



AGENDA
November 14, 2019 -- 9:00 a.m.
James River Board Room

Call to Order

Pledge of Allegiance

Certification of Meeting Quorum

1. Requests for Additions or Changes to Order of Business

2. Public Comment Period

Speakers may address the Commission for up to three (3) minutes on any matters relevant to the body. Any speakers are requested to give their name, locality in which they reside, and if appropriate, the organization they represent.

3. Minutes for the October 10, 2019 Meeting (Tab 1)

Action Requested: Motion to approve the October 10, 2019 Meeting Minutes.

4. Regional Forum: Local Government Panel

Town of Ashland & Counties of Charles City, Goochland, New Kent and Powhatan

5. Reports

a. Executive Director's Report

i. Intergovernmental and Environmental Review Summary (Tab 2):

For information; no action requested.

ii. Cooperation Agreement for Multi-Jurisdictional Analysis of Impediments to Fair Housing Choice (Tab 3):

The Commission staff was asked to coordinate the procurement and contract administration activities associated with a Multi-Regional Analysis of Impediments to Fair Housing serving the Cities of Colonial Heights, Hopewell, Petersburg, and Richmond and the Counties of Chesterfield and Henrico. These are the jurisdictions in the Greater Richmond/Crater Regions responsible for completing such an Analysis due to their Entitlement status and receipt of Federal Housing (HOME & CDBG) funding from the US Department of Housing and Urban Development.



The work will include project management for a budget not to exceed \$125,000 including a fee to the Commission of \$15,000; the funds will be contributed on an agreed upon basis outlined in the agreement by each of the participating localities.

Article VI, Section 4 of the Commission's Charter states that "An additional assessment may be made upon a governmental subdivision for particular services of a local nature, which are requested by said governmental subdivision and which may or may not be included in the Work Program adopted by the COMMISSION. This assessment shall be agreed upon by the COMMISSION and the appropriate governmental subdivision."

Requested Action: Motion to recommend approval of the proposed agreement.

b. Executive Committee/Chairman's Report

c. Audit, Facilities & Finance Committee Report

i. September 30 Financial Statements (Tab 4)

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

ii. FY2019 Draft Annual Audit (Tab 5)

Members of the Finance Committee met with Mark Rhodes, Auditor on October 29, 2019 to review the FY2019 Draft Annual Audit. After review and discussion of the Financial Statements, auditors' opinion and supplemental Notes to the Financial Statements, members agreed that locality staff review may be in order to further review the materials. The Committee approved a motion to forward the FY2019 Draft Annual Audit to the November 14, 2019 Commission meeting with a recommendation for approval.

The FY2019 Draft Annual Audit was distributed to locality CAOs and Managers as well as to the Hanover County Finance Department for review. Mr. Jacob Sumner made two suggestions to correct language in order to comply with GASB 54 and 63 related to Fund Balance and Net Position Categories. These changes have been incorporated in the FY2019 Draft Annual Audit included in the meeting materials.

Mr. Rhodes will be present for the Executive Committee and Full Commission meetings to review the FY2019 Draft Annual Audit.

Requested Action: Motion to recommend approval of the FY2019 Annual Audit.

d. Public Outreach and Engagement Committee Report

i. Reminder of next Meeting



6. Other Business

7. Adjourn: Target 10:30 am

Requested Action: Motion to Adjourn



**MINUTES
October 10, 2019**

Members and Alternates (A) Present

Gregory Baka..... Henrico County
 Angela Cabell Powhatan County
 Steve Elswick Chesterfield County
 Gloria Freye..... Chesterfield County
 Timothy Davey..... Chesterfield County
 Kimberly Gray..... City of Richmond
 Mike Gray City of Richmond
 Dorothy Jaeckle Chesterfield County
 Angela Kelly-Wiecek, Secretary Hanover County
 Kristen Larson City of Richmond
 Anne Marie Lauranzon Hanover County
 William Mackey Henrico County
 John Moyer New Kent County
 Tyrone Nelson, Chair Henrico County
 Larry Nordvig Powhatan County
 Patricia O'Bannon Henrico County
 Patricia Paige, Treasurer New Kent County
 Canova Peterson Hanover County
 Dr. George Spagna, Vice Chair Town of Ashland
 Randy Whittaker Hanover County

Others Present

Josh Gillespie Chesterfield County
 Eric Gregory Hefty, Wiley and Gore
 Tyler Walter..... Chesterfield County
 Thomas J. Shields..... University of Richmond
 Genevieve Siegel-Hawley Virginia Commonwealth University

Staff Present

Terry Eckhout Director of Finance
 Diane Fusco..... Office Manager
 Barbara Jacocks..... Principal Planner
 Sidd Kumar Project Coordinator
 Dan Motta..... Wilder Fellow
 Chet Parsons..... Director of Transportation
 Martha Shickle..... Executive Director

Call to Order/Pledge of Allegiance

Chairman Nelson called the regularly scheduled October 10, 2019 meeting to order at approximately 9:10 a.m. in the James River Board Room. He then led members in the Pledge of Allegiance to the flag of the United States of America.

Certification of Meeting Quorum

Ms. Shickle, Executive Director, confirmed a quorum was present.

1. Requests for Additions or Changes to Order of Business

Chairman Nelson asked if there were any requests to change the agenda or order of business. With no requests for changes to the agenda, Mr. Nordvig made a motion to approve the agenda as presented. Ms. Lauranzon seconded the motion and the agenda was approved.

2. Public Comment Period

Seeing no requests from the public to address members of the Commission, Chairman Nelson closed the public comment period.

3. Minutes for the July 11, 2019 Meeting

Mr. Peterson made a motion to accept the minutes as presented; Ms. O'Bannon seconded the motion and the minutes were accepted.

4. Regional Forum

Chairman Nelson pointed out that the Regional Forum section of the agenda was added in response to findings from the Strategic Planning Process; members expressed interest in increasing the opportunity to hear presentations on regional issues and using time together to discuss these topics as a group. Over the summer, a short list of potential topics for the year was developed for the Commissioners to rank their level of interest. "Changing Demographics in the Region" was among the highest and scheduled for the October Regional Forum portion of the agenda. Chairman Nelson asked Ms. Shickle to introduce the speakers for the regional forum discussion.

**A copy of the presentation given by Dr. Siegal-Hawley and Dr. Shields is available at <https://planrva.org/home/about-the-commission/planrva-commission-meetings/>.

**A copy of the report distributed at the meeting is available online at <https://homeofva.org/wp-content/uploads/2019/01/livetogether-report.pdf>.

Following the presentation, there was discussion on several issues including the following questions:

- What is the verification process for applications submitted under the Free and Reduced Lunch program? It was pointed out this varies by school division and may be dependent upon local policies.

******The following was provided by email following the meeting regarding this question: *Some schools in the region fall within the guidelines of the Community Eligibility Provision which allows high poverty schools and districts to serve breakfast and lunch at no cost to all enrolled students without collecting household applications. You can learn more about this online at <https://www.fns.usda.gov/school-meals/community-eligibility-provision>.*

- How is the overall share of poverty in the region growing as the population increases?
- What are the costs and results of Chesterfield County's program to support SAT classes during session (and cover costs) and beginning PSAT and prep work earlier in middle school?
- What, if any, research occurred regarding the distinction among school board governance (appointed vs elected) was identified as it relates to system performance?
- Did the research include data for IB programs and dual enrolment in addition to AP course offering and participation?

Ms. Shickle was asked to coordinate with the speakers to answer these questions if possible and provide as a follow up to the meeting. Chairman Nelson thanked the presenters and meeting attendees for the topical and engaging discussions.

Mr. Parsons' scheduled presentation on the implications of changing demographics from a planning and compliance perspective will be postponed until a future meeting due to time constraints.

5. Reports

a. Executive Director's Report

Ms. Shickle provided a summary of the staff report which is organized according to the strategic framework and provided two updates that were not included in the summary:

- Results of the 2019 grant applications submitted to the Virginia Department of Emergency Management were announced earlier in the week. The Emergency Management Alliance of Central Virginia was awarded a total of \$293,275 for seven projects in the competitive round. Localities in our planning district were awarded an additional \$158,350 for projects in Chesterfield, Henrico and Richmond. Together the region received 18% of the total \$2.5 million available through the statewide application process.

