



AGENDA
August 13, 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**
- b. Roll Call of Attendees and Certification of a Quorum (Fusco)**
- c. Recognition of newly appointed Commssioner(s) and Alternate(s) (Nelson)**

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 June 11, 2020 Meeting (Davis)Page 4-10

Requested Action: Motion to accept June 11, 2020 Minutes as provided.

5. Standing Committee and Other Reports

- a. Executive Committee & Chairman’s Report (Nelson)**
- b. Audit, Facilities & Finance Committee Report (Holland/Eckhout)**
 - i. Update on Committee Actions**
 - ii. May & June 2020 Financial StatementsPage 11 - 23**

Requested Action: Motion to accept the Financial Statements for June 30, 2020 as presented.

- c. Nominating Committee Report (Newbille)**
Dr. Newbille will present the proposed slate of officers for FY21.

Requested Action: Motion to accept the recommendations of the Nominating Committee.



d. Executive Director’s Report (Heeter)

- i. **Staff Report**Page 24 -29
- ii. **Resolution Offering Support Services to the CVTA**.....Page 30
- iii. The draft Resolution opens the opportunity for PlanRVA to provide support to the CVTA in it’s formation and operations in Fiscal Year 2021. Should the Commission approve the Resolution, Staff will forward to the CVTA for consideration at their inaugural meeting scheduled for August 27, 2020. If accepted, Ms. Heeter will negotiate an agreement with the CVTA that includes compensation for the requested support services.

Requested Action: Motion to approve the Resolution and authorization of Ms. Heeter to negotiate and execute an agreement with CVTA for support services in FY2021.

6. Other Business (Heeter)

a. Standing Committee Membership- FY2021..... Page 31

As a reminder, the Commission has two standing committees in addition to the Executive Committee: Audit, Facilities & Finance Committee and the Public Outreach and Engagement Committee. Please notify Ms. Heeter if you are interested in serving on one of these Committees. A current listing of Committees and members is included for reference.

b. Recognition of FY2020 Officers and Committee Chairs (Heeter)

7. 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.

8. Commissioner Comments

9. Adjourn: Target 10:30 am

Requested Action: Motion to Adjourn

**Opening Statement for Electronic Meetings
PlanRVA Regional Commission Meeting, August 13, 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 Commissions 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 appropriate 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 August 3, 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.

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

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 the roll call. Staff members will also 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>

Commission Meeting

**Minutes of Action Meeting
GoToMeeting Virtual Meeting
June 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		Kathy Abbott (A)		Susan Lascolette (A)	
Michelle Johnson (A)		Dr. George Spagna, Vice Chair	X	Neil Spoonhower	X
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		Kim Gray	X	Anne Marie Lauranzon	
Gloria Freye	X	Kristen Larson		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		Rodney Poole	X		
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	X
Thomas M. Branin		John Moyer	X	Larry Nordvig	
William Mackey		Patricia Paige, Treasurer	X		
Tyrone Nelson, Chair	X				
Patricia O'Bannon	X				
Daniel J. Schmitt					
Randy Silber (A)	X				
Frank Thornton					

Others Present:

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

Staff Present

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

The PlanRVA 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 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

Chairman Nelson read an opening statement for Electronic Meetings.

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 Regional Commission, Chairman Nelson closed the public comment period.

Requests for Additions or Changes to Order of Business

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

Minutes for the May 14, 2020 Meeting

On motion of Mr. Davis, seconded by Ms. Paige, the Commissioners approved the minutes of the May 14, 2020 meeting by roll call vote. The motion carried unanimously (Appendix A).

Nominating Committee for FY21 Slate of Officers

Chairman Nelson reviewed action taken by the Executive Committee earlier that morning to appoint Dr. Newbille and Dr. Spagna to the nominating committee for nomination of Officers for FY21.

Mr. Davis noted he had difficulty connecting to the Executive Committee meeting, but he is aware of and agreeable to action taken by the Committee.

Audit, Facilities & Finance Committee Report

Dr. Spagna summarized results of the current financial statements; the Commission continues to function with a positive net position and meet the objectives of the financial improvement plan. He turned the financial statements over to staff to present in greater detail and respond to any questions which they did.

Mr. Holland expressed his appreciation to staff and Dr. Spagna for his service on the committee. Dr. Spagna's term with the Commission expires with his term of service on the Ashland Town Council, June 30th, 2020.

On motion of Mr. Holland, seconded by Ms. O'Bannon, the Commissioners unanimously approved acceptance of the monthly financial reports as presented (Appendix A).

FY2021 Budget

Ms. Heeter provided an overview of the FY2021 proposed Annual Budget and noted that the presentation slides presented will be available following the meeting.

Staff's request was for a motion to approve the FY2021 propose Annual Budget with the stipulation that budgeted new positions be approved individually prior to recruitment. Further, staff recommended quarterly review of the FY2021 budget and agency performance by the Audit, Facilities and Finance Committee with modifications or updates given to the Commission following these reviews. Mr. Holland requested a one-page summary of budgeted positions by category for comparison to other fiscal years. Staff will provide this information.

On motion of Dr. Spagna, and seconded by Mr. Holland, the Commissioners unanimously approved the FY2021 Annual Budget as presented (Appendix A).

Executive Director's Report

Ms. Heeter noted the Intergovernmental and Environmental Review Summary and Staff Report included in the agenda packet for Commissioner review.

Other Business

Mr. Gregory indicated a potential need to hold the July 9, 2020 Executive Committee and full Commission meetings as scheduled pending outcome of discussions related to formation of the Central Virginia Transportation Authority. The meetings will remain on the calendar as scheduled unless cancelled.

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 and invited members to offer closing comments.

Dr. Newbille commended the Commission and the Finance Committee on their financial approach and excellent work.

Dr. Spagna expressed his appreciation to staff and members of the Commission for their support and honour of serving.

Ms. Paige also expressed her gratitude to Dr. Spagna and all staff and Commission members for their work during this unprecedented time and handling the challenges presented.

Mr. Holland expressed his thanks to Dr. Spagna for his service and wished all the best to him and his family in the future.

Ms. Gray expressed her thanks as well.

Ms. Heeter expressed her thanks to Mr. Silber who has announced his retirement. He has been a long-time and active member of the Commission and will be leaving his position with Henrico County before the Commission meets again.

Ms. O'Bannon thanked Ms. Heeter for taking into consideration the comments of the Finance Committee and reflecting this in the budget.

