



Audit, Facilities & Finance Committee

AGENDA

October 26, 2021 – 1:30 PM

James River Board Room- PlanRVA

VIRTUAL PARTICIPATION AVAILABLE

Committee Members may request virtual meeting access. Members of the public may view the live stream of the meeting on YouTube. A recording of the meeting will be available on our site at its conclusion.

- 1. Welcome, Roll Call and Introductions**
 - a. **Opening Statement regarding virtual participation of memberspage 2**
- 2. Administrative Items**
 - a. **July Meeting Minutespage 3**
- 3. Finance Report**
 - a. **September Financial Statements.....page 5**
- 4. Discussion Items and Updates**
 - a. **Update on FY2021 Audit**
- 5. Other Items**

Targeted adjournment is 2:30 pm



Opening Statement for Electronic Meetings

Due to the 2020 COVID-19 virus, meetings of the Richmond Regional Planning District Commission were transitioned to a virtual format in accordance with provisions of Virginia Code § 2.2-3708.2 and related legislation approved by the General Assembly of Virginia during the current period of the Governor's State of Emergency Declaration for COVID. The opportunity for public bodies to continue functioning in a virtual format has been extended by virtue of the recent Richmond City Council Action under Ordinance 2021-181 permitting public bodies located within the City Limits to meet by virtual means through the extended local emergency declaration through December 31, 2021.

While members may choose to participate via remote/virtual platform, we remain committed to public accessibility and opportunity to participate. Staff provided advance notice of this meeting to members and the public including instructions for accessing the meeting and materials. As this meeting will be recorded, audio and visual recordings and materials will be accessible through the PlanRVA website. Any member of the public participating as an observer during the meeting may submit comments or questions at any time via email at info@PlanRVA.org. Additional information for how members of the public may participate are included in the meeting materials and on our website.

For the members who are participating in the meeting today, we ask that you identify yourself first when speaking so we can accurately record the activities of the meeting. Please remember to mute your line when not speaking to minimize additional noise and feedback. You may unmute your line at any time to request acknowledgement from the Chair. Staff will be monitoring the chat functions throughout the meeting to assure we do not overlook anyone wishing to participate, as appropriate, in the discussion.

If anyone has questions regarding the process for assuring effective facilitation of this meeting or for how members of the public may participate, they should communicate by email if viewing via YouTube or chat if within the Zoom platform.

Staff certifies that we have followed the approved procedures for appropriate notice of this meeting and the means by which we are convening.



Audit, Facilities & Finance Committee
July 27, 2021 – 1:30 PM
Meeting Minutes

Link to meeting recording: <https://www.youtube.com/watch?v=tTP23r7Wtxo>

Members Present:

Mr. Andreas Addison, City of Richmond
Mr. Michael Byerly, Powhatan County
Mr. Jim Holland, Chesterfield County, Chair
Mr. Canova Peterson, Hanover County

Staff Present:

Diane Fusco, Office Manager
Martha Heeter, Executive Director

Others Present:

Dan Van Doornik, VML VACo (virtual)

Welcome and Introductions

Chairman Holland called the meeting to order at approximately 1:45 PM.

There were no questions regarding the statement for virtual meetings included in the agenda packet.

Ms. Fusco took a roll call of members present for the meeting.

Chairman Holland confirmed there was a quorum present for the meeting.

Selection of Chair for FY2022

Mr. Peterson offered a motion for the Audit, Finance and Facilities Committee to continue to be chaired by Mr. Holland. The motion was seconded by Mr. Byerly and approved unanimously.

Chairman Holland agreed to continue to chair the committee for FY22 and asked for consideration of a Vice-Chair in the event he is not available. The committee agreed this was a good idea, although an individual was not yet identified.

June 22, 2021 Meeting Minutes

Ms. Peterson offered a motion to approve the minutes included in the agenda packet which was seconded by Mr. Peterson. The motion passed by a unanimous vote.

June Financial Statements

Ms. Heeter introduced the June financial statements and asked Mr. Van Doornik to provide a detailed analysis.

Mr. Van Doornik reviewed the financial statements provided in the meeting packet.

Priorities for FY2022

Ms. Heeter discussed the key imperatives for FY2022 including financial priorities and the schedule of priorities. She reviewed a proposal for meetings of the committee to occur on a quarterly basis that would include quarterly reporting and analysis.

Mr. Peterson asked about meetings held in the Board Room and if there was any charge for those meetings. Ms. Heeter indicated meetings held on behalf of the CVTA, TPO and EMACV do not incur a charge but those activities are included in the indirect cost calculation. Other meetings are held infrequently by some tenants in the building, but they do not involve a charge.