******Following the Commission meeting, staff was informed that one of the awards included in the Governor's announcement was incorrectly categorized. \$19,000 for a Post Enhancement project was listed in the awards for the Emergency Management Alliance of

Central Virginia (administered through PlanRVA) and should have been included in the awards listed for the City of Richmond.

b. Executive Committee Report

50th Anniversary Celebration Recap

Chairman Nelson thanked members for their participation at the 50th Anniversary Celebration event and expressed his appreciation for the work of staff members and Commissioners who made the event so successful. It was a great opportunity to reflect on 50 years of collaboration.

Ms. O'Bannon asked if the agency met the goals that were established for the 50th Anniversary milestone. She asked if there is a cost analysis available. Ms. Larson pointed out the Public Outreach and Communications committee has been monitoring progress for these goals. Ms. Larson said progress has been quietly moving along. Chairman Nelson asked for a follow up on the list of goals and outcomes and associated costs. Ms. Shickle will put together the status and expense of activities related to the 50th Anniversary events.

Bylaws and Charter Revisions Update

Mr. Gregory reviewed the draft Charter agreement changes that were briefly discussed in the Executive Committee meeting earlier in the morning. Some revisions are more substantive than others and focus would be given in his comments on those proposed changes.

The proposed changes regarding office location will allow more flexibility with selection of a new office location in anticipation of the current lease agreement expiration in 2022.

The proposed changes for voting assignments is intended to allow each member jurisdiction and their governing body ability to determine the best manner for representation and authority when voting. The revision allows for greater flexibility when all members are not present to vote, increased clarity regarding Alternate voting and may help with attendance challenges.

The proposed changes to the section on Alternates would allow for the possibility to have one or multiple alternates at the discretion of the appointing locality. This determination would be made by the local jurisdiction and governing body. Mr. Elswick noted that only elected officials may vote. There was some discussion on this point and Ms. O'Bannon brought up the use of a proxy by the alternate. Mr. Gregory agreed to follow up on this item as currently several jurisdictions' Alternate appointees are not elected officials.

Chairman Nelson asked Commissioners to review the proposed revisions to the Charter and provide any additional input to Ms. Shickle by October 21 so comments can be incorporated into the next agenda packet. There will be additional discussion at the November meeting.

FY2020 Meeting Schedule and Topics

Chairman Nelson asked members to review meeting topics included in the agenda materials. Mr. Parson's planned presentation regarding demographic shifts and impacts on the Transportation program will be incorporated into the scheduled presentation about Scenario Planning in December.

Changes in meeting times were discussed and Chairman Nelson mentioned shifting the Executive Meeting time to 8:30 a.m. (from 8:15 a.m.) for an hour which would push the full Commission meetings' start time to 9:30 a.m.

Mr. Elswick suggested that the Executive Committee start at 8:00 a.m. rather than making a change that would have an impact on the larger group by starting the full Commission meeting later. He also pointed out the need to add orientation for new members to the meeting schedule.

Chairman Nelson suggested keeping the Commission meeting at 9:00 a.m. and postponed discussion of the Executive Committee meeting start time to a later date.

Chairman Nelson agreed to wait until the February meeting to see how many members will need orientation following the November Election and January appointments after discussion and a suggestion from Ms. Paige.

6. Audit, Facilities & Finance Committee Report

July 31 and August 30 Financial Statements

Dr. Spagna referred to Tab 5 of the agenda packet and stated August results are ending with a net positive by nearly \$15,000.00. He explained that some staff positions had not been filled at the start of the fiscal year, but they have now been filled, and staff billing will increase in future reports.

At the next committee meeting, the auditor will review the draft audit report and there will also be a review of the September financials prior to the November meeting.

Mr. Elswick asked about the status of filling the vacancy of Ms. Fry's Executive Assistant position (she retired in April). Ms. Shickle said that several responsibilities assigned to Ms. Fry have been reassigned to personnel in the agency, so the specific position held by Ms. Fry of Executive Assistant has not been filled. Currently, Ms. Fusco has taken on some of the responsibilities including assistance in clerking for the Commission. Mr. Elswick asked if this is being done to save money; his clerk reports having difficulty coordinating with Ms. Shickle's office. He stated he would have his clerk contact Ms. Shickle directly so they could discuss any concerns. Ms. Shickle confirmed that the decision was driven by the opportunity to reduce administrative costs.

Dr. Spagna made a motion to accept the July and August Financial Statements as presented and Mr. Nordvig seconded the motion. The Financial statements were accepted as presented.

7. Public Outreach and Engagement Committee Report

Update on current activities and initiatives

Mr. Nordvig provided an update on Public Outreach activities, areas of focus, and major partners. He mentioned several activities in which staff has participated this quarter including a visit to the VCU Rice Center, City Hall and a session with Mayor Stoney, presentations to Foster Grandparents program participants at Senior Connections, and outreach at a Flying Squirrels game during Public Safety night. Plan Safe workshops also occurred throughout the region in September and PlanRVA participated in PARKing Day hosted by Venture Richmond.

Staff is working to increase its public engagement activities in specific areas of focus for the agency (transportation, emergency management, and the environment) and gave an example of a staff proposal to pursue region wide efforts for an anti-litter campaign. Ms. Paige asked about the anti-litter campaign and if this work was being done in conjunction with CVWMA. Mr. Nordvig confirmed this is the case.

8. Other Business

Chairman Nelson reported that the Executive Committee is currently discussing the process for completing Ms. Shickle's performance evaluation. Members of the Commission are invited to offer feedback on the form that will be used for the evaluation. Ms. Shickle will send the form to the Commissioners for suggestions on the form and requested input be provided by October 21.

9. Adjournment

With no other business, Chairman Nelson adjourned the meeting at approximately 10:40 a.m.

Martha Shickle
Executive Director

Tyrone Nelson
Chair

Environmental & Intergovernmental Reviews

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

Environmental reviews can include:

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

Intergovernmental reviews can include:

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

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

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

Jurisdiction	Response Date	Review Name	Environmental					Intergovernmental					
			Coastal Consistency Determination or Certification	Environmental Assessment, Impact Statement, or Impact Report	Groundwater Withdrawal Permit	VPDES Permit	VWP Permit	PSD Permit (Air Quality)	Federal funding of State Program	Superfund Remediation Application	FTA Section 5310 Funding	State Corporation Commission Application	Other
Chesterfield	10/3/2019	The Sustainability Park WWTP				X							
Hanover	10/11/2019	Specialty Coating & Laminating				X							
Hanover	10/11/2019	Hanover Courthouse Sewage Treatment Plant				X							
Hanover, Ashland, New Kent, Powhatan	10/17/2019	Power Storage Battery Pilot										X	
Henrico	10/28/2019	Department for the Blind and Vision Impaired Headquarters Building Renovation		X									
Richmond	10/18/2019	VCU Honors College Housing		X									
Virginia	10/3/2019	Performance Partnership Grant							X				
Located Outside - but potentially impacting - the Richmond Region													
Isle of Wight	10/11/2019	Town of Windsor GWWP			X								
Pittsylvania	10/3/2019	First Piedmont								X			
West Point	10/15/2019	WestRock CP LLC PSD Permit						X					

Environmental and Intergovernmental Reviews

October 2019

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

Located within the Richmond Region

The Sustainability Park WWTP

Chesterfield

The Sustainability Park, LLC has applied for reissuance of a permit for the private The Sustainability Park Wastewater Treatment Plant. The applicant proposes to release treated sewage wastewaters at a rate of 2.1 million gallons per day and stormwater into the James River. Sludge from the treatment process will be disposed of by composting via a contractor. The permit will limit the following pollutants to amounts that protect water quality: nutrients, organic matter, and solids.

Specialty Coating & Laminating

Hanover

Specialty Coating and Laminating, LLC has applied for reissuance of a permit for the private Specialty Coating and Laminating, LLC. The applicant proposes to release stormwater at a maximum rate of 350,000 gallons per storm event into a water body. The facility proposes to release the stormwater in the Unnamed Tributary of the North Anna River in Hanover County. The permit will monitor the following pollutants to amounts that protect water quality: nutrients, metals, and solids.