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

DRAFT



APPENDIX A

PlanRVA Board of Commissioners - Voting Record

Date of Meeting: June 11, 2020

Item 4. Minutes for the May 14, 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	Gloria Freye	X		
Chesterfield County	Leslie Haley	X		
Chesterfield County	James Holland	X		
Chesterfield County	Jesse Smith (A)	X		
Chesterfield County	Chris Winslow	X		
City of Richmond	Kim Gray	X		
City of Richmond	Dr. Cynthia Newbille	X		
City of Richmond	Rodney Poole	X		
Hanover County	Sean Davis	X		
Hanover County	Canova Peterson	X		
Hanover County	Randy Whittaker	X		
Henrico County	Chris Archer	X		
Henrico County	Tyrone Nelson	X		
Henrico County	Patricia O'Bannon	X		
Henrico County	Randy Silber (A)	X		
New Kent County	John Moyer	X		
New Kent County	Patricia Paige	X		
Powhatan County	Michael Byerly	X		

Item 5b. i. April 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	Gloria Freye	X		
Chesterfield County	Leslie Haley	X		
Chesterfield County	James Holland	X		
Chesterfield County	Jesse Smith (A)	X		
Chesterfield County	Chris Winslow	X		
City of Richmond	Kim Gray	X		
City of Richmond	Dr. Cynthia Newbille	X		
City of Richmond	Rodney Poole	X		
Hanover County	Sean Davis	X		
Hanover County	Canova Peterson	X		
Hanover County	Randy Whittaker	X		
Henrico County	Chris Archer	X		
Henrico County	Tyrone Nelson	X		
Henrico County	Patricia O'Bannon	X		
Henrico County	Randy Silber (A)	X		
New Kent County	John Moyer	X		
New Kent County	Patricia Paige	X		
Powhatan County	Michael Byerly	X		

Item 5b. ii. FY21 Budget

Members Present (A = Alternate)

Locality	Member	AYE	NAY	Abstain
Charles City County	Rhonda Russell (A)	X		
Chesterfield County	Kevin Carroll	X		
Chesterfield County	Gloria Freye	X		
Chesterfield County	Leslie Haley	X		
Chesterfield County	James Holland	X		
Chesterfield County	Jesse Smith (A)	X		
Chesterfield County	Chris Winslow	X		
City of Richmond	Kim Gray	X		
City of Richmond	Dr. Cynthia Newbille	X		
City of Richmond	Rodney Poole	X		
Hanover County	Sean Davis	X		
Hanover County	Canova Peterson	X		
Hanover County	Randy Whittaker	X		
Henrico County	Chris Archer	X		
Henrico County	Tyrone Nelson	X		
Henrico County	Patricia O'Bannon	X		
Henrico County	Randy Silber (A)	X		
New Kent County	John Moyer	X		
New Kent County	Patricia Paige	X		
Powhatan County	Michael Byerly	X		

PlanRVA
Monthly Profit Loss Budget Performance
May 2020

	<u>May 20</u>	<u>Budget</u>	<u>Variance</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
4100 · Federal Funding	191,361	202,663	(11,302)	94.42%
4200 · State Funding	42,684	33,121	9,563	128.87%
4300 · Local Funding	53,388	163,388	(110,000)	32.68%
4400 · Private Funding	11,710	16,934	(5,224)	69.15%
5000 · Other Income	469	15,000	(14,531)	3.13%
Total Income	<u>299,612</u>	<u>431,106</u>	<u>(131,494)</u>	<u>69.50%</u>
Gross Profit	299,612	431,106	(131,494)	69.50%
Expense				
6000 · Salary & Wages	158,731	212,402	(53,671)	74.73%
7100 · Professional Fees	2,000	4,088	(2,088)	48.92%
7200 · Office Expenses	17,130	16,160	970	106.00%
7400 · Program Expenses	51,470	171,459	(119,989)	30.02%
7600 · Infrastructure				
7210 · Rent	20,190	20,190	(0)	100.00%
7240 · Insurance	533	533	0	100.00%
Total 7600 · Infrastructure	<u>20,723</u>	<u>20,723</u>	<u>(0)</u>	<u>100.00%</u>
Total Expense	<u>250,054</u>	<u>424,832</u>	<u>(174,779)</u>	<u>58.86%</u>
Net Ordinary Income	<u>49,559</u>	<u>6,274</u>	<u>43,285</u>	<u>789.95%</u>
Other Expense				
7900 · Capital Expense Project	0		0	0.00%
Net Income	<u><u>49,559</u></u>	<u><u>6,276</u></u>	<u><u>43,283</u></u>	<u><u>789.70%</u></u>

Notes:

Net Income of \$49,559 resulting in a favorable budget variance of \$43,283

Program Income is \$131,494 under budget and program expenses are \$119,989 under budget expenses

PlanRVA
Profit Loss - Detailed
May 2020

Ordinary Income/Expense	May 20	Budget	Variance	% of Budget
Income				
4101 · MPO FHWA/PL Funds - Fed share	82,785	106,868	(24,083)	77.47%
4102 · MPO Sect 5303 Funds - Fed share	37,671	32,285	5,386	116.68%
4105 · MPO Pass-Through	50,161	6,667	43,494	752.42%
4110 · DEQ-Coastal	6,801	7,258	(457)	93.70%
4115 · CBRAP-WIP3/Fed Share	3,008	26,000	(22,992)	11.57%
4120 · VDEM SHSP	9,899	7,436	2,463	133.11%
4130 · VDEM Pass-through grants	1,036	16,149	(15,113)	6.42%
	<u>191,361</u>	<u>202,664</u>	<u>(11,303)</u>	<u>94.42%</u>
4201 · MPO FHWA/PL Funds - State share	10,348	13,359	(3,011)	77.46%
4202 · MPO Sec. 5303 - State share	5,937	4,036	1,901	147.11%
4205 · State MPO Pass-Through	0	1,667	(1,667)	0.00%
4207 · DEQ WIP3 Funding	0	(264)	264	0.00%
4210 · VDOT Rural Planning	16,908	4,833	12,075	349.82%
4230 · State Appropriation	9,492	9,492	0	100.00%
	<u>42,685</u>	<u>33,122</u>	<u>9,563</u>	<u>128.87%</u>
4301 · TPO Assessment	4,146	4,146	0	100.00%
4310 · Local Membership Dues	49,242	49,242	0	100.00%
4311 · Analysis of Impediments	0	110,000	(110,000)	0.00%
	<u>53,388</u>	<u>163,388</u>	<u>(110,000)</u>	<u>32.68%</u>
4410 · Restricted Contributions				
4360 · FOLAR Grant	6,934	6,934	0	100.00%
4410 · Restricted Contributions - Other	4,776	10,000	(5,224)	47.76%
Total 4410 · Restricted Contributions	<u>11,710</u>	<u>16,934</u>	<u>(5,224)</u>	<u>69.15%</u>
5001 · Interest Income	469	0	469	100.00%
5010 · Miscellaneous Income	0	15,000	(15,000)	0.00%
5000 · Other Income	469	15,000	(14,531)	3.13%
Total Income	<u>299,613</u>	<u>431,107</u>	<u>(131,495)</u>	<u>69.50%</u>
Gross Profit	299,613	431,107	(131,495)	69.50%
Expense				
6100 · Wages	119,702	162,588	(42,886)	73.62%
6200 · Payroll Taxes	8,801	9,201	(400)	95.66%
6500 · Benefits				
6512 · Healthcare	17,228	17,411	(183)	98.95%
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	(715)			
6535 · Hybrid 401 A	1,094			
6536 · HYBRID 457	0			
Total 6530 · Retirement	<u>8,864</u>	<u>8,118</u>	<u>746</u>	<u>109.19%</u>
6540 · Life & Disability				
6541 · LTD	972	842	130	115.45%
6542 · Hybrid VRS ST & LT Disability	175			

