disability	205	205	1,632			
6543 · AFLAC	(37)	(41)	(159)			
Total 6540 · Life & Disability	1,142	1,146	9,593	8,419	1,174	113.94%
6550 · FSA/HSA Section 125 Plans	1,276	67	4,877	1,130	3,747	431.6%
6500 · Benefits - Other	0	0	0	7,619	(7,619)	0.0%
Total 6500 · Benefits	28,826	27,839	263,419	272,462	(9,043)	96.68%
6580 · Payroll Fees	153	153	2,293	5,333	(3,040)	43.0%
6590 · Training	100	(520)	42,847	28,333	14,514	151.23%
Total 6000 · Salary & Wages	155,555	154,810	1,542,208	1,605,862	(63,654)	96.04%
7100 · Professional Fees						
7720 · Legal Fees						
7721 · General Counsel	2,000	2,000	20,000	20,000	0	100.0%
7722 · Legal Fees - Other	0	0	0	4,166	(4,166)	0.0%
7720 · Legal Fees - Other	0	0	0	0	0	0.0%
Total 7720 · Legal Fees	2,000	2,000	20,000	24,166	(4,166)	82.76%
7730 · Contracted Services	0	0	34,510	41,717	(7,207)	82.72%
Total 7100 · Professional Fees	2,000	2,000	54,510	65,883	(11,373)	82.74%
7200 · Office Expenses						
7280 · Staff Engagement	0	0	361			
7220 · Computer Operations						
7221 · Virtual Desktop Operations	8,756	8,938	80,272	70,000	10,272	114.67%
7222 · Software	240	339	2,690	18,850	(16,160)	14.27%
7223 · Broadband/network/telephone	569	2,445	10,008	6,140	3,868	162.99%
7224 · Desktops & Support	1,752	1,752	17,527	14,555	2,972	120.42%
7226 · Technology services	0	0	2,577	16,041	(13,464)	16.07%
7220 · Computer Operations - Other	0	0	(1,862)	0	(1,862)	100.0%
Total 7220 · Computer Operations	11,317	13,474	111,212	125,586	(14,374)	88.56%

PlanRVA
Profit Loss Budget Performance
YTD April 2020

	TOTAL					
	Mar 20	Apr 20	Jul '19 - Apr 20	Budget	Variance	% of Budget
7225 · Computer Supplies	20	0	255	0		
7230 · Printing	2,629	2,727	28,865	31,166	(2,301)	92.62%
7235 · Supplies	951	225	6,752	8,017	(1,265)	84.22%
7245 · Postage	0	320	1,767	2,300	(533)	76.82%
7250 · Advertisements	516	12,017	12,533	4,167	8,366	300.77%
7290 · Miscellaneous Expenses	257	217	8,210	4,167	4,043	197.04%
7295 · Bank Fees	90	100	1,001	2,500	(1,499)	40.04%
7200 · Office Expenses - Other	0	0	3,812	0	3,812	100.0%
Total 7200 · Office Expenses	15,780	29,080	174,767	177,903	(3,136)	98.24%
7400 · Program Expenses						
7410 · Organizational Dues	560	560	17,601	12,500	5,101	140.8%
7420 · Travel - Board	0	0	0	5,417	(5,417)	0.0%
7425 · Travel - Agency	960	394	15,413	27,084	(11,671)	56.91%
7430 · Books & Periodicals	84	0	823	833	(10)	98.77%
7450 · Pass-through and Matching funds						
7451 · Pass Through Funds - MPO	33,017	52,731	338,095	407,264	(69,169)	83.02%
7452 · Pass Through Funds (FEMA)	0	0	0	0	0	0.0%
7456 · Pass - Through Funds - SHSP	26,078	29,713	243,825	161,490	82,335	150.99%
7459 · Other Pass-thru expenses	0	0	0	0	0	0.0%
Total 7450 · Pass-through and Matching funds	59,095	82,444	581,921	568,754	13,167	102.32%
7400 · Program Expenses - Other	0	0	517	0	517	100.0%
Total 7400 · Program Expenses	60,699	83,398	616,274	614,588	1,686	100.27%
7600 · Infrastructure						
7210 · Rent	20,190	24,164	201,240	201,240	(0)	100.0%
7240 · Insurance	533	533	5,325	5,325	0	100.0%
7610 · Telephone	0	0	0	0	0	0.0%
Total 7600 · Infrastructure	20,723	24,697	206,565	206,565	(0)	100.0%
Total Expense	254,757	293,985	2,594,324	2,670,801	(76,477)	97.14%
Net Ordinary Income	25,706	49,441	167,591	41,870	125,721	400.27%
Other Income/Expense						
Other Expense						
7900 · Capital Expense Projects	0	12,165	12,165	0	12,165	100.0%
Total Other Expense	0	12,165	12,165	0	12,165	100.0%
Net Other Income	0	(12,165)	(12,165)	0	(12,165)	100.0%
	25,706	37,278	155,433	41,870	113,563	371.23%