Hanover Courthouse Sewage Treatment Plant

Hanover

The County of Hanover has applied for reissuance of a permit for the Hanover Courthouse Sewage Treatment Plant. The applicant proposes to release treated sewage wastewaters at a rate of 80,000 gallons per day into a water body. The facility proposes to release the treated sewage wastewater into the Pamunkey River in Hanover County, VA. The permit will limit the following pollutants to amounts that protect water quality: nutrients, organic matter, solids, and bacteria.

Power Storage Battery Pilot

Hanover, Ashland, New Kent, Powhatan

The Grid Transformation and Security Act of 2018 directed the SCC to establish a pilot program under which a company must submit a proposal to deploy electric power storage batteries.

VEPCO/Dominion has applied to the SCC to participate in a Battery Storage Pilot Program.

Dominion proposes 3 battery energy storage system (BESS) projects. All 3 projects have a projected operational date of Dec. 31, 2020.

- BESS-1: an AC lithium-ion BESS that will study the prevention of solar backfeeding onto the transmission grid at Dominion's Correctional Substation in New Kent

- BESS-2: a lithium-ion BESS that will study BESS as a non-wires alternative to reduce transformer loading at Dominion's Hanover Substation in Ashland

- BESS-3: a lithium-ion BESS with a DC and AC coupled system to study solar plus storage at the Scott Solar Facility on Buckingham Road in Powhatan

The installation of BESS 1 will be a single 23.5ft by 10 ft by 8 ft enclosure with associated electrical equipment on a concrete base. The installation of BESS 2 and 3 will require a concrete base with varying amounts of 40ft by 8 ft by 9 ft containers with inverters and other electrical equipment.

Given the location of projects BESS-1 and -2 in existing energy substations, environmental impacts are expected to be minimal. Environmental impacts from BESS-3 are also expected to be minimal and will be controlled through existing permitting processes.

Department for the Blind & Vision Impaired Headquarters Building Renovation

Henrico

This project contemplates the removal of all interior partitioning for the realignment and resizing of offices, meeting, storage and ancillary spaces to meeting contemporary and future needs. This project is an interior renovation with no construction work outside of the present footprint that would change the assigned square footage of the building, presently 19,529 square feet. The DEQ Procedures Manual states that "EIRs are not required for repairs, interior renovations, or "maintenance reserve" projects. The EIR is for outside work: exterior patios and landscaping. The budget for this project is \$3,106,000 for the interior renovations, and \$340,000 for the hardscape patios and planting beds with landscape plant materials, for a total construction budget of \$3,440,000. Impacts from the project are anticipated to be minimal.

VCU Honors College Housing

Richmond

VCU proposes to demolish structures located at 700 West Grace Street (VCU Facilities Management) and 708 West Grace Street (former Sally Bell's Kitchen) and to construct a new student housing building (Honors College Housing). In the absence of any natural features or conditions of interest, and in view of the nature of the project, proceeding with the proposed project is not likely to adversely affect the natural environment. Short-term lane closures are anticipated, in order to off-load construction equipment and materials. Draper Aden Associates observed that a portion of the exterior southeast wall of the building, on the second floor, is clad with cementitious shingles. Prior to initiating demolition in affected areas, asbestos-containing materials will be abated in accordance with applicable regulations, and the materials will be disposed of in a facility permitted to receive such wastes. VCU has ordered new asbestos inspections of the buildings that are located in the project area.

There is a reasonable probability that at least some residual petroleum-contaminated soils are likely to remain at that location. Draper Aden Associates (DAA) observed superficial indications (vent pipe, fill port) that an underground petroleum storage tank (heating oil) is located along the northwest side of the building. We find a reasonable probability that at least some petroleum has been released to soil from that UST system. VCU has ordered lead-based paint inspections of the buildings that are located in the project area.

DAA finds that proceeding with the proposed project will not have significant adverse effects on the natural environment. DAA finds that proceeding with the proposed project will not have significant adverse effects on the built (infrastructural) environment. DAA finds that proceeding with the proposed project will not have significant adverse effects on human health, as may be attributed to regulated substances, asbestos, or lead-based coatings.

Performance Partnership Grant

Virginia

Virginia DEQ requests \$3, 278, 599 in Federal funds to be matched with \$6,086, 772 in matching funds for a total cost of \$9, 365, 371. The funds will be used for state-scale probabilistic surveys for estuarine and freshwater systems in the Commonwealth. These funds will be used for biological and chemical monitoring enhancements for data collection. Equipment and supplies will also be purchased. As available, funds will be used for data support management and analytical tools including enhancing existing agency databases, developing R tools to support data analyses, purchasing hardware to support R data analysis, and/or hiring temporary staff to support data management.

Located outside - but potentially impacting - the Richmond Region

Town of Windsor GWWP

Isle of Wight

The Town of Windsor has applied for a reissuance of a permit for the Town's public water supply in Isle of Wight County, Virginia. The permit would allow the applicant to withdraw an average of up to 466,200 of gallons per day. The groundwater withdrawal will support the Town's residential and commercial water needs. The proposed withdrawal will utilize the Potomac aquifer at a depth between 350 feet to 520 feet below the land surface at the withdrawal site. DEQ has made a tentative decision to issue the permit.

First Piedmont

Pittsylvania

Virginia DEQ requests \$15,000 in Federal funds for administrative and management duties to be performed by DEQ staff related to remediation of this Superfund site. About the site: The First Piedmont Corporation (FPC) Rock Quarry Superfund Site is approximately 13 acres located along Route 719 near the intersection of State Route 360 near Chatham, Pittsylvania County, Virginia. The site was initially operated as a quarry for mining of crushed stone. The former 2-acre abandoned rock quarry was subsequently used as an industrial dump or landfill. The site was added to the NPL on July 21, 1987. The Remedial Investigation and Feasibility Study indicated that hundreds of drums were buried in the quarry/landfill in random fashion with other solid wastes, which were not covered at the end of each day. Leachate was found on the western edge of the quarry/landfill and also found to discharge to two north ponds on the site and eventually into a drainage area north of the landfill.

WestRock CP LLC PSD Permit

West Point

WestRock CP LLC – West Point has applied for a permit to modify the West Point Mill. The facility is classified as a major source of air pollution and is located at 1901 Main Street, West Point, Virginia. The maximum annual emissions of air pollutants from the facility are not expected to increase as a result of this change. The proposed permit will combine permit terms and conditions of four existing permits issued to WestRock CP LLC – West Point into a single permit document for equipment in the Powerhouse and Kraft Pulp Mill areas in accordance with the procedures in 9VAC5-80-1915. Additionally, the applicant proposes that the restriction on the use of No. 2 fuel oil for startup purposes only be eliminated for Power Boilers 8 & 10.

Cooperation Agreement
for
Multi-Jurisdictional Analysis of Impediments to Fair Housing Choice

1. Background and Purpose

In addition to prohibiting discrimination, the Fair Housing Act and its amendments impose an affirmative duty on localities that participate in the Community Development Block Grant Program and administer federal public housing and/or Housing Choice Voucher programs to promote fair housing by performing an analysis of impediments to fair housing choices (the “Analysis”). The Analysis is intended to inform and guide the Participants in fulfilling their obligation to set goals, priorities, and strategies promoting fair housing.

The HUD Rule which requires the Participants to affirmatively further fair housing (24 CFR § 5.150), was adopted in 2015. The 2015 Rule requires the Participants to develop an “Assessment of Fair Housing” as a replacement for the previously required “Analysis of Impediments to Fair Housing Choice.” HUD subsequently issued a Notice on January 5, 2018 delaying the “Assessment of Fair Housing” requirement and directing participants to complete the Analysis of Impediments to Fair Housing Choice (“AI”) instead.

In the Richmond-Petersburg Metropolitan area, the federal program participants required to complete an AI include the Cities of Colonial Heights, Hopewell, Petersburg and Richmond, and the Counties of Chesterfield and Henrico (the “RPJs”).