PlanRVA
Profit Loss - Detailed
May 2020

	May 20	Budget	Variance	% of Budget
6543 · AFLAC	0			
Total 6540 · Life & Disability	1,147	842	305	136.24%
6550 · FSA/HSA Section 125 Plans	272	113	159	240.71%
6500 · Benefits - Other	0	762	(762)	0.00%
Total 6500 · Benefits	27,511	27,246	265	100.97%
6580 · Payroll Fees	76	533	(457)	14.25%
6590 · Training	2,640	12,833	(10,193)	20.57%
	158,730	212,401	(53,671)	74.73%
7720 · Legal Fees				
7721 · General Counsel	2,000	2,000	0	100.00%
7722 · Legal Fees - Other	0	417	(417)	0.00%
Total 7720 · Legal Fees	2,000	2,417	(417)	82.76%
7730 · Contracted Services	0	1,672	(1,672)	0.00%
	2,000	4,088	(2,088)	48.92%
7220 · Computer Operations				
7221 · Virtual Desktop Operations	8,837	7,000	1,837	126.24%
7222 · Software	874	255	619	342.75%
7223 · Broadband/network/telephone	2,011	614	1,397	327.54%
7224 · Desktops & Support	1,359	1,455	(96)	93.37%
7226 · Technology services	158	1,604	(1,446)	9.85%
Total 7220 · Computer Operations	13,239	10,929	2,310	121.14%
7225 · Computer Supplies				
7230 · Printing	2,642	3,117	(475)	84.77%
7235 · Supplies	400	802	(402)	49.90%
7245 · Postage	210	230	(20)	91.30%
7250 · Advertisements	0	417	(417)	0.00%
7290 · Miscellaneous Expenses	540	417	123	129.60%
7295 · Bank Fees	100	250	(150)	40.00%
7200 · Office Expenses - Other	0			
	17,131	16,160	971	106.01%
7410 · Organizational Dues	630	1,250	(620)	50.40%
7420 · Travel - Board	0	542	(542)	0.00%
7425 · Travel - Agency	(358)	2,708	(3,066)	-13.22%
7430 · Books & Periodicals	0	83	(83)	0.00%
7450 · Pass-through and Matching funds				
7451 · Pass Through Funds - MPO	50,161	40,726	9,435	123.17%
7452 · Pass Through Funds (FEMA)	0	0	0	0.00%
7456 · Pass - Through Funds - SHSP	0	16,149	(16,149)	0.00%
7459 · Other Pass - Through Funds	1,036	110,000	(108,964)	0.94%
Total 7450 · Pass-through and Matching funds	51,197	166,875	(115,678)	30.68%
	51,469	171,459	(119,990)	30.02%
7210 · Rent	20,190	20,190	(0)	100.00%
7240 · Insurance	533	533	0	100.00%
	20,723	20,723	(0)	100.00%
Total Expense	250,054	424,831	(174,778)	58.86%
Net Ordinary Income	49,559	6,276	43,283	789.65%
Other Expense				
7900 · Capital Expense Project	0	0	0	0.00%
	49,559	6,276	43,283	789.65%

PlanRVA
Profit Loss - Detailed
May 2020

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

Notes:

Net Income of \$49,558 resulting in a favorable budget variance of \$43,283

Program Income is \$131,494 under budget and program expenses are \$119,989 under budget expenses

PlanRVA
Statement of Net Position

Balance Sheet

May 31, 2020

**Statement of
Net Position Balance Sheet**

ASSETS

Current Assets

Checking/Savings

1050 · LGIP-Virginia Dept of Treasury	703,124	703,124
1070 · SunTrust Checking 8921	33,980	33,980

Total Checking/Savings	737,104	737,104
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Accounts Receivable

1200 · Accounts Receivable	114,404	114,404
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Total Accounts Receivable	114,404	114,404
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Other Current Assets

1150 · Prepaid Expenses	5,688	5,688
1250 · Miscellaneous Receivables	391,310	391,310

Total Other Current Assets	396,998	396,998
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Total Current Assets	1,248,506	1,248,506
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Fixed Assets

1300 · Property & Equipment	339,292	339,292
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1350 · Accumulated Depreciation	(216,961)	(216,961)
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Total Fixed Assets	122,331	122,331
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Other Assets	239,467	0
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TOTAL ASSETS	1,610,304	1,370,838
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LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

2000 · Accounts Payable	32,640	32,640
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Total Accounts Payable	32,640	32,640
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Other Current Liabilities

2050 · Accrued Expenses	53,197	53,197
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2500 · Compensated Absences	62,811	(7,083)
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2525 · Deferred Revenue	94,159	94,159
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2600 · Security Deposit	2,665	2,665
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Total Other Current Liabilities	212,831	142,937
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Total Current Liabilities	245,471	175,577
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Long Term Liabilities

2800 · Deferred Rent Liability	32,799	0
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2900 · Net Pension Liability	521,969	0
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2950 · Deferred Inflows	131,122	0
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Total Long Term Liabilities	685,890	0
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Total Liabilities	931,361	175,577
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****Fund Balance (see proposed restatement below)**

Fixed Asset	122,332	122,332
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Unassigned Fund Balance	556,611	1,072,929
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Total Fund Balance	678,943	1,195,261
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TOTAL LIABILITIES & Fund Balance	1,610,304	1,370,838
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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

May 31, 2020

Unrestricted Reserve - End of FY 19 (adjusted)	790,620
Net Surplus (Deficit) May YTD 2020	204,992
Special Assessments FY20	<u>77,317</u>
Unrestricted Reserve - 5/31/20	<u><u>1,072,929</u></u>

Statement of Net Position

Balance Sheet

June 30, 2020

	Statement of Net Position	Balance Sheet
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ASSETS

Current Assets

Checking/Savings

1050 · LGIP-Virginia Dept of Treasury	513,334	513,334
1070 · SunTrust Checking 8921	52,395	52,395

Total Checking/Savings	565,729	565,729
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Accounts Receivable

1200 · Accounts Receivable	637,427	637,427
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Total Accounts Receivable	637,427	637,427
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Other Current Assets

1150 · Prepaid Expenses	11,437	11,437
1250 · Miscellaneous Receivables	159,862	159,862

Total Other Current Assets	171,299	171,299
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Total Current Assets	1,374,455	1,374,455
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Fixed Assets

1300 · Property & Equipment	351,458	351,458
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1350 · Accumulated Depreciation	(242,193)	(242,193)
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Total Fixed Assets	109,265	109,265
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Other Assets	239,467	0
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TOTAL ASSETS	1,723,187	1,483,721
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LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

2000 · Accounts Payable	119,457	119,457
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Total Accounts Payable	119,457	119,457
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Other Current Liabilities

2050 · Accrued Expenses	69,093	69,093
-------------------------	--------	--------

2500 · Compensated Absences	98,855	48,163
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2525 · Deferred Revenue	24,289	24,289
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2600 · Security Deposit	2,665	2,665
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Total Other Current Liabilities	194,902	144,210
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Total Current Liabilities	314,359	263,667
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Long Term Liabilities

2800 · Deferred Rent Liability	22,959	0
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2900 · Net Pension Liability	521,969	0
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2950 · Deferred Inflows	131,122	0
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Total Long Term Liabilities	676,050	0
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Total Liabilities	990,409	263,667
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**Fund Balance (see proposed restatement below)

Fixed Asset	109,265	109,265
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Unassigned Fund Balance	623,513	1,110,789
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Total Fund Balance	732,778	1,220,054
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TOTAL LIABILITIES & Fund Balance	1,723,187	1,483,721
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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
June 30, 2020

Unrestricted Reserve - End of FY 19 (adjusted)	790,620	
Net Surplus (Deficit) June YTD 2020	242,852	320,169
Special Assessments FY20	77,317	*
Unrestricted Reserve - 6/30/20	<u>1,110,789</u>	

Note: Special Assessments for \$77k was reclassified as revenue in Jun20 financial statements