Chairman Holland expressed his appreciation for the presentation and for Ms. Heeter's previous summary of the financial status that included a historical perspective provided to the Board. He asked that future updates include space planning and to continue considering locality resources, software, and budgets

Ms. Heeter said the board packet will continue to include the financial narrative

Mr. Van Doornik discussed potential upgrades to the financial system used by PlanRVA. He said the systems used currently have been integrated for the agency's use, however there are systems that would integrate more naturally.

Chairman Holland thanked Mr. Van Doornik and agreed system upgrades would help to position the agency well for the future.

Mr. Peterson asked about the status of space planning for the October 2022 lease expiration.

Ms. Heeter mentioned the workshop scheduled on August 12th for space planning. By the October board meeting a plan will be developed for space planning and presented to the board.

Ms. Heeter agreed to send the invitation for the August 12th meeting to all Finance committee members.

Mr. Peterson suggested stressing the urgency with the architect since the timeline is becoming tight.

Mr. Addison offered his assistance however is needed in locating space or decision making.

Mr. Byerly asked about the current square footage of the office space and Ms. Heeter said the current space is about 11,000 square feet with around 3,000 square feet being sublet to Homeward. The current space does not make efficient use of the space.

Ms. Heeter agreed to follow up on the space planning with Baskervill.

Adjourn

The meeting was adjourned at approximately 2:30 pm.

Richmond Regional PDC
Profit and Loss
July - September, 2021

	Jul 2021	Aug 2021	Sep 2021	Total
Income				
4100 Federal Funding				
4101 MPO FHWA/PL Funds - Fed share	79,627.00	30,374.89	119,607.00	229,608.89
4102 MPO Sect 5303 Funds - Fed share	22,330.00	86,742.60	38,966.00	148,038.60
4105 MPO Pass-Through		35,131.65		35,131.65
4111 FY20 Rural Coastal VA Mktg	586.77	897.07	3,875.30	5,359.14
4112 FY20 Lower Chickahominy	3,613.98	2,814.20	3,170.10	9,598.28
4113 FY20 Coastal TA & Resiliency	9,506.78	6,037.24	4,681.69	20,225.71
4115 CBRAP - WIP3/Fed Share	5,345.44	3,727.43	2,921.37	11,994.24
4120 VDEM SHSP	7,283.44	5,790.56	13,733.36	26,807.36
4130 VDEM Pass-through grants	7,165.91	12,877.06	8,896.75	28,939.72
4140 Hazard Mitigation	4,305.54	2,550.27	684.18	7,539.99
Total 4100 Federal Funding	\$ 139,764.86	\$ 186,942.97	\$ 196,535.75	\$ 523,243.58
4200 State Funding				
4201 MPO FHWA/PL Funds - State share	9,954.00	3,796.23	14,951.53	28,701.76
4202 MPO Sec. 5303 - State share	2,791.00	10,842.83	4,871.00	18,504.83
4205 State MPO Pass-Through		8,782.91		8,782.91
4210 VDOT Rural Planning	2,177.55	2,422.11	6,416.16	11,015.82
4220 VDEM-Hazard Mitigation Plan	967.75	538.39	163.59	1,669.73
Total 4200 State Funding	\$ 15,890.30	\$ 26,382.47	\$ 26,402.28	\$ 68,675.05
4300 Local Funding				
4301 TPO Assessment	4,233.25	4,233.25	4,233.25	12,699.75
4310 Local Membership Dues	43,857.08	43,857.08	43,857.08	131,571.24
4315 Service/Fee Income	20,381.39	16,362.17	20,555.29	57,298.85
4320 Capital Region Collaborative	960.36	2,881.08	480.18	4,321.62
Total 4300 Local Funding	\$ 69,432.08	\$ 67,333.58	\$ 69,125.80	\$ 205,891.46
4400 Private Funding				
4410 Restricted Contributions				
4360 FOLAR Grant	18,757.50			18,757.50
Total 4410 Restricted Contributions	\$ 18,757.50	\$ -	\$ -	\$ 18,757.50
4430 Regional Housing Development	1,207.62	2,592.81	1,470.69	5,271.12
Total 4400 Private Funding	\$ 19,965.12	\$ 2,592.81	\$ 1,470.69	\$ 24,028.62
5000 Other Income				
5001 Interest Income	18.38	474.94	25.17	518.49
Total 5000 Other Income	\$ 18.38	\$ 474.94	\$ 25.17	\$ 518.49
Total Income	\$ 245,070.74	\$ 283,726.77	\$ 293,559.69	\$ 822,357.20
Gross Profit	\$ 245,070.74	\$ 283,726.77	\$ 293,559.69	\$ 822,357.20
Expenses				
6000 Salary & Wages				
6110 Salaries FT Chargeable	86,861.29	88,457.18	88,794.11	264,112.58
5100 Fringe Benefit Pool	42,863.48	45,754.21	46,430.24	135,047.93