PlanRVA
Statement of Net Position

Balance Sheet
April 30, 2020

Statement of
Net Position Balance Sheet

ASSETS

Current Assets

Checking/Savings

1050 · LGIP-Virginia Dept of Treasury	862,656	862,656
1070 · SunTrust Checking 8921	95,982	95,982

Total Checking/Savings	958,638	958,638
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Accounts Receivable

1200 · Accounts Receivable	125,810	125,810
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Total Accounts Receivable	125,810	125,810
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Other Current Assets

1150 · Prepaid Expenses	8,138	8,138
1250 · Miscellaneous Receivables	215,585	215,585
1620 · Employee Receivable	450	450

Total 1600 · Miscellaneous A/R-EE	450	450
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Total Other Current Assets	224,173	224,173
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Total Current Assets	1,308,621	1,308,621
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Fixed Assets

1300 · Property & Equipment	339,292	339,292
1350 · Accumulated Depreciation	(216,961)	(216,961)

Total Fixed Assets	122,331	122,331
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Other Assets	239,467	0
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TOTAL ASSETS	1,670,419	1,430,953
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LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

2000 · Accounts Payable	67,724	67,724
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Total Accounts Payable	67,724	67,724
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Other Current Liabilities

2050 · Accrued Expenses	53,197	53,197
2500 · Compensated Absences	62,811	(7,083)
2525 · Deferred Revenue	168,749	168,749
2600 · Security Deposit	2,665	2,665

Total Other Current Liabilities	287,421	217,527
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Total Current Liabilities	355,145	285,251
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Long Term Liabilities

2800 · Deferred Rent Liability	32,799	0
2900 · Net Pension Liability	521,969	0
2950 · Deferred Inflows	131,122	0

Total Long Term Liabilities	685,890	0
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Total Liabilities	1,041,035	285,251
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**Fund Balance (see proposed restatement below)

Fixed Asset	122,332	122,332
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Unassigned Fund Balance	507,052	1,023,370
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Total Fund Balance	629,383	1,145,702
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TOTAL LIABILITIES & Fund Balance	1,670,419	1,430,953
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Discussion at AFFC April 29th meeting. Balance Sheet liabilities are not current and due

PlanRVA
Statement of Net Position
Balance Sheet
April 30, 2020

Unrestricted Reserve - End of FY 19 (adjusted)	790,620
Net Surplus (Deficit) April YTD 2020	155,433
Special Assessments FY20	<u>77,317</u>
Unrestricted Reserve - 4/30/20	<u><u>1,023,370</u></u>