PlanRVA
Profit Loss Budget Performance
YTD June 2020

	TOTAL				
	Jun 20	Actual June 20	July - Budget	Variance	% of Budget
Ordinary Income/Expense					
Income					
4100 · Federal Funding					
4101 · MPO FHWA/PL Funds - Fed share	140,158	1,297,334	1,282,419	14,915	101.16%
4102 · MPO Sect 5303 Funds - Fed share	44,547	377,842	387,422	(9,580)	97.53%
4105 · MPO Pass-Through	17,272	95,845	80,000	15,845	119.81%
4110 · DEQ-Coastal	73,182	150,221	87,100	63,121	172.47%
4115 · CBRAP - WIP3/Fed Share	7,218	19,446	26,000	(6,554)	74.79%
4120 · VDEM SHSP	12,490	105,376	89,237	16,139	118.09%
4130 · VDEM Pass-through grants	0	245,172	193,783	51,389	126.52%
4190 · Analysis of Impediments	28,183	28,183	110,000	(81,817)	25.62%
Total 4100 · Federal Funding	323,050	2,319,419	2,255,961	63,458	102.81%
4200 · State Funding					
4201 · MPO FHWA/PL Funds - State share	17,520	162,166	160,302	1,864	101.16%
4202 · MPO Sec. 5303 - State share	5,569	63,458	48,427	15,031	131.04%
4205 · State MPO Pass-Through	23,961	23,961	20,000	3,961	119.81%
4207 · DEQ WIP3 Funding	0	9,590	9,590	(0)	100.0%
4210 · VDOT Rural Planning	(935)	59,673	58,000	1,673	102.89%
4230 · State Appropriation	9,548	113,956	113,900	56	100.05%
Total 4200 · State Funding	55,663	432,804	410,219	22,585	105.51%
4300 · Local Funding					
4301 · TPO Assessment	4,146	49,752	49,751	1	100.0%
4310 · Local Membership Dues	49,242	590,906	590,906	(0)	100.0%
4311 · Special Assessment	77,317	77,317	0	77,317	100.0%
Total 4300 · Local Funding	130,705	717,974	640,657	77,317	112.07%
4400 · Private Funding					
4410 · Restricted Contributions					
4360 · FOLAR Grant	10,056	86,329	83,206	3,123	103.75%
4410 · Restricted Contributions - Other	0	12,008	10,000	2,008	120.08%
Total 4410 · Restricted Contributions	10,056	98,336	93,206	5,130	105.5%
Total 4400 · Private Funding	10,056	98,336	93,206	5,130	105.5%
5000 · Other Income					
5001 · Interest Income	551	11,891	0	11,891	
5010 · Miscellaneous	0	1,128	15,000	(13,872)	7.52%
Total 5000 · Other Income	551	13,020	15,000	(1,980)	86.8%
Total Income	520,025	3,581,553	3,415,043	166,510	104.88%
Gross Profit	520,025	3,581,553	3,415,043	166,510	104.88%
Expense					
6000 · Salary & Wages					
6102 · Leave PTO Adjusted	36,043	36,043		36,043	100.0% Note 1
6100 · Wages	140,102	1,405,558	1,493,065	(87,507)	94.14%
6200 · Payroll Taxes	10,562	107,258	110,406	(3,148)	97.15%
6500 · Benefits		0			
6512 · Healthcare	17,281	197,679	208,936	(11,257)	94.61%
6530 · Retirement		0			
6531 · VRS Retirement Contribution	7,322	84,636	97,418	(12,782)	86.88%
6532 · VRS Employee Contribution	10	332			
6533 · ICMA - 401	1,153	10,832			
6534 · ICMA - 457	(715)	(3,062)			
6535 · Hybrid 401 A	1,094	10,790			
6536 · HYBRID 457	0	(21)			
Total 6530 · Retirement	8,864	103,507	97,418	6,089	106.25%
6540 · Life & Disability					
6541 · LTD	972	10,064	10,103	(39)	99.61%

PlanRVA
Profit Loss Budget Performance
YTD June 2020

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TOTAL

	Actual Jun 20	July - June 20	Budget	Variance	% of Budget
6542 · Hybrid VRS ST & LT Disability	380	2,187			
6543 · AFLAC	326	167			
Total 6540 · Life & Disability	1,678	12,418	10,103	2,315	122.91%
6550 · FSA/HSA Section 125 Plans	272	5,421	1,356	4,065	399.78%
6500 · Benefits - Other	0	0	9,143	(9,143)	0.0%
Total 6500 · Benefits	28,095	319,025	326,956	(7,931)	97.57%
6580 · Payroll Fees	239	2,608	6,400	(3,792)	40.75%
6590 · Training	302	45,789	44,000	1,789	104.07%
Total 6000 · Salary & Wages	215,343	1,916,281	1,980,827	(64,546)	96.74%
7100 · Professional Fees					
7720 · Legal Fees					
7721 · General Counsel	2,000	24,000	29,000	(5,000)	82.76%
7722 · Legal Fees - Other	0	0	0	0	0.0%
7720 · Legal Fees - Other	0	0	0	0	0.0%
Total 7720 · Legal Fees	2,000	24,000	29,000	(5,000)	82.76%
7730 · Contracted Services	0	34,510	45,060	(10,550)	76.59%
Total 7100 · Professional Fees	2,000	58,510	74,060	(15,550)	79.0%
7200 · Office Expenses					
7280 · Staff Engagement	0	361			
7220 · Computer Operations	(937)	(1,862)			
7221 · Virtual Desktop Operations	11,206	100,315	84,000	16,315	119.42%
7222 · Software	1,955	2,930	19,360	(16,430)	15.13%
7223 · Broadband/network/telephone	2,919	14,938	7,367	7,571	202.77%
7224 · Desktops & Support	2,144	18,883	17,465	1,418	108.12%
7226 · Technology services	114	2,848	19,250	(16,402)	14.8%
7220 · Computer Operations - Other	0	0	0	0	0.0%
Total 7220 · Computer Operations	17,401	141,850	147,442	(5,592)	96.21%
7225 · Computer Supplies	0	255	0		
7230 · Printing	2,763	34,270	37,400	(3,130)	91.63%
7235 · Supplies	5,335	12,487	9,620	2,867	129.8%
7245 · Postage	0	1,977	2,760	(783)	71.62%
7250 · Advertisements	690	13,223	5,000	8,223	264.46%
7290 · Miscellaneous Expenses	556	9,306	5,000	4,306	186.13%
7295 · Bank Fees	115	1,216	3,000	(1,784)	40.53%
7200 · Office Expenses - Other	0	3,812	0	3,812	100.0%
Total 7200 · Office Expenses	26,860	218,756	210,222	8,534	104.06%
7400 · Program Expenses					
7410 · Organizational Dues	1,110	19,341	15,000	4,341	128.94%
7420 · Travel - Board	0	0	6,500	(6,500)	0.0%
7425 · Travel - Agency	0	15,056	32,500	(17,444)	46.33%
7430 · Books & Periodicals	12	835	1,000	(165)	83.47%
7450 · Pass-through and Matching funds					
7451 · Pass Through Funds - MPO	46,384	434,640	488,716	(54,076)	88.94%
7452 · Pass Through Funds (FEMA)	0	0	0	0	0.0%
7456 · Pass - Through Funds - SHSP	200	245,061	193,788	51,273	126.46%
7459 · Other Pass-thru expenses	76,772	76,772	110,000	(33,228)	69.79%
Total 7450 · Pass-through and Matching funds	123,356	756,474	792,504	(36,030)	95.45%
7400 · Program Expenses - Other	0	517	0	517	100.0%
Total 7400 · Program Expenses	124,478	792,222	847,504	(55,282)	93.48%
7600 · Infrastructure					
7210 · Rent	10,350	231,780	241,620	(9,840)	95.93% Note 2
7240 · Insurance	533	6,390	6,390	0	100.0%
7610 · Telephone	0	0	0	0	0.0%