The RPJs desire to combine their purchasing efforts in order to achieve greater efficiency and cost-savings to all parties; to minimize duplication and maximize efficiency by coordinating their efforts; and to eliminate multiple government solicitations and reduce related expenses. The RPJs have identified the Richmond Regional Planning District Commission (PlanRVA) as the party responsible for administering the procurement process on their behalf. By executing this Cooperation Agreement, the RPJ’s authorize PlanRVA to act on their behalf in developing and publishing a Request for Proposals and coordinating with the RPJs to select the preferred proposals. Upon successful negotiation of a selected vendor, PlanRVA will serve as lead organization for contract oversight and provide administrative support to the RPJs in carrying out the Analysis.

This Cooperation Agreement is intended to specify the rationale and process for the RPJs to develop an Analysis of Impediments to Fair Housing Choice that meets the requirements of each RPJ to comply with the 2015 Rule and that also fulfills the broader objective of promoting cross-jurisdictional cooperation on matters identified in the Analysis.

2. Regional Participating Jurisdictions

The localities that are parties to this Cooperation Agreement are the Cities of Colonial Heights, Hopewell, City of Petersburg, City of Richmond, and the Counties of Chesterfield, and Henrico.

3. Term

The Term of this Cooperation Agreement shall begin on the date that the last RPJ signs it. Thereafter, the Agreement shall remain in effect until the Analysis is completed. The Analysis shall be completed no later than June 30, 2020.

4. Administration and Support

PlanRVA will develop and issue the RFP and manage all aspects of the procurement process on behalf of RPJs, and will also serve as contract administrator following award of the contract to the successful offeror. PlanRVA will be responsible for coordinating all elements of the public comment and input process, including but not limited to coordinating and scheduling meetings, placing advertising, and undertaking outreach through social media and other means, working with the RPJs to identify constituencies to be targeted for outreach, and distributing notices as needed. PlanRVA will provide basic mapping, demographic, and socioeconomic data as available and as needed for the project. PlanRVA will at all times comply with the requirements and provisions of the Virginia's Public Procurement Act ("VPPA").

PlanRVA will be entitled to recover its costs expended in providing the aforementioned paragraph, in an amount not to exceed \$15,000.

5. Scope of Agreement

- a. Purpose: The RPJs shall work cooperatively to develop the terms of a mutually agreed upon RFP which will be issued and administered by PlanRVA. The RFP shall require the Analysis to meet all the requirements of the 2015 Rule, and any other HUD guidelines that may apply.
- b. Applicable Law: All procurement issued pursuant to this Agreement shall be conducted in accordance with the VPPA and any other applicable statutes, ordinance, rules and regulations and policies that govern procurement in the Commonwealth of Virginia or that may be required by the 2015 Rule.
- c. RPJ Representatives: Each RPJ will designate a lead staff member responsible for representation throughout the project. Such representatives should have sufficient authority to act on behalf of their respective jurisdictions on all matters relating to the procurement and award of the contract, and on the content and form of the Analysis.

Each RPJ shall provide written notice to PlanRVA of its RPJ Representative within thirty (30) days of the execution of this Cooperation Agreement. This notice should include the individual's name, title, and contact information. Any RPJ may replace its Representative with a new Representative at any time by providing written notice to PlanRVA of the new Representative's name, title and contact information. PlanRVA shall also designate a project

representative and shall give written notice to all RPJs of the name, title, and contact information of that representative. Contact Information for PlanRVA: Official communication to PlanRVA may be addressed as follows.

Martha Shickle, Executive Director
9211 Forest Hill Avenue, Suite 200
Richmond, Virginia 23235
mshickle@PlanRVA.org
804.323.2033

d. Assessment Costs and Payment

- i. Joint Costs: The RPJs shall share the costs for performing the Analysis including costs related to procuring a vendor as well as the administrative fees of PlanRVA as set forth in this section (d). Together, the budget for the administration (\$15,000) and vendor (\$110,000) activities is \$125,000. By executing this Agreement, each RPJ represents that it has sufficient budget authority to make payments for the activities related to this Cooperation Agreement.
- ii. Share of Total Costs: Each RPJ agrees to share in the cost of the Analysis through an agreed upon methodology. Figures listed in the table below indicate a not to exceed amount agreed upon by each RPJ and, provided, however, that if the total cost of the project is less than the budget agreed upon herein, each RPJ's share will be reduced proportionately.
- iii. Methodology for Share of Total Costs: The share of total costs was derived by setting a minimum contribution of \$5,000 and adding an increment based on calculating the percentage of 2018 Census estimated population for each RPJ compared to the total; calculating the percentage of 2019 CDBG entitlement compared to the total; averaging those two percentages and applying that percentage to the not-to-exceed estimated project cost of \$125,000. Allocation of project costs by RPJ is as follows:

Petersburg	\$6,289
Hopewell	\$5,000
Colonial Heights	\$5,000
Richmond	\$45,490
Henrico	\$31,968
Chesterfield	\$31,253

- iv. Payment: PlanRVA will request payment from each RPJ for administrative costs and consultant fees incurred during each calendar quarter following execution of this Cooperation Agreement. Requests for Payment will provide a summary of all expenses incurred during the quarter and will be apportioned according to the agreed upon Share of Total Costs.
- v. Invoice Content: The Requests for Payment will include, at a minimum:
 - 1. Total costs billed by the Consultant;
 - 2. PlanRVA summary of activity for the period and associated charges; and
 - 3. Amount due from each Participating Jurisdiction based on the prorated share described in Section 4.d.iii of this Cooperation Agreement.
- vi. Monitoring: Each RPJ, at any time, shall have the right to monitor any services provided pursuant to this Cooperation Agreement and to conduct periodic on-site monitoring of PlanRVA's compliance with the terms of the Cooperation Agreement. Monitoring by any Participant shall be performed with as little disruption to the operations of PlanRVA as possible. After any monitoring visit any RPJ may provide PlanRVA and the other RPJs with a written report if any deficiencies were observed. PlanRVA shall correct any such deficiencies and shall provide satisfactory evidence of correction to the RPJs within thirty (30) calendar days of receipt of such notice.

6. Retention and Accessibility of Records

- a. PlanRVA: Unless otherwise specified herein, PlanRVA shall maintain all fiscal records and documentation for all expenditures pertaining to this Cooperation Agreement in a readily available form and location so as to permit an audit in conformance with generally accepted accounting principles. Such records shall be maintained until such an audit has been completed and all questions arising from it are resolved satisfactorily or for five (5) years after the term of this Agreement has ended, as required by HUD.
- b. Access: Subject to applicable laws, PlanRVA will, during the term of the contract and for five (5) years after the term of the contract has ended, give access and rights to examine all books, accounts, records, reports, files and other papers, things or property belonging to or in use by PlanRVA pertaining to this Cooperation Agreement to the RPJs' authorized representatives at reasonable times and for reasonable periods.

c. Access/Claims

- i. Notice: If any claim is made against RPJ, PlanRVA or any employee RPJ or PlanRVA, as a result of activities performed under this Cooperation Agreement, the party against whom the claim is made shall promptly notify all other parties to this agreement of the claim, in accordance with the requirements of Section 8.c of this Agreement. Any party against whom such a claim has been made shall provide all other parties to this Agreement a reasonable opportunity to investigate all matters relating to the claim, including access to records and facilities, if necessary. Such access shall be given at all times until such claim has been resolved.
- ii. Exclusions: The Participants agree that the terms of Section 6: Retention and Accessibility of Records, and Section 7: Audit, specifically exclude the required disclosure by any party of confidential information, including attorney work product and/or attorney/client communications.

7. Audit

Except as otherwise provided herein, each party has the right to conduct a financial and compliance audit of the performance of this Cooperation Agreement on an annual basis. PlanRVA agrees to permit any other party or its authorized representative, or any authorized representative of any other governmental agency with a direct interest in this project to audit the records that related to this Cooperation Agreement and to obtain and make available for inspection, audit or reproduction any documents, materials, or information necessary to facilitate such audit.

PlanRVA will take whatever action is necessary to facilitate the performance of any audits conducted pursuant to this Cooperation Agreement. This includes, to the extent such detail will properly reflect, all costs: direct and indirect costs of labor, material, equipment, supplies and services and all other costs and expenses of whatever nature for which reimbursement is claimed under provisions of this Cooperation Agreement or services provide. PlanRVA agrees to provide all parties or authorized representatives and representatives from any governmental agency related to grant funds full and complete access to all records related to grant activities as necessary to complete any audits required or requested pursuant to the grant(s)' terms.