	Federal Grant Awards	State Grant Awards	General Assembly Appropriations	Local Member Assessments- Membership	Local Member Assessments- RRTPO	Local Member Special Assessments	Private Awards/ Other	Total Revenue by Program
I. Agency Management								
Agency Administration	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Agency Strategy	\$0	\$0	\$0	\$25,000	\$0	\$0	\$0	\$25,000
II. Community Development								
Regional Coordination	\$5,000	\$0	\$0	\$10,000	\$0	\$0	\$0	\$15,000
Local Technical Assistance	\$0	\$0	\$0	\$10,000	\$0	\$0	\$0	\$10,000
III. Data, Research & Analysis								
Regional Data and GIS	\$0	\$0	\$103,900	\$146,013	\$0	\$0	\$0	\$249,913
Policy Review, Analysis & Intergovernmental/ Environmental Reviews	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Regional Indicators Project- Collaborative Funding CO	\$0	\$0	\$0	\$0	\$0	\$24,290	\$0	\$24,290
IV. Emergency Management Planning								
Central Virginia Emergency Management Alliance Program Support & PT M&A	\$95,650	\$0	\$0	\$35,000	\$0	\$0	\$0	\$130,650
Central Virginia Emergency Management Alliance Projects	\$216,125	\$0	\$0	\$0	\$0	\$0	\$0	\$216,125
Hazard Mitigation Plan Update	\$140,625	\$0	\$0	\$46,875	\$0	\$0	\$0	\$187,500
V. Environmental Planning								
Program Design and General Support	\$0	\$0	\$0	\$20,000	\$0	\$0	\$0	\$20,000
FFY19 Coastal TA	\$8,612	\$0	\$0	\$8,625	\$0	\$0	\$0	\$17,237
FFY19 Lower Chickahominy	\$114,918	\$0	\$0	\$0	\$0	\$0	\$0	\$114,918
2020 DEQ/WIP Grant	\$20,460	\$0	\$0	\$5,200	\$0	\$0	\$0	\$25,660
FFY20 Rural Coastal VA Marketing	\$9,095	\$0	\$0	\$11,626	\$0	\$0	\$0	\$20,721
FFY20 Lower Chickahominy	\$18,087	\$0	\$0	\$0	\$0	\$0	\$0	\$18,087
FFY20 Coastal TA & Resiliency	\$44,990	\$0	\$0	\$48,375	\$0	\$0	\$0	\$93,365
FOLAR	\$0	\$0	\$0	\$0	\$0	\$0	\$74,957	\$74,957
VI. Strategic Partnerships								
Priority Areas	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Regional Collaborative	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Regional Projects	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Regional Strategic Plan	\$0	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000
VII. Transportation Planning								
Richmond Regional Transportation Planning Organization	\$2,088,797	\$317,359	\$0	\$163,689	\$50,447	\$0	\$0	\$2,620,293
Rural Transportation Planning Program	\$0	\$58,000	\$0	\$14,500	\$0	\$0	\$0	\$72,500
Totals	\$2,762,361	\$375,359	\$113,900	\$544,903	\$50,447	\$24,290	\$74,957	\$3,946,217

	FY18 Final	FY19 Final	FY20 Budget	FY21 Budget	Variance to FY20	Notes (Over \$5,000 Variance from Original Budget)
INCOME						
Federal Funding						
4101 · MPO FHWA/PL Funds - 80%		924,978	1,282,420	1,204,736	(77,684)	Less CO from FY2019 than FY2018
4102 · MPO FTA Section 5303 Funds - 80%		672,967	387,422	433,984	46,562	Includes projected FY2020 5303 CO
4105 · MPO RSTP - 80% Pass-Through		80,000	80,000	450,077	370,077	PT- Pending RSTP/CMAQ Approval
4110 - FFY19 Coastal TA		64,860		8,612	8,612	CO from FY20; Final quarter of project term
4110 - FFY19 Lower Chckahominy				114,918	114,918	CO from FY20; Final quarter of project term
4115 - DEQ/WIP Grant			52,000	20,460	(31,540)	CO from FY20; Final 2 quarters of project term
4111 - FFY20 Rural Coastal VA Marketing				9,095	9,095	New Request submitted; begins 10/1/20
4112 - FFY20 Lower Chickahominy				18,087	18,087	New Request submitted; begins 10/1/20
4113 - FFY20 Coastal TA & Resiliency				44,990	44,990	New Request submitted; begins 10/1/20
4120 · SHSP Reg'l Planning & Grant Admin		89,238	89,238	95,650	6,412	Includes Multiple award requests
4130- SHSP Projects Pass-Through for EMACV		193,784	193,784	216,125	22,341	Includes multiple award requests
4140 - Hazard Mitigation Plan				140,625	140,625	New Request Pending Award; Includes PT (\$120k)
4311 - Analysis of Impediments to Fair Housing			125,000	5,000	(120,000)	Single Project Funding; Carryover from FY2020
Total Federal Funding	1,412,540	2,025,826	2,209,863	2,762,361	552,497	
State Funding						
4201 · MPO FHWA/PL VDOT State Match - 10%		115,622	160,302	150,592	(9,710)	Less CO from FY2019 than FY2018
4202 · MPO FTA Section 5303 DRPT State Match- 10%		84,121	48,428	54,248	5,820	Includes projected FY2020 5303 CO
4205 MPO RSTP State Match (Pass-Through)- 20&%		20,000	20,000	112,519	92,519	PT- Pending RSTP/CMAQ Approval
4210 · SPR VDOT Rural Transportation Planning		58,000	58,000	58,000	0	
4230 · General Assembly Appropriation		113,900	113,900	113,900	0	
Total State Funding	255,492	391,643	400,630	489,259	88,629	
Local Funding						
4310 * Per Capita Local Member Dues		590,200	590,906	544,903	(46,003)	Per Capita reduced by \$0.05 due to COVID-19
4301 * RRTPO Special Assessment		49,752	49,752	50,447	695	
4320 * Capital Region Collaborative Special Assessment		49,814	0	24,290	24,290	Deferred Revenue from FY2019 Programmed
Total Local Funding	736,080	689,766	640,657	619,639	(21,018)	
Private Funding						
4330 * Capital Region Collaborative- ChamberRVA		50,000	0	0	0	
4400 · Restricted Contributions		55,470	0	0	0	
4360 FOLAR			83,206	74,957	(8,249)	Cost Share for position in FY2021 & COVID-19
4410 - Other Private Funding			10,000		(10,000)	Nonrecurring award
Total Private Funding		105,470	93,206	74,957	(18,249)	