PlanRVA
Profit Loss Budget Performance
YTD June 2020

	TOTAL				
	Actual Jun 20	July - June 20	Budget	Variance	% of Budget
Total 7600 · Infrastructure	10,883	238,170	248,010	(9,840)	96.03%
Total Expense	379,564	3,223,939	3,360,623	(136,684)	95.93%
Net Ordinary Income	140,460	357,610	54,420	303,190	657.13%
Other Income/Expense					
Other Expense					
7680 Depreciation	25,231	25,231	0	25,231	100.0% Note 3
7900 · Capital Expense Projects	0	0	0	0	0.0%
Total Other Expense	25,231	37,396	0	37,396	100.0%
Net Other Income	(25,231)	(37,396)	0	(37,396)	100.0%
	115,230	320,222	54,420	265,802	588.43%
Change due to System Conversion	0	(52)			
Add: Capital Expense Projects	0	0			
	115,230	320,169			

Notes:

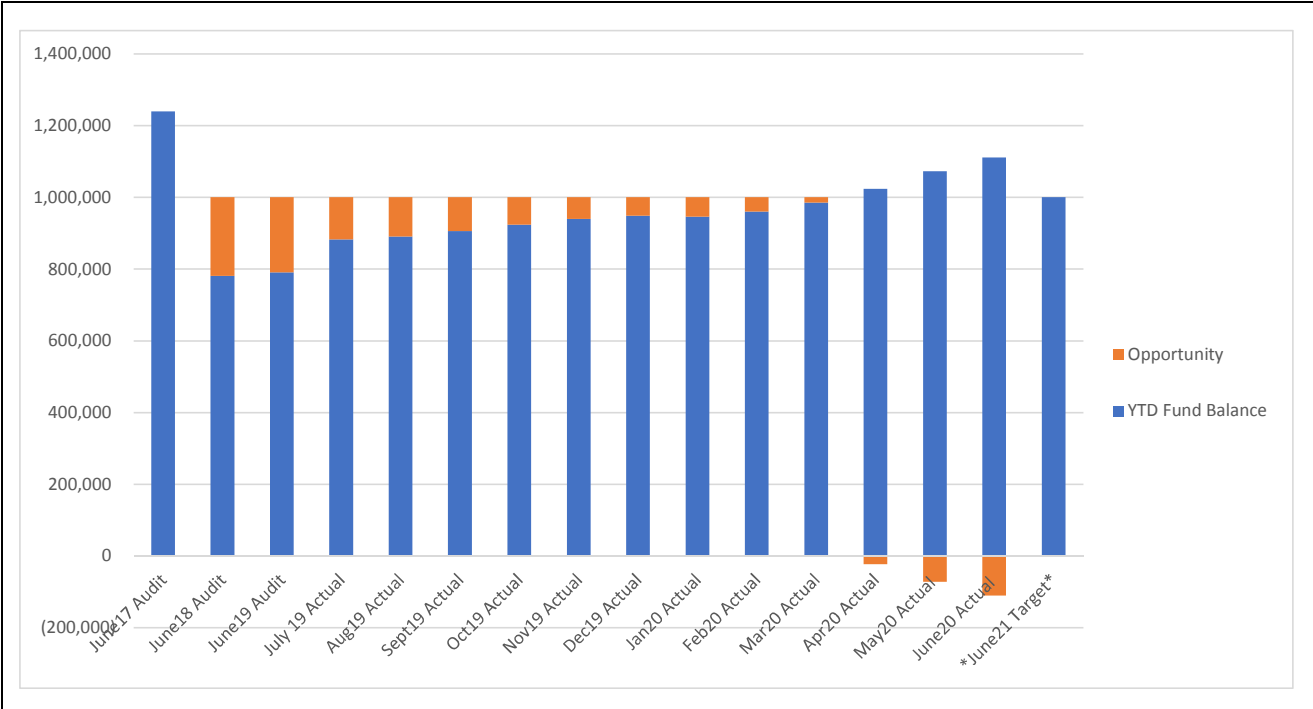
Monthly net Income of \$115,230 which includes \$77k reclass of special assessment income previously set-aside in fund balance
Year-end proposed audit entries have been recorded except for VRS adjustment

Note 1: includes year-end accrual for PTO for \$36,043

Note 2: includes year-end amortization of deferred rent

Note 3: includes year-end annual depreciation

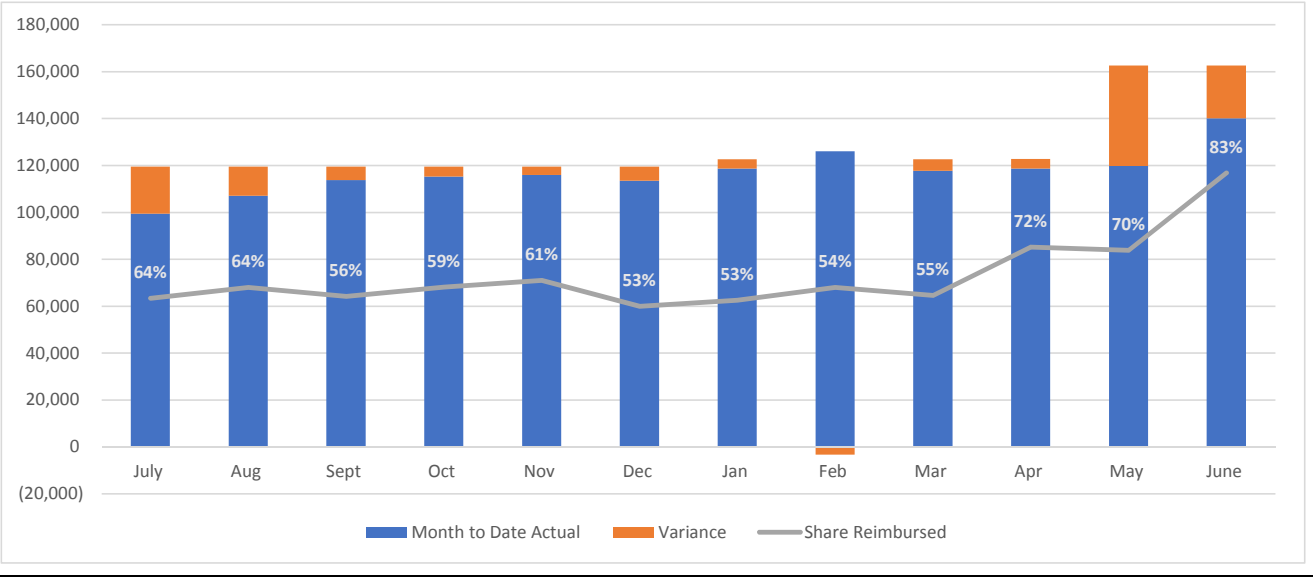
**Plan RVA
Fund Balance Projection
Fiscal Year 2019-2020**



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.