Richmond Regional PDC
Profit and Loss
July - September, 2021

	Jul 2021	Aug 2021	Sep 2021	Total
5105 Fringe Benefits Applied	(42,863.48)	(45,754.21)	(46,430.24)	(135,047.93)
5400 Indirect Costs Pool	85,817.72	94,466.12	92,932.06	273,215.90
5410 Indirect Costs Applied	(85,817.72)	(94,466.12)	(92,932.06)	(273,215.90)
6100 Salaries - Local	17,289.66	13,517.04	16,738.90	47,545.60
6101 Leave Wages	20,782.89	15,148.81	9,507.80	45,439.50
6105 Salaries - PT Chargeable	10,042.15	8,195.03	5,810.61	24,047.79
Total 6110 Salaries FT Chargeable	\$ 134,975.99	\$ 125,318.06	\$ 120,851.42	\$ 381,145.47
6200 Payroll Taxes	10,069.91	9,178.67	8,993.68	28,242.26
6500 Benefits				
6512 Healthcare	19,605.60	17,910.60	16,420.00	53,936.20
6530 Retirement			(167.40)	(167.40)
6531 VRS Retirement Contribution	11,337.00	11,006.16	11,212.46	33,555.62
6532 VRS Employee Contribution	121.43	(73.44)	251.47	299.46
6533 ICMA - 401	1,153.11	1,167.93	1,167.93	3,488.97
6534 ICMA - 457	(714.70)	(714.70)	(714.70)	(2,144.10)
6535 Hybrid 401 A	1,286.30	1,313.41	1,193.48	3,793.19
6536 HYBRID 457	0.00	0.00	0.00	0.00
Total 6530 Retirement	\$ 13,183.14	\$ 12,699.36	\$ 12,943.24	\$ 38,825.74
6540 Life & Disability				
6541 LTD	849.23	906.83	804.07	2,560.13
6542 Hybrid VRS ST & LT Disability	220.44	237.73	218.98	677.15
6543 AFLAC	(0.02)	(0.02)	(0.02)	(0.06)
Total 6540 Life & Disability	\$ 1,069.65	\$ 1,144.54	\$ 1,023.03	\$ 3,237.22
6550 FSA/HSA Section 125 Plans	(991.76)	(1,142.97)	(646.67)	(2,781.40)
Total 6500 Benefits	\$ 32,866.63	\$ 30,611.53	\$ 29,739.60	\$ 93,217.76
6580 Payroll Fees	171.02	182.58	169.10	522.70
6590 Training	100.00	3,600.00	265.29	3,965.29
Total 6000 Salary & Wages	\$ 178,183.55	\$ 168,890.84	\$ 160,019.09	\$ 507,093.48
7100 Professional Fees				
7720 Legal Fees				
7721 General Counsel	2,500.00	2,500.00	2,500.00	7,500.00
Total 7720 Legal Fees	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 7,500.00
7730 Contracted Services	7,833.00	7,792.50	56,082.54	71,708.04
Total 7100 Professional Fees	\$ 10,333.00	\$ 10,292.50	\$ 58,582.54	\$ 79,208.04
7200 Office Expenses				
7220 Computer Operations				
7221 Virtual Desktop Operations	8,676.32	9,429.01	9,211.99	27,317.32
7222 Software	9,201.33	472.97	16,498.34	26,172.64
7223 Broadband/network/telephone	1,019.24	1,017.61	1,017.61	3,054.46
7224 Desktops & Support	392.97			392.97
7225 Computer Supplies	9,293.76	389.97	88.79	9,772.52