FY 2021 Budget

	FY18 Final	FY19 Final	FY20 Budget	FY21 Budget	Variance to FY20	Notes (Over \$5,000 Variance from Original Budget)
Other Income						
5001 · Interest Income		0	0		0	
5010 · Miscellaneous					0	
5020 · Restitution --Scott Newcomer		0	0		0	
Total Other Income	15,728	0	0	0	0	
Total Income	2,419,840	3,212,706	3,344,357	3,946,217	601,860	

EXPENSE	FY18 Final	FY19 Final	FY20 Budget	FY21 Budget	Variance to FY20	Notes (Over \$5,000 Variance from Original Budget)
6000 · Salary & Wages						
6100 · Wages	1,520,714	1,396,461	1,453,225	1,442,094	(11,131)	1 conversion FT to PT, 2 new FT positions beg 7/1, 10/1, 4/1; 2020 & 2021 Interns; Created new line for Leave Wages to align with audit statements; Created new line for PTO Leave Conversion if approved
6101 · Leave Wages				150,000	150,000	
6102 · Leave PTO Adjusted				10,000	10,000	
6200 · Payroll Taxes		112,092	110,407	115,464	5,057	
6500 · Benefits	409,018	258,285	326,956	337,578	10,622	
6580 · Payroll Fees		6,400	6,400	3,000	(3,400)	
6590 · Training & Employee Engagement	57,385	34,000	34,000	85,000	51,000	Incl Wilder Fellowship, Indiv and All Staff Prof Dev
Total 6000 · Salary & Wages	1,987,117	1,807,237	1,930,988	2,143,136	212,148	
7100 · Professional Fees						
7720 · Legal Fees						
7721 · General Counsel		18,000	24,000	24,000	0	
7720 · Legal Fees - Other	18,000	5,000	5,000	7,500	2,500	
Total 7720 · Legal Fees	18,000	23,000	29,000	31,500	2,500	
7730 · Contracted Services	83,510	110,200	45,060	25,000	(20,060)	Contracted HR Support as needed
Total 7100 · Professional Fees	101,510	133,200	74,060	56,500	(17,560)	
7200 · Office Expenses						
7220 · Computer Operations	95,590	119,705				
7221 - Virtual Desktop Operations & Support			84,000	95,000	11,000	Managed Services/ Hosted Desktop
7222 - Software			19,360	35,000	15,640	
7223 - Broadband/network/telephone			7,368	9,750	2,382	
7224 - Desktops & Support			17,466	12,000	(5,466)	PC replacement and configuration
7225 - Technology Services			19,250	10,000	(9,250)	Reserved for special projects (beyond MS Contract)
7230 · Printing	42,903	42,000	37,400	37,400	0	
7235 · Supplies	26,527	10,000	9,620	10,000	380	
7245 · Postage		6,000	2,760	2,000	(760)	
7250 · Advertisements		4,000	5,000	7,500	2,500	
7290 · Miscellaneous Expenses		7,000	5,000	10,000	5,000	COVID19 cleaning supplies/PPE
7295 · Bank Fees		6,500	3,000	1,500	(1,500)	
Total 7200 · Office Expenses	165,020	195,205	210,223	230,150	19,927	
7400 · Program Expenses						
7410 · Organizational Dues		12,000	15,000	17,500	2,500	
7420 · Travel - Board			6,500	3,500	(3,000)	
7425 · Travel - Agency	42,469	35,000	32,500	32,500	0	