8. Independent Entity and Acknowledgement of Responsibilities

- a. Independent Entities: The parties expressly acknowledge and agree that each is an independent entity, and each assumes all the rights, obligations, and liabilities applicable to it as an independent entity. No employee of any party shall be considered an employee, agent or representative of any other party or gain any rights against any other

party pursuant to any other party's personnel policies. The relationship of the parties under this agreement is not and shall not be construed or interpreted to be a partnership, joint enterprise or joint venture. No party shall have authority to make any statements, representations or commitments of any kind, or to take any action which shall be binding on the other parties or which shall hold itself out to be binding on other parties.

- b. Responsibilities: No party shall be liable for any claims, damages or attorney fees rising from any negligence or unlawful acts of any other party or other party's employees in relation to this agreement. Parties acknowledge that each entity is otherwise responsible for any claims or losses from personal injury or death or property damage that were caused by acts or omissions of that entity, its agents, employees or representatives in the performance of the services and activities under this Cooperation Agreement; and that each entity will be responsible for the handling of the portion of any claim which is based solely on the assertion that a policy or action of that entity is illegal or unenforceable in any way.
- c. Claims Notification: If any claim, or other action, including proceedings before an administrative agency, is made or brought by any person, firm, corporation, or other entity against any party rising from this agreement; the party against whom the claim or other action is made shall give written notice to the other parties of the claim, or other action within three (3) working day. Such notice will include the name and address of the person, firm, corporation or other entity that made or threatened to make a claim, or that instituted or threatened to institute any type of action or proceeding; the basis of the claim, action or proceeding; the court or administrative tribunal, if any, where the claim, action, or proceeding was instituted; and the name or names of any person against whom this claim is being made or threatened. The party against whom the claim has been made shall furnish to the other party copies of all pertinent papers received by that party with respect to these claims or actions.

9. Compliance with Federal Requirements

PlanRVA acknowledges that one or more of the RPJs will be funding their portion of the project using HUD CDBG and/or HOME Program funds. PlanRVA agrees to retain and make accessible all records in accordance with HUD requirements and undertake all components of program administration in accordance with applicable HUD requirements.

10. Termination

- a. Individual Party Termination: Unless otherwise specified, any party has the right to terminate its participation in this Cooperation Agreement, in whole or in part, at any time for the following reasons:
 - i. During a party's budget planning and adoption process, a party fails to provide funding for the Cooperation Agreement during the next period;
 - ii. A party fails to comply with any term or condition of this Cooperation Agreement;
 - iii. Grant funding upon which services under this agreement are being provided ceases to be available to any party;

If, after execution, a Participant terminates its participation in this Cooperation Agreement then the terminating Participant shall forfeit all payments made to PlanRVA up to the date of termination, all rights and authority under the Cooperation Agreement, and all access or privileges with regard to the Analysis or any resulting report performed and completed pursuant thereto.

- b. Mutual Termination: The parties have the right to terminate this Cooperation Agreement when the parties unanimously agree that the continuation of the activities funded under this Cooperation Agreement would not produce beneficial results commensurate with the further expenditure of funds; provided that all parties agree, in writing, upon the termination conditions, including the effective date of the termination and, in case of partial termination, the portion of the Cooperation Agreement to be terminated.
- c. Termination Procedure: In the case of termination based on Section 10.a-d, and at least thirty (30) days prior to the effective date of termination, the party seeking termination shall notify the other parties of the reasons for termination, the effective date of termination and, in the case of a partial termination, the portion of the Cooperation Agreement to be terminated. In the case of termination based on Section 10.b., if any party defaults in the performance of its obligations under this Cooperation Agreement, and in such default is not cured within thirty (30) calendar days of the receipt of written notice thereof, then the non-defaulting parties shall have the right (in addition to any other rights that it may have) by further written notice to terminate the Cooperation Agreement on any future date that is not less than thirty (30) calendar days from the date of that further notice.
- d. Rights Surviving Termination: If any party terminates this Cooperation Agreement in whole or in part, PlanRVA has the right to receive payment for all expenses incurred before the date of termination and not previously paid.

11. Miscellaneous Provisions

- a. Civil Rights and ADA Compliance: Each party shall provide, or contract to provide, all services and activities under this Cooperation Agreement in compliance with the Constitutions of the United States and Virginia and with all applicable federal, state and local orders, laws, regulations, rules, policies and certifications governing any activities undertaken during the performance of this agreement including, but not limited to: Title VI of the Civil Rights Act of 1964, as amended; the Rehabilitation Act of 1973; Public Law 93-1122; Section 504 (29 USC Section 794); and the provisions of Americans with Disabilities Act of 1990. No party shall discriminate against any employee, applicant for employment, or client-based status in a protected class.
- b. Non-Waiver: No payment, act or omission by a party may constitute or be construed as a waiver of any breach or default of any other party which then exists or may subsequently exist. The failure of any party to exercise any right or privilege granted in this Cooperation Agreement shall not be construed as a waiver of that right or privilege.
- c. Reservation of Rights and Remedies: All rights of each party under this agreement are specifically reserved and any payment, act or omission shall not impair or prejudice any remedy or belonging right to each party under it. Any right or remedy in this Cooperation Agreement shall not preclude any action taken in the exercise of any right or remedy, nor shall it be deemed a waiver of any other rights or remedies.
- d. Binding Agreement: This Cooperation Agreement shall be binding upon the successors, assigns, administrators, and legal representatives of the parties to this Cooperation Agreement.
- e. Entire Agreement: All oral and written agreements between the parties to this Cooperation Agreement relating to the subject matter of this Cooperation Agreement that were made prior to the execution of this Cooperation Agreement have been reduced to writing and are contained herein.
- f. Law and Venue: This Cooperation Agreement is governed by the laws of the Commonwealth of Virginia. Venue for any dispute arising out of this will lie in the appropriate Courts of the City of Richmond.
- g. Political Activity: The activities described in this Cooperation Agreement are not intended for use to support political activity.
- h. Compliance with Applicable Law: All provisions of this Cooperation Agreement are intended to comply with applicable laws where

explicitly stated and not. Omission of reference to an applicable law or requirements is not intended to be a waiver of that law or requirement.

- i. Agreement Limitation: The conditions of this Cooperation Agreement are intended to be limited to the scope of this agreement and not intended to be assigned to any other agreement, partnership or understanding among the parties, in part or in whole for another cooperative effort, project or endeavor.

12. Amendments

- a. Written Amendments: Any changes to the terms of this Cooperation Agreement or any attachments to it shall be made in writing and signed by all parties.
- b. Submission of Amendment: Any participant shall submit all requests for alterations, additions or deletions of the terms to PlanRVA, with a copy to the other Participants, for consideration.

13. Notices

Any notices required or permitted to be given under this Cooperation Agreement by one party to the others shall be in writing and shall be given and deemed to have been given immediately if delivered in person to the address set forth in the Representatives' contact information provided under Section 5.c.

14. Legal Authority to Enter Agreement

The authorized representative of each Regional Participating Jurisdiction shall be the designated person to sign this Cooperation Agreement.

15. Prohibitions

Virginia Conflict of Interest provisions apply to this agreement and all subsequent agreements referenced or entered into as a result of this agreement. Any conflicts of interest should be disclosed to all members of the Cooperation Agreement in accordance with Virginia guidance.

16. Assignability

The terms of this Cooperation Agreement may not be assigned.

Signatures

All signatures below represent acceptance of the terms stipulated in this Cooperation Agreement and a commitment to participate in the project as described herein.

City of Colonial Heights:

Douglas E. Smith

City Manager

Approved as to form:

City Attorney

Signatures

All signatures below represent acceptance of the terms stipulated in this Cooperation Agreement and a commitment to participate in the project as described herein.

City of Hopewell:

John M. Altman, Jr.

City Manager

Approved as to form:

City Attorney

Signatures

All signatures below represent acceptance of the terms stipulated in this Cooperation Agreement and a commitment to participate in the project as described herein.