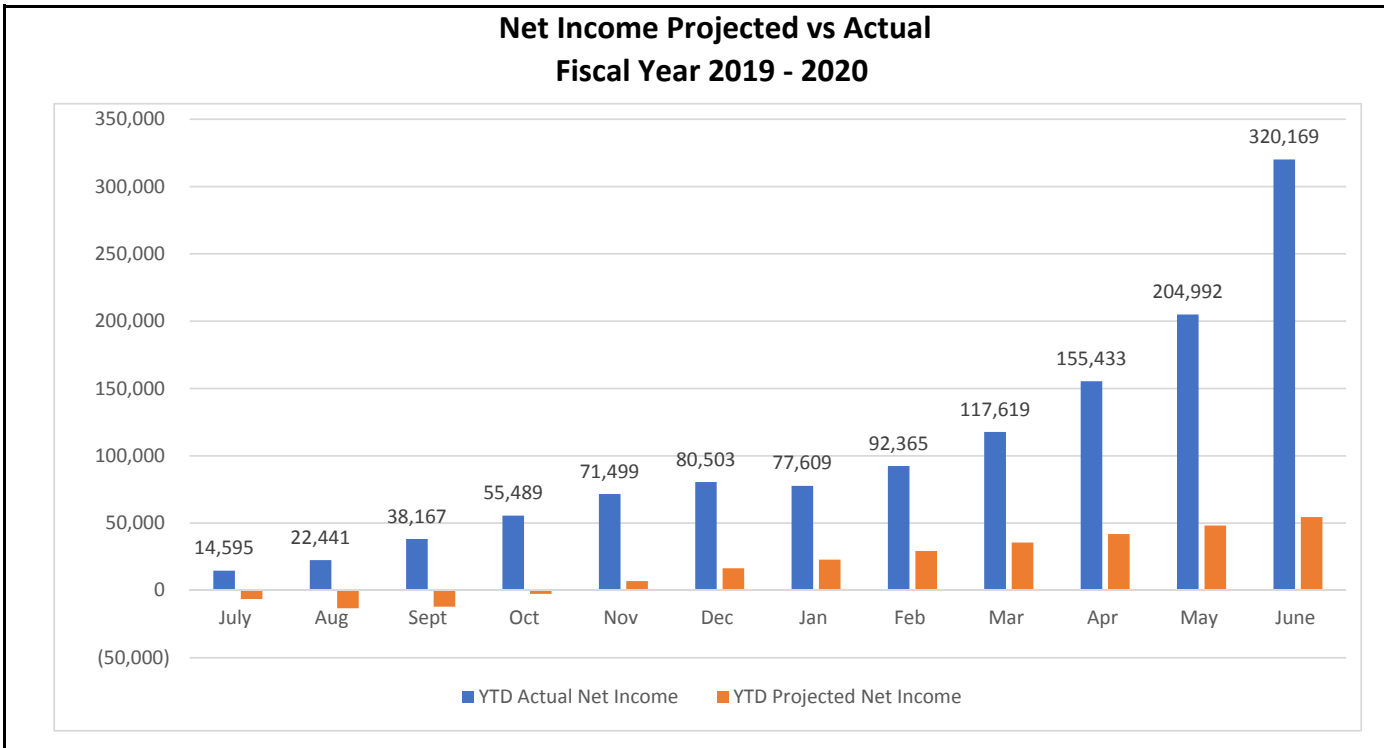
Unrestricted Reserve - End of FY 19 (adjusted)	790,620	
Net Surplus (Deficit) June YTD 2020	242,852	
Special Assessments FY20	77,317	} 320,169
Unrestricted Reserve - 6/30/20	<u><u>1,110,789</u></u>	

Salaries - Monthly Actual vs Monthly Budget



	Month to Date <u>Actual</u>	Year to Date <u>Actual</u>	Year to Date <u>Budget</u>	<u>Variance</u>	<u>% Budget Remaining</u>
Income/Funds:					
Federal	\$323,050	\$2,319,419	\$2,255,963	(\$63,456)	-3%
State	55,663	432,804	410,220	(22,584)	-6%
Local	130,704 *	717,974	640,657	(77,317)	-12%
Private	10,056	98,336	93,206	(5,130)	-6%
Other	<u>551</u>	<u>13,020</u>	<u>15000</u>	<u>1,980</u>	0%
Total Income	<u>520,025</u>	<u>3,581,553</u>	<u>3,415,046</u>	<u>-166,507</u>	<u>-5%</u>
Expenses:					
Salary & Wages	215,343	1,916,279	1,980,828	64,549	3%
Professional Fees	2,000	58,510	74,060	15,550	21%
Office Expenses	26,860	218,754	210,223	(8,531)	-4%
Program Expenses	124,478	792,222	847,504	55,282	7%
Infrastructure	<u>10,883</u>	<u>238,171</u>	<u>248,010</u>	<u>9,839</u>	4%
Total Expense	<u>\$379,564</u>	<u>\$3,223,936</u>	<u>\$3,360,625</u>	<u>\$136,689</u>	<u>4%</u>
Depreciation	\$25,231	\$25,231	0	(\$25,231)	0%
Net Income	<u>\$115,230</u>	<u>\$332,386</u>	<u>\$54,421</u>	<u>\$277,968</u>	
Change due to System Conversion		(52)			
Less: Capital Outlay		(12,165)			
Adjusted Net Income		<u><u>\$320,169</u></u>			

Note: \$77k for special assessmnt



Staff Report- August

Program Area Updates

Administration- Finance The FY2021 Indirect Cost Allocation Plan was approved by VDOT staff. This approval provides authorization to incorporate the FY2019 audited indirect and fringe rates in our requests for reimbursements in FY2021. These calculations are based on actual expenses identified as eligible indirect and fringe costs in FY2019 and serve as estimates for these costs in the current fiscal year. This method of applying prior year indirect and fringe rates for our reimbursement requests improves efficiency in our financial accounting and administration. The FY2019 audited Indirect and Fringe rates used in FY2021 are 64.49% and 43.07% respectively and represent slight reductions since FY2018.

Our staff team continues to make adjustments to our internal controls and processes as we continue to function via remote work. Terry Eckhout and Diane Fusco are reviewing current practices and revising as necessary in coordination with the Audit, Finance and Facilities Committee. In June, the committee reviewed Bank Reconciliation Guidelines with the Committee and will continue to review suggested policies with the committee over the coming months.

The FY2020 Audit is underway with the Accounting Firm, Dunham, Aukamp, & Rhodes, PLC. Ms. Eckhout is working to complete the audit this fall with presentation to the Audit, Facilities & Finance Committee prior to formal presentation to the Commission. We will also be submitting our Fiscal Year 2020 Annual Audit to the Auditor of Public Accounts to comply with provisions of Virginia Code Sections 30-140.

Administration- Human Resources We are working to update our current Personnel Policy document to address new standards set forth by the General Assembly and Governor. Our annual review of the Policies also includes amendments resulting from staff input and best practices among PDCs and local government. Proposed amendments will be shared with staff in August and included on September and October Executive Committee and Full Commission meeting agendas. Below are some Good News Items related to some of our staff members:

- Sam Huffman, Valerie Mitchell, Nicole Mueller completed undergraduate programs at the College of William and Mary, Longwood University and VCU this summer. Sam and Valerie are interns with PlanRVA and Nicole works full time as a Program Coordinator in support of the RRTPO.
- Martha Heeter was reelected to serve as 2nd Vice President and Program Committee Chair for VAPDC in July. Her term extends through June 30, 2021. She and Dr. Cynthia Newbille were also elected to serve on the National Association of Development Organization's (NADO) Board of Directors. This is Martha's 2nd Term and Dr. Newbille's 1st.
- Lark Washington (FY2020 Wilder Fellow) transitioned full time employment with the Virginia Department of Housing and Community Development following graduation

from VCU's Wilder School this year. Lark worked with PlanRVA through the Wilder Fellowship program while earning her Master's Degree in Urban and Regional Planning from VCU.