	FY18 Final	FY19 Final	FY20 Budget	FY21 Budget	Variance to FY20	Notes (Over \$5,000 Variance from Original Budget)
7430 · Books & Periodicals	1,215	1,000	1,000	1,000	0	
7450 · Pass-through and Matching funds						
7451 · Pass Through Funds - MPO		511,733	488,716	593,550	104,834	Pending Approval of RSTP/CMAQ Funding
7454 · Pass-Through funds - Lower Chick		0		100,000	100,000	Contract with UVA's IEN
7455 - Pass-Through funds- Hazard Mitigation Plan				120,000	120,000	Contract with vendors TBD
7452 · Pass Through Funds (FEMA) - SHSP		193,784	193,784	216,125	22,341	Consultant(s) and Purchasing
7459 · Other Pass-thru expenses		0	110,000		(110,000)	Previously Recorded as xxxx
Total 7450 · Pass-through funds	160,084	705,517	792,500	1,029,675	237,175	
Total 7400 · Program Expenses	203,768	753,517	847,500	1,084,175	236,675	
7600 · Infrastructure						
7610 · Telephone	9,133	7,500	0	0	0	
7630 · Vehicles	1,401	0	0	0	0	
7210 · Rent	232,254	235,661	241,621	249,156	7,535	rent increase of \$685 monthly; commence 8/1
7240 · Insurance	18,693	21,800	6,390	7,390	1,000	
Total 7600 · Infrastructure	261,481	264,961	248,011	256,546	8,535	
Total Expense	2,718,896	3,154,120	3,310,783	3,770,507	459,724	



FY 2021 Budget

	FY18 Final	FY19 Final	FY20 Budget	FY21 Budget	Variance to FY20	Notes (Over \$5,000 Variance from Original Budget)
Net Ordinary Income	(299,056)	58,585	53,719	175,710	121,991	
Other Income/Expense						
Other Expense						
7910 · Depreciation Expense	0	0		21,575	21,575	New Line Item in FY21
Transfer to Reserves- Uncommitted Fund Balance				101,889	101,889	Transfer to balance less: Capital Outlay
Transfer to Reserves- Fund Balance Goal			53,719	32,245	(21,474)	Set aside to Fund Balance = 5% of Local Dues \$27,245
Total Other Expense	0	0	53,719	155,709	101,990	Set aside to Fund Balance: \$5k for space planning
Net Other Income	0	0	0	0	0	
Net Income	(299,056)	58,585	0	20,000	19,999	
7900 · Capital Outlay	64,186	59,062		20,000	20,000	Office Improvements for Physical Distancing
Revenue over Expenses	(363,242)	(477)	0	0		
Revenues less Pass Through	2,259,756	2,507,188	2,551,857	2,916,542		

Environmental & Intergovernmental Reviews

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

Environmental reviews can include:

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

Intergovernmental reviews can include:

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

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

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

Environmental and Intergovernmental Reviews

May 2020

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Located within the Richmond Region

Wayside Water System

Charles City

Charles City County has applied for the reissuance of a Groundwater Withdrawal Permit for the Wayside Community Water System in Charles City County, Virginia. The permit would allow the applicant to withdraw an average of 24,384 gallons per day. The groundwater withdrawal will support the water supply for the Wayside Service Area in Charles City County. The proposed withdrawal will utilize the Potomac aquifer at a depth between 202 feet and 380 feet below the land surface at the withdrawal sites. PlanRVA staff responded to the public notice with no comments or concerns about the proposed permit.