City of Petersburg:

Aretha R. Ferrell-Benavides

City Manager

Approved as to form:

City Attorney

Signatures

All signatures below represent acceptance of the terms stipulated in this Cooperation Agreement and a commitment to participate in the project as described herein.

City of Richmond:

Lenora Reid

Interim Chief Administrative Officer

Approved as to form:

City Attorney

Signatures

All signatures below represent acceptance of the terms stipulated in this Cooperation Agreement and a commitment to participate in the project as described herein.

County of Chesterfield:

Dr. Joseph P. Casey
County Administrator

Approved as to form:

County Attorney

Signatures

All signatures below represent acceptance of the terms stipulated in this Cooperation Agreement and a commitment to participate in the project as described herein.

County of Henrico:

John A. Vithoukas

County Manager

Approved as to form:

County Attorney

Signatures

All signatures below represent acceptance of the terms stipulated in this Cooperation Agreement and a commitment to participate in the project as described herein.

Richmond Regional Planning District Commission (PlanRVA)

Martha Shickle
Executive Director

Approved as to form:

Attorney



**Richmond Regional Planning District Commission
Financial Report: September 2019**

Profit & Loss Budget Performance

This statement provides an overview of Month and Year-to-Date Actual revenues and expenses compared to the Year-to-Date (YTD) budgeted revenues and expenses for Fiscal Year 2020.

The Month and Year-to-Date Budget for all revenues and expenses is generally three-twelfths the total Annual Budget (Column I) for each line item with the exception of certain grants for which their term does not coincide with the fiscal year.

The Variance columns are calculated by subtracting the Month or Year-to-Date Budget revenue or expense line from the Year-to-Date Actual for the same line.

The percentage of YTD Budget is calculated by dividing YTD Actual revenues and expenses by YTD Budgeted revenues and expenses.

The notes at the bottom of the Profit and Loss Budget Performance Statement are intended to give quick explanations of Months of September Variances. The key variances are highlighted in yellow.

Revenue:

September total Year to Date Revenue was (\$82,185) below budget with lower than budget Federal funding due to pass-through grant timing for projects in the Transportation Program area (RRTPO).

Expense:

September expenses were (\$132,448) under budget primarily due to timing on payment of consultant fees in the Transportation and Emergency Management Program areas (RRTPO and EMACV), reduced salary expenses in the first three months of the fiscal year and lagging operating expenses in technology.

Total Net Income/Loss:

The first quarter financial statements reported a Year-to-Date (through September 30, 2019) total net income of \$38,167. As of September 30, we are at a net surplus and are exceeding the projections for this period with a budgeted Income of (\$12,096).

We are on target to accumulate the projected net Income of \$53,719 intended for transfer to the reserve account to restore the Fund Balance to \$1,000,000 by end of FY2021.

Balance Sheet

The summarized Balance Sheet provides an overview of the assets, liabilities and fund balance as of September 30, 2019.

The Fund Balance of \$1,028,435 consists of Fixed Assets of \$122,331 and Unrestricted Reserve of \$906,103. The Commission concluded FY19 with an Unrestricted Reserve of \$790,619 which has been increased by the three months net surplus of \$38,167 to arrive at the September 30 Unrestricted Reserve of \$906,103.

PlanRVA
Profit & Loss Budget Performance
 July thru Sep 2019



	Actual Month Sep 19	Budget Sep 19	Actual Year to Date Jul - Sep 19	Year to Date Budget	Year to Date Actual vs Budget Jul - Sep 19	Annual Budget
1	Income					
2	4100 · Federal Funding					
3	4101 · MPO FHWA/PL Funds - Fed share	89,942	106,868	264,984	320,605	1,282,420
4	4102 · MPO Sect 5303 Funds - Fed share	21,174	32,285	103,832	96,856	387,422
5	4105 · MPO Pass-Through	0	6,667	0	20,000	80,000
6	4110 · DEQ-Coastal	(3,660)	7,258	6,880	21,775	87,100
7	4115 · DEQ - Coastal Pass-Through	0	6,250	0	18,750	75,000
8	4120 · VDEM SHSP	10,536	7,436	24,893	22,309	89,238
9	4130 · VDEM Pass-through grants	36,656	16,149	70,818	48,446	193,784
10	Total 4100 · Federal Funding	154,647	182,914	471,407	548,741	2,194,963
11	4200 · State Funding					
12	4201 · MPO FHWA/PL Funds - State share	11,243	13,359	33,123	40,076	160,302
13	4202 · MPO Sec. 5303 - State share	2,647	4,036	12,979	12,107	48,428
14	4205 · State MPO Pass-Through	0	1,667	0	5,000	20,000
15	4207 · DEQ WIP3 Funding	(3,819)	896	9,590	2,688	10,750
16	4210 · VDOT Rural Planning	3,330	4,833	10,747	14,500	58,000
17	4230 · State Appropriation	9,492	9,492	28,475	28,475	113,900
18	Total 4200 · State Funding	22,892	34,282	94,914	102,845	411,380
19	4300 · Local Funding					
20	4301 · TPO Assessment	4,146	4,146	12,438	12,438	49,752
21	4310 · Local Membership Dues	49,242	49,242	147,726	147,726	590,906
22	Total 4300 · Local Funding	53,388	53,388	160,164	160,164	640,657
23	4400 · Private Funding					
24	4410 · Restricted Contributions					
25	4360 · FOLAR Grant	6,934	6,934	20,802	20,802	83,206
26	4410 · Restricted Contributions - Other	19	0	1,226	0	0
27	Total 4410 · Restricted Contributions	6,953	6,934	22,028	20,802	83,206
28	Total 4400 · Private Funding	6,953	6,934	22,028	20,802	83,206
29	5000 · Other Income					
30	5001 · Interest Income	1,316	0	1,854	0	0
31	Total 5000 · Other Income	1,316		1,854		
32	Total Income	239,197	277,517	750,367	832,552	3,330,207
33					1) (82,185)	
34					Revenue Below	
35					Budget	
36	6000 · Salary & Wages					
37	6100 · Wages	113,771	119,510	320,138	358,531	1,453,225
38	6200 · Payroll Taxes	8,109	9,201	22,641	27,602	110,407
39	6500 · Benefits					
40	6512 · Healthcare	14,557	17,411	43,303	52,234	208,936
41	6530 · Retirement					
42	6531 · VRS Retirement Contribution	7,141	8,118	19,556	24,354	97,418
43	6532 · VRS Employee Contribution	73		157		

PlanRVA
Profit & Loss Budget Performance
 July thru Sep 2019



	Actual Month Sep 19	Budget Sep 19	Actual Year to Date Jul - Sep 19	Year to Date Budget	Year to Date Actual vs Budget Jul - Sep 19	Annual Budget
44	6533 · ICMA - 401	(1,752)	(2,351)			
45	6534 · ICMA - 457	2,565	4,791			
46	6535 · Hybrid 401 A	673	1,924			
47	6536 · HYBRID 457	0	0			
48	Total 6530 · Retirement	8,701	8,118	24,077	24,354	97,418
49	6540 · Life & Disability					
50	6541 · LTD	615	842	1,768	2,526	10,103
51	6542 · Hybrid VRS ST & LT Disability	160		298		
52	6543 · AFLAC	(322)		(100)		
53	Total 6540 · Life & Disability	454	842	1,966	2,526	10,103
54	6550 · FSA/HSA Section 125 Plans	(372)	113	1,290	339	1,356
55	6500 · Benefits - Other	0	762	0	2,285	9,143
56	Total 6500 · Benefits	23,341	27,246	70,635	81,739	326,956
57	6580 · Payroll Fees	328	533	828	1,600	6,400
58	6590 · Training	225	2,833	20,910	8,500	34,000
59	Total 6000 · Salary & Wages	145,773	159,324	435,153	477,971	1,930,988
60	7100 · Professional Fees				(42,818)	
61	7720 · Legal Fees					
62	7721 · General Counsel	2,000	2,000	6,000	6,000	24,000
63	7722 · Legal Fees - Other	0	417	0	1,250	5,000
65	Total 7720 · Legal Fees	2,000	2,417	6,000	7,250	29,000
66	7730 · Contracted Services	0	10,005	20,910	30,015	45,060
67	Total 7100 · Professional Fees	2,000	12,422	26,910	37,265	74,060
68	7200 · Office Expenses				(10,355)	
69	7280 · Staff Engagement	86		86		
70	7220 · Computer Operations					
71	7221 · Virtual Desktop Operations	7,956	7,000	21,893	21,000	84,000
72	7222 · Software	0	255	0	17,065	19,360
73	7223 · Broadband/network/telephone	567	614	1,903	1,842	7,368
74	7224 · Desktops & Support	1,751	1,455	5,254	4,366	17,466
75	7226 · Technology services	0	1,604	2,577	4,812	19,250
76	7220 · Computer Operations - Other	0	0	0	0	0
77	Total 7220 · Computer Operations	10,274	10,929	31,627	49,086	147,443
78	7230 · Printing	2,891	3,117	9,802	9,350	37,400
79	7235 · Supplies	592	802	2,448	2,405	9,620
80	7245 · Postage	0	230	316	690	2,760
81	7250 · Advertisements	0	417	0	1,250	5,000
82	7290 · Miscellaneous Expenses	303	417	1,832	1,250	5,000
83	7295 · Bank Fees	95	250	351	750	3,000
84	Total 7200 · Computer Ops & Supplies	14,242	16,160	46,462	64,781	210,223
85	7400 · Program Expenses				(18,318)	
86	7410 · Organizational Dues	499	1,250	7,987	3,750	15,000
87	7420 · Travel - Board	0	542	0	1,625	6,500