Administration- Facilities Our kickoff for a future space needs assessment will occur in September with a volunteer group of staff members. A team from local firm, Baskerville, will facilitate the session with support from our Tenant Advisory Services Provider, Brian Berkey with Thalhimer. The volunteer staff group includes Sulabh Aryal, Terry Eckhout, Diane Fusco, Ken Lantz, Chet Parsons, Sarah Stewart, and me who will represent our entire team in identifying our current limitations and future space needs as we identify our options upon conclusion of our current lease agreement for the office at 9211 Forest Hill Avenue.

Community Development Earlier this summer, Mark Bittner and Lark Washington assisted with the submission of a grant application to Virginia Housing in support of the Goochland, VA Housing project led by Goochland Cares. We are awaiting word on the application. If awarded, Goochland Cares would receive funding to support an affordable housing needs assessment in the community.

Mark Bittner is also leading the regional Analysis of Impediments project for the Cities of Colonial Heights, Hopewell, Petersburg and Richmond as well as the Counties of Chesterfield and Henrico. A public survey was released in July- anyone wishing to provide information may do so at <https://www.research.net/r/GreaterRichmondHousing>. A survey is also available in Spanish at <https://es.research.net/r/RichmondVive>.

Emergency Management PlanRVA will kick off the 2022 Multi-Regional Hazard Mitigation Plan serving the jurisdictions of the Richmond and Crater planning districts. The project is funded through the Virginia Department of Emergency Management and FEMA and was confirmed last month. Each jurisdiction (all counties, cities and towns) will be represented; the Plan supports local requirements to comply with FEMA regulations and serves as a requirement for localities wishing to receive federal aid after a disaster. The current Hazard Mitigation Plan is in effect and expires in 2022; the new Plan is scheduled for completion prior to that expiration date to maintain compliance. PlanRVA will be soliciting proposals from qualified firms through an RFP later this month. Katie Moody and Sarah Stewart are the primary staff members leading this project.

Environment Sarah Stewart worked with local and state officials and staff members with the Hampton Roads Planning District Commission to host a workshop in July focused on bridging understanding between the federally designated tribal organizations in the region and local government. The day-long virtual workshop gave opportunity for each participating organization to give an overview of their governance structure and authorities. Key takeaways from the workshop included a commitment to continue to work together for common interests. The workshop represents PlanRVA's first official interaction with the designated Tribal Organizations and will hopefully serve as a starting point for future partnership. The Workshop was funded through the Coastal Zone Management Program as part of our larger regional project intended to identify strategies to leverage the assets in the Lower Chickahominy watershed.

Strategic Partnerships We are continuing our partnership with ChamberRVA in support of the next evolution of ForwardRVA. Launched earlier this summer as an online resource and platform for reopening resources, the initiative represents our continued commitment to regional resiliency in the wake of the COVID-19 pandemic and economic crisis. PlanRVA coordinates regularly with ChamberRVA on data collection and analysis and community outreach to assure programs are responsive to the needs in the community. Visit www.ForwardRVA.com for more information about current efforts and resources.

PlanRVA submitted a \$100,000 grant request to the Community Foundation for a Greater Richmond entitled “ReachingRVA”. If awarded, the funds will be used to build internal capacity for public outreach and engagement through vendor contracts and staff development. Our goal is to develop a comprehensive public outreach strategy that can be implemented with limited external support in the future.

We support a number of regional initiatives by serving on project advisory teams throughout the year. Currently, Martha Heeter is co-chairing the Community Action Team of the CampusRVA Advisory Committee and serving on the Longevity Project’s Steering Committee. Mark Bittner will be serving on an advisory committee to VCU’s Center for Urban and Regional Analysis for a pending grant application with the National Science Foundation to identify creative solutions for connecting jobs and affordable housing.

Transportation Chet Parsons has been working with a locally organized staff working group that formed following the General Assembly’s enactment of the Central Virginia Transportation Authority (CVTA) in 2020. CVTA provides new funding opportunities for priority transportation investments across the region. It comprises the counties, city and town located within Planning District 15 and will administer transportation funding generated through the imposition of an additional regional 0.7% sales and use tax (revenue collection begins October 2020) and a wholesale gas tax of 7.6 cents/gallon of gasoline and 7.7 cents/gallon of diesel fuel (revenue collection began July, 2020). Mr. Parsons and Ms. Heeter have been assisting the localities in identifying a formation plan for the Authority to launch and have developed a proposal for ongoing support services, should the CVTA wish to accept the offer.

Strategic Plan Update

Strengthening the Organization Preliminary financial statements for FY2020 indicate that our Fund Balance goal has been achieved. The Commissioners reviewed the 2004 Fund Balance Policy in FY2019 and confirmed the \$1,000,000 should be the minimum unrestricted balance for the agency. We developed a plan to return to this minimum balance by the end of FY2021 through requesting contributions from member jurisdictions and improving agency operations. All nine member jurisdictions have contributed to the Fund Balance reinstatement effort and through efforts of staff, we have exceeded our goal one year ahead of schedule.

We continue to evaluate our staff capacity needs and hope to gain approval from the Commission to recruit for new positions in FY2021. We are in need of additional expertise in public engagement and outreach, data collection and analysis and general planning and project management. In order to develop a longer-term staffing plan, we will be submitting a request to Virginia Housing to support the development of an agency succession plan. This will support our current objectives of supporting existing staff development while identifying opportunities and needs of the future. The awards are made through funding contracts with VA Housing pre-approved vendors. Many local Richmond firms are included on their pre-approved list.

While the total impacts of COVID and the resulting quarantine, remote work and physical distancing are unknown, we are working to evaluate how some strategies in our strategic planning framework should be updated to reflect these new conditions. We are particularly focused on the opportunities and challenges related to staff-staff connections, virtual vs in person meetings with stakeholders and technological opportunities can make these transitions easier for everyone.

Building a Regional Resource Center In FY2021, we've been able to set aside a significant amount of time for Mark Bittner to work exclusively on evaluating our current and future data storage and analysis needs. We will be examining our options as we consider software upgrades and licensing changes for ESRI and ArcGIS tools. We'll be relaunching conversations about the Regional Indicators in anticipation of the 2020 Census data release and coordinating with localities and other regional partners on the content, format and medium for maintaining the Regional Indicators project.

Promoting Regional Successes While we acknowledge our transition to virtual has limitations, we've been working to leverage the current circumstances to test new platforms and tools to reach a broader group of residents in our public outreach. We launched a YouTube Channel for online access to all recorded meetings of PlanRVA and the RRTPO. We are increasing our activity on our social media platforms (Facebook and LinkedIn) and considering others (Instagram & Twitter) and have leveraged our networks to reach stakeholders across the region. We've partnered with a number of organizations to help spread the word about our current Connect2045 online survey and have already exceeded expectations and numbers from prior years in respondents. If you haven't completed your survey yet, [add your input](#) online!

Our staff has continued to look for ways to promote PlanRVA and raise awareness among residents. Below are a few examples of how we're working to spread the word about our work and the great things happening in the region. These efforts are paying off- having received mention in Virginia Business Magazine last month and a shout out in Good Morning RVA's daily newsletter among others.