Richmond Regional PDC
Profit and Loss
July - September, 2021

	Jul 2021	Aug 2021	Sep 2021	Total
7226 Technology services		176.05	135.00	311.05
Total 7220 Computer Operations	\$ 28,583.62	\$ 11,485.61	\$ 26,951.73	\$ 67,020.96
7230 Printing	2,745.42	2,461.40	121.15	5,327.97
7235 Supplies	1,500.49	2,946.31	1,053.94	5,500.74
7236 Meeting Expenses	377.11	454.82	572.12	1,404.05
7245 Postage	11.00	128.59	100.00	239.59
7250 Public Outreach/Advertisements	3,537.36	508.03	52.75	4,098.14
7280 Staff Engagement	136.80			136.80
7290 Miscellaneous Expenses	600.00			600.00
7295 Bank Fees	85.00	459.96	101.00	645.96
Total 7200 Office Expenses	\$ 37,576.80	\$ 18,444.72	\$ 28,952.69	\$ 84,974.21
7400 Program Expenses				
7410 Organizational Dues	11,931.95			11,931.95
7425 Travel - Agency	135.72	116.06	1,561.48	1,813.26
7430 Books & Periodicals	26.00			26.00
7450 Pass-through and Matching funds				0.00
7451 Pass Through Funds - MPO		43,914.56		43,914.56
7456 Pass - Through Funds - SHSP	4,157.41	15,885.56	8,896.75	28,939.72
Total 7450 Pass-through and Matching funds	\$ 4,157.41	\$ 59,800.12	\$ 8,896.75	\$ 72,854.28
Total 7400 Program Expenses	\$ 16,251.08	\$ 59,916.18	\$ 10,458.23	\$ 86,625.49
7600 Infrastructure				
7210 Rent	20,875.77	21,584.54	21,584.54	64,044.85
7240 Insurance	6,690.00			6,690.00
Total 7600 Infrastructure	\$ 27,565.77	\$ 21,584.54	\$ 21,584.54	\$ 70,734.85
Total Expenses	\$ 269,910.20	\$ 279,128.78	\$ 279,597.09	\$ 828,636.07
Net Operating Income	\$ (24,839.46)	\$ 4,597.99	\$ 13,962.60	\$ (6,278.87)
Net Income	\$ (24,839.46)	\$ 4,597.99	\$ 13,962.60	\$ (6,278.87)

Richmond Regional PDC
Balance Sheet
As of September 30, 2021

	Statement of Net Position	Balance Sheet
ASSETS		
Current Assets		
Bank Accounts		
1050 LGIP-Virginia Dept of Treasury	864,474.01	864,474.01
1070 SunTrust Checking 8921	410,561.80	410,561.80
Total Bank Accounts	\$ 1,275,035.81	\$ 1,275,035.81
Accounts Receivable		
1200 Accounts Receivable	85,293.74	85,293.74
Total Accounts Receivable	\$ 85,293.74	\$ 85,293.74
Other Current Assets		
1150 Prepaid Expenses	0.00	0.00
1250 Misc Receivables - Grants	556,019.80	556,019.80
1300 Due from CVTA	80,339.31	80,339.31
Total Other Current Assets	\$ 636,359.11	\$ 636,359.11
Total Current Assets	\$ 1,996,688.66	\$ 1,996,688.66
Fixed Assets		
1300 Property & Equipment	351,457.57	
1350 Accumulated Depreciation	(265,317.02)	
Total Fixed Assets	\$ 86,140.55	\$ -
Other Assets		
1950 Deferred outflows - VRS Pymts	129,036.66	
1951 Deferred Outflows-Diff Proj vs	262,565.00	
Total Other Assets	\$ 391,601.66	\$ -
TOTAL ASSETS	\$ 2,474,430.87	\$ 1,996,688.66
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 Accounts Payable	74,958.89	74,958.89
Total Accounts Payable	\$ 74,958.89	\$ 74,958.89
Credit Cards		
2020 Account Payable - Other	10,695.89	10,695.89
Total Credit Cards	\$ 10,695.89	\$ 10,695.89
Other Current Liabilities		
2050 Accrued Expenses	65,807.84	65,807.84
2500 Compensated Absences	106,891.34	0.00
2525 Deferred Revenue	513,250.13	513,250.13
2600 Security Deposit	2,664.66	2,664.66
Total Other Current Liabilities	\$ 688,613.97	\$ 581,722.63

Richmond Regional PDC
Balance Sheet
As of September 30, 2021

	Statement of Net Position	Balance Sheet
Total Current Liabilities	\$ 774,268.75	\$ 667,377.41
Long-Term Liabilities		
2800 Deferred Rent Liability	13,119.66	
2900 Net Pension Liability	932,895.00	
2950 Deferred Inflows	26,362.00	
Total Long-Term Liabilities	\$ 972,376.66	\$ -
Total Liabilities	\$ 1,746,645.41	\$ 667,377.41
Net Position		
Investment in capital assets	86,140.55	
Unrestricted	641,644.91	
Total Net Position	\$ 727,785.46	
Fund Balance		
Nonspendable		-
Unassigned		1,329,311.25
Total Net Position		\$ 1,329,311.25
TOTAL LIABILITIES AND EQUITY	\$ 2,474,430.87	\$ 1,996,688.66