PlanRVA
Profit & Loss Budget Performance
 July thru Sep 2019



	Actual Month Sep 19	Budget Sep 19	Actual Year to Date Jul - Sep 19	Year to Date Budget	Year to Date Actual vs Budget Jul - Sep 19	Annual Budget
88	7425 · Travel - Agency	1,375	2,708	5,744	8,125	32,500
89	7430 · Books & Periodicals	28	83	56	250	1,000
90	7450 · Pass-through and Matching funds					
91	7451 · Pass Through Funds - MPO	3,500	40,726	58,682	122,179	488,716
92	7452 · Pass Through Funds (FEMA)	35,758	16,149	70,507	48,446	193,784
93	7457 · Pass-Through Funds - Lower Chic	0	6,250	0	18,750	75,000
94	7459 · Other Pass-thru expenses	(283)	0	0	0	0
95	Total 7450 · Pass-through and Matching funds	38,976	63,125	129,189	189,375	757,500
96	7400 · Program Expenses - Other	517	0	517	0	0
97	Total 7400 · Program Expenses	41,395	67,708	143,494	203,125	812,500
98	7600 · Infrastructure					
99	7210 · Rent	19,528	20,190	58,584	59,908	241,621
100	7240 · Insurance	533	533	1,598	1,598	6,390
101	Total 7600 · Infrastructure	20,060	20,723	60,181	61,506	248,011
102	Total Expense	223,471	276,337	712,200	844,648	3,275,783
103		15,726	1,180	38,167	(12,096)	54,425
106					2) Expenses Below Budget	
107	7901 · Transfer to Reserve Account	0		0		53,719
110		15,726	1,180	38,167	(12,096)	706

Notes Explaining Report:

- 1) YTD Revenue is below YTD Budgeted Revenue (\$82k)
 Federal & State funding on transportation funds is under budget
- 2) YTD Expense is below YTD Budgeted Expense (\$132k)
 Salaries below (\$42k), Computer Operations (\$17k), pass-thru funds (\$60k)
 (\$10k) in professional fees

PlanRVA
Balance Sheet
September 30, 2019



		Column A	Column B
		<u>September, 2019</u>	<u>Restated (less non-operating)</u>
1	ASSETS		
2	Current Assets		
3	Checking/Savings		
4	1050 · LGIP-Virginia Dept of Treasury	660,938.54	660,938.54
5	1070 · SunTrust Checking 8921	145,919.22	145,919.22
6	Total Checking/Savings	<u>806,857.76</u>	<u>806,857.76</u>
7	Accounts Receivable		
8	1200 · Accounts Receivable	640,074.85	640,074.85
9	Total Accounts Receivable	<u>640,074.85</u>	<u>640,074.85</u>
10	Other Current Assets		
11	1150 · Prepaid Expenses	44,818.10	44,818.10
12	1250 · Miscellaneous Receivables	(132.06)	(132.06)
14	1620 · Employee Receivable	1,500.00	1,500.00
15	Total 1600 · Miscellaneous A/R-EE	<u>1,500.00</u>	<u>1,500.00</u>
16	Total Other Current Assets	<u>46,186.04</u>	<u>46,186.04</u>
17	Total Current Assets	<u>1,493,118.65</u>	<u>1,493,118.65</u>
18	Fixed Assets		
19	1300 · Property & Equipment	389,789.80	389,789.80
20	1350 · Accumulated Depreciation	(267,458.21)	(267,458.21)
21	Total Fixed Assets	<u>122,331.59</u>	<u>122,331.59</u>
22	Other Assets		
23	1950 · Deferred outflows - VRS Pymts	67,338.71	0.00
24	1951 · Deferred Outflows-Diff Proj vs	172,128.00	0.00
25	Total Other Assets	<u>239,466.71</u>	<u>0.00</u>
26	TOTAL ASSETS	<u>1,854,916.95</u>	<u>1,615,450.24</u>
27	LIABILITIES & EQUITY		
28			
29	Current Liabilities		
30	Accounts Payable		
31	2000 · Accounts Payable	46,072.55	46,072.55
32	Total Accounts Payable	<u>46,072.55</u>	<u>46,072.55</u>
33	Other Current Liabilities		
34	2050 · Accrued Expenses	53,196.81	53,196.81
35	2500 · Compensated Absences	69,894.39	0.00
36	2525 · Deferred Revenue	485,081.07	485,081.07
37	2600 · Security Deposit	2,664.66	2,664.66
38	Total Other Current Liabilities	<u>610,836.93</u>	<u>540,942.54</u>
39	Total Current Liabilities	<u>656,909.48</u>	<u>587,015.09</u>
40	Long Term Liabilities		
41	2800 · Deferred Rent Liability	32,798.94	0.00
42	2900 · Net Pension Liability	521,969.00	0.00
43	2950 · Deferred Inflows	131,122.00	0.00
44	Total Long Term Liabilities	<u>685,889.94</u>	<u>0.00</u>
45	Total Liabilities	<u>1,342,799.42</u>	<u>587,015.09</u>
46	Fund Balance		
47	Fixed Asset	122,331.59	122,331.59
48	Other Unrestricted Reserve	389,785.94	906,103.56
49	Total Fund Balance	<u>512,117.53</u>	<u>1,028,435.15</u>
50	TOTAL LIABILITIES & FUND BALANCE	<u>1,854,916.95</u>	<u>1,615,450.24</u>
51			
52	Unrestricted Reserve - End of FY 19 (adjusted)		790,619.57
53	Net Surplus (Deficit) September YTD 2019		38,166.99
54	Special Assessments FY20		77,317.00
55	Unrestricted Reserve - 9/30/19		<u>906,103.56</u>

**RICHMOND REGIONAL PLANNING
DISTRICT COMMISSION**

AUDITED FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2019

DUNHAM, AUKAMP & RHODES, PLC
Certified Public Accountants
Chantilly, Virginia

DRAFT

RICHMOND REGIONAL PLANNING DISTRICT COMMISSION

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Independent Auditor's Report

To the Commissioners
Richmond Regional Planning District Commission

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and the aggregate remaining fund information of the Richmond Regional Planning District Commission, as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the Richmond Regional Planning District Commission's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the *Specifications for Audits of Authorities, Boards, and Commissions*, issued by the Auditor of Public Accounts of the Commonwealth of Virginia. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the aggregate remaining fund information of the Richmond Regional Planning District Commission as of June 30, 2019 and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, budgetary comparison information, the schedule of changes in the net pension liability and related ratios, and the schedule of employer contributions on pages 4 through 10 and pages 43 through 45 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Richmond Regional Planning District Commission's basic financial statements. The schedule of expenditures of federal awards is presented for purposes of additional analysis as required by Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, and is not a required part of the basic financial statements.