- The COVID-19 Relief Fund was featured as an example of how PDCs have supported pandemic response efforts during the 4th installment of [VAPDC's 2020 Summer Series](#) (a replacement of this year's Annual Summer Conference). The [presentation](#) and recording



can be found online along with recordings of each of the 4 Sessions aired in July. Richmond Region's John Martin and [Julie Timm](#) also presented during the series.

- Heather Barrar presented at the [Virginia Virtual Land Conservation and Greenways Conference](#). Her presentation on [Social Capital](#) was included in the session entitled *"Overcoming Barriers to Connectivity through Collaborative Action"* can be found online along with other presentations- several of which feature speakers from the Richmond Region and/or highlight projects in our communities.
- Chet Parsons presented during the [2020 National Regional Transportation Conference](#) hosted by NADO. His presentation, ["Reimagining Public Engagement for the Richmond Region"](#) can be viewed online.

COVID-19, Pandemic Response & Reopening

PlanRVA staff members have been working remotely since March 16th. Since that time, we have enacted general policies and procedures to support this transition with focus on maintaining productivity and flexibility for all members of the team. We've been reassessing our current situation, guidance from experts and state guidelines on a regular basis and setting expectations for office access and improvements on a monthly basis. Our Senior Leadership team, including Mark Bittner, Terry Eckhout, Chet Parsons and myself meet every other week to discuss concerns raised by staff and other decisions that are pending.

Currently, the PlanRVA office is closed to the public. Staff members are permitted to enter the office at their convenience and in accordance with our office reopening and safety guidelines. We promote high levels of communication to manage the number of people in the office at one time- our goal is not to exceed 50% occupancy on a given day. The majority of staff members are still currently working remotely; however, the office has been a helpful resource for necessary in person meetings or work including use of special equipment, etc.

To date, our focus has been on employee wellness and safety. Ken Lantz was named Safety Officer for PlanRVA in July. He will assist me in identifying resources to promote safety during the current pandemic and to address and mitigate other risks. On preliminary evaluation of the newly released DOL requirements for employee safety, we believe we are in compliance and can continue to allow staff members on site, provided they adhere to our reentry guidelines.

We will continue to limit access to our office, including prohibition of on-site meetings with external parties through the end of September. We will consider specific requests for in person meetings on a case by case basis but are planning to continue to host and support meetings of PlanRVA, the Emergency Management Alliance and the RRTPO (and their respective committees) virtually. We recognize that the virtual meeting platforms are not ideal for all conversations. We are working to gather a list of approved alternative locations where in person meetings might be appropriate. This list will be available to all staff and include a list of resources the sites provide to support potential needs (AV, accessibility, etc).

We have made a number of adjustments in the office to address key factors related to workplace safety. Below is a brief summary; many of which support our compliance with the Department of Labor. As an employer presenting low risk to employees, we are not subject to all the requirements of the new workplace safety standards. However, we have incorporated all the requirements and some of the recommended measures to assure compliance and safety.

Improving Air Quality, Ventilation & Mitigating Transfer

Portable HEPA air filters are now placed around the office and set to run continuously. We are pursuing consultation with our Property Manager and an HVAC specialist to understand if additional measures are necessary. All employees are required to wear face masks while in the office.

Reducing & Preventing Contaminants on Surfaces

We have expanded cleaning service provided by the property owner and included as part of our lease agreement; high touch surfaces in the building are wiped down daily. We have also contracted for weekly electrostatic cleaning to address in-office contaminants on surfaces. We're working to purchase a dishwasher for installation in the kitchen. Currently, we have limited function and access to the kitchen including access to shared plates, cups and flatware. Finally, we've provided each employee a supply of hand sanitizer and distributed brass contact free key fobs that can be used to push buttons, pull doors, etc to reduce contact with high touch areas. Later this month, new door handle attachments will be installed to aid employees in opening doors without their hands.

Limiting Physical Contact

All employee work areas have been inspected and measured. In some cases, we've reassigned work areas to employees to assure proper spacing through repurpose of some meeting, storage and work rooms. Furniture has been rearranged to limit proximity of employees to one another (within 6 feet). Signage is posted throughout the space encouraging physical distancing, reminders to wear a mask and promoting overall wellbeing and awareness.

RESOLUTION 21-01

OFFERING SUPPORT SERVICES TO THE CENTRAL VIRGINIA TRANSPORTATION AUTHORITY

WHEREAS, the Central Virginia Transportation Authority (CVTA or Authority) was created via legislation approved by the General Assembly of the Commonwealth of Virginia during its 2020 Session, which legislation became effective as of July 1, 2020; and,

WHEREAS, the CVTA is a new entity, comprising all of the jurisdictions within Planning District 15, including the City of Richmond, the Town of Ashland, and the Counties of Henrico, Chesterfield, Hanover, Goochland, Powhatan, New Kent, Charles City; and,

WHEREAS, the CVTA also includes representatives from the Virginia House of Delegates, the Virginia Senate, the Virginia Commonwealth Transportation Board, the Virginia Department of Rail and Public Transportation, the Greater Richmond Transit Company, the Richmond Metropolitan Transportation Authority, and the Commissioner of Highways; and,

WHEREAS, the CVTA requires support services necessary for the organization, establishment, and effective operation of the Authority, which may include accounting, administration, and other services; and,

WHEREAS, PlanRVA, the Regional Commission for Planning District 15, also known as the Richmond Regional Planning District Commission, was established under the Commonwealth's Regional Cooperation Act, to encourage and facilitate local and state governmental cooperation in addressing matters of regional concern and to facilitate regional public bodies and services; and,

WHEREAS, PlanRVA routinely facilitates matters of economic and physical infrastructure development, transportation, human services, and recreation; and,

WHEREAS, PlanRVA is uniquely suited to provide the necessary support services to, and on behalf of, the CVTA;

NOW, THEREFORE, BE IT RESOLVED, that PlanRVA, hereby offers its services to the Authority, to support the CVTA's orderly formation, establishment, and ongoing operation, until the CVTA determines it is capable of full operation with its own resources; and,

NOW, THEREFORE, BE IT FURTHER RESOLVED, that if this offer is accepted by a corresponding resolution of the CVTA, the staff and professional resources of PlanRVA will provide all support services that are reasonable for the organization and support of the CVTA.

Audit, Facilities & Finance Committee

Meets at minimum quarterly. Reviews FY2021 Budget status and makes recommendations to the Commission regarding any amendments. Advises staff on format of financial statements and reviews detailed statements on a monthly basis (either in a meeting or by email). Oversees the process for future space needs planning as the current lease agreement term expires in October 2022.

Members:

- Jim Holland (Chesterfield), Chair
- Nolan Blackwood (Richmond)
- Sean Davis, Treasurer/ex-officio (Hanover)
- Kim Gray (Richmond)
- Pat O'Bannon (Henrico)
- Patricia Paige (New Kent)
- Canova Peterson (Hanover)

Public Engagement and Outreach Committee

Meets periodically to advise staff on activities related to public outreach. Reviews draft policies, work plans and other proposals supporting public engagement. Advises the Commission on any investments needed to support public engagement and/or policies to govern our activities.

Members:

- , Chair (VACANT)
- Larry Nordvig (Powhatan)
- Kristen Larson (Richmond)
- Anne Marie Lauranzon (Hanover)
- Frank Thornton (Henrico)
- Chris Winslow (Chesterfield)