The schedule of expenditures of federal awards is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated November xx, 2019, on our consideration of the Richmond Regional Planning District Commission’s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Richmond Regional Planning District Commission’s internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Richmond Regional Planning District Commission’s internal control over financial reporting and compliance.

Certified Public Accountants
Chantilly, Virginia

November xx, 2019

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RICHMOND REGIONAL PLANNING DISTRICT COMMISSION
MANAGEMENT'S DISCUSSION AND ANALYSIS
OF FINANCIAL STATEMENTS
FISCAL YEAR ENDING JUNE 30, 2019

Presented here is the Management Discussion and Analysis Report for the Richmond Regional Planning District Commission (the Regional Commission) for the fiscal year ending June 30, 2019. Responsibility for the accuracy of the data, and the completeness and fairness of this presentation (including all disclosures) rests with management of the Regional Commission. To the best of our knowledge and belief, the data contained herein is accurate in all material respects. These data are reported in a manner designed to fairly present the Regional Commission's financial position, and the result of operations of its various funds. All disclosures necessary to enable the reader to gain an accurate understanding of the Regional Commission's financial activities have been included.

The Executive Director and the Director of Finance, under the direction of the Chair of the Regional Commission, are responsible for establishing and implementing an accounting and internal control structure designed to ensure that the physical, data, informational, intellectual, and human resource assets are protected from loss, theft, and misuse, and to ensure that adequate accounting information is maintained and reported in conformity with generally accepted accounting principles (GAAP). Management also strives to ensure that all assets are put to good and effective use. Therefore, the internal control structure is designed to provide reasonable assurances that these objectives are attained.

The Regional Commission manages its resources in such a way as to provide services of value to its member jurisdictions. Income is shown in the budget at the amount expected to be received from member dues, the General Assembly's appropriation for Planning District Commissions, miscellaneous income, interest income, and the amounts that are reimbursable from grant funded sources and special assessments. In FY 2019, local membership dues covered approximately 22% of the total expenditures listed on page 9.

The Regional Commission manages a complex structure of funds. Some programs require matching funds while others do not. Some programs allow reimbursement for indirect expenses while others do not. Some programs provide restricted funding for designated activities while others provide unrestricted funds for activities to be determined by the Regional Commission and management.

The Regional Commission maintains insurance to protect from losses of assets from negligence, accident, theft, or fire. Policies for Fiscal Year 2019 were issued through the agency's insurance broker—Virginia Commonwealth Corporation. The underwriters of these policies are Travelers, Fidelity and Deposit Company of Maryland, and the Virginia Department of Treasury, Division of Risk Management. The policies are evaluated annually and are adjusted according to need, economics, and advice from insurance professionals.

The Regional Commission retains legal counsel and services with the law firm of Hefty Wiley & Gore, PC. The current retainer agreement is effective through December 31, 2019 renews automatically without cancellation.

The Regional Commission maintains a professional relationship with the accounting firm of Dunham, Aukamp and Rhodes, PLC. The contract for audit services has been open to competitive bidding several times. Because of costs and the relationship built with Dunham, Aukamp and Rhodes they have remained our auditor since 1998. The current engagement with Dunham, Aukamp and Rhodes expires following the completion of the audit for fiscal year 2021.

In 2018, the Regional Commission contracted with Warren Whitney to provide professional accounting and finance services, including serving in the role of Director of Finance in Fiscal Year 2019.

The Regional Commission participates in the Local Government Investment Pool (LGIP) managed by the Virginia Department of the Treasury, which provides member government entities an allowable investment vehicle with rates equaling or exceeding those offered by most commercial banks and liquidity in the event that funds are needed for current obligations. While the majority of funds are deposited with the LGIP, the Regional Commission maintains an operating banking account with SunTrust as well.

Capital Asset and Debt Administration

The capital assets in the governmental funds consist of computer equipment, furniture and building improvements.

Economic Factors, Rates, and Fiscal Year 2019 Budget

The Regional Commission serves the third largest planning district measured by population in the Commonwealth after the Northern Virginia Regional Commission and the Hampton Roads Planning District Commission. The Richmond Region is poised for further growth and to that end the Regional Commission is positioning itself to broaden the level of service to and in support of its member governments. In 2018, the Commissioners adopted a Strategic Planning Framework that set an agenda for management focused on bringing value added to member jurisdictions through a Strengthened Organization, establishment of the organization as a Regional Resource, Promoting Regional Successes and Prioritizing work based on Customer (member government) Needs. Management initiated a number of activities in Fiscal Year 2019 to move this framework forward, primarily focusing on strengthening the organization including staff recruitment and internal restructuring, operational efficiencies, technology investments and programmatic focus on core capabilities and functions of the organization in our primary program areas of Transportation, Emergency Management and the Environment.

The financial statements presented in the Financial Audit Report for Fiscal Year ending June 30, 2019 include all the activities of the Regional Commission using the integrated approach as prescribed by GASB Statement 34. This Discussion and Analysis is intended to serve as an introduction to the financial statements as reported in the annual audit. The annual audit consists of three major components listed below. Government Accounting Standards Board Statement No. 68, *Accounting and Financial Reporting for Pensions*, requires employers to recognize a liability as employees earn their pension benefits and recognize annual pension cost under an earnings approach.

1. Management's Discussion and Analysis (this document)
2. Basic Financial Statements
3. Other Required and Supplementary Information

Overview of the Basic Financial Statements

The "Statement of Net Position" presents information on the Regional Commission's assets, deferred outflows of resources, liabilities, deferred inflow of resources and the resulting net position. Over time, increases and decreases in net position may serve as a useful indicator of whether the financial position of the Regional Commission is steady, improving or deteriorating.

In years where a net income is realized, funds received in excess of expenses for the year are contributed to the Regional Commission's net position. In Fiscal Year 2019, the net position balance was increased by \$88,641 as shown on page 12 of the financial statements, "Statement of Activities".

It is important to realize that, while not in the business of making a profit, the Regional Commission should be managed in such a way to assure that the fund balance provides contingencies for future periods according to established goals and objectives. The resulting excess of revenues over expenditures is added to operating reserves each year, known as the Fund Balance at the beginning of the year. The Fund Balance gives operating cushion in years that are not as lucrative and can also be used to provide float funding for grant programs until reimbursement is made by the grantor.

The Regional Commission established a fund balance policy in 2004 that set a target of \$1,000,000 reserve fund. While the policy did not establish a target for revenues over expenses each year; the intent was to strive to manage its finances in a manner that is financially conservative. The annual net income/loss has varied slightly over the years though on an overall decline. The resulting change in fund balance has been declining year over year.

At the end of Fiscal Year 2018, the Regional Commission's reserve fund fell below the targeted \$1,000,000 threshold and in June 2019, Commissioners took action to reaffirm the fund balance policy level at \$1,000,000 and developed a plan to achieve the target within two fiscal years beginning in Fiscal Year 2020. Member jurisdictions were asked to contribute to the fund balance through a special \$.10 per capita assessment to make up approximately one-half of the gap between the Fiscal Year 2018 Net Position and the fund balance target, approximately \$107,000 over two years. Management was also directed to develop and implement a budget in Fiscal Years 2020 and 2021 that would result in a contribution over the two years of approximately \$112,000 to the fund balance in order to achieve the target of the policy once again.

The "Statement of Revenues, Expenditure and Changes of Fund Balance" (page 14) shows the actual revenues and expenditures of the Regional Commission for the fiscal year 2019 and the resulting change in net position from the Statement of Activities. The actual surplus (or "Excess of Revenues over Expenditures") of \$9,657 is a result of various measures taken during the year including changes in administrative policy regarding staff time allocations and reduced operating costs where possible. This surplus contributes towards making up a portion of the shortfall in the \$1,000,000 Fund Balance policy target bringing the gap to \$209,381.

The following tables show a comparison of Financial Statements for Fiscal Year 2019 and Fiscal Year 2018.

<i>Statements of Net Position</i>	<u>2019</u>	<u>2018</u>
Current Assets	\$ 960,850	\$ 997,594
Capital Assets	<u>122,332</u>	<u>81,888</u>
Total Assets	<u>\$1,083,182</u>	<u>\$1,079,482</u>
Deferred Outflows of Resources	\$ <u>239,467</u>	\$ <u>175,081</u>
Current Liabilities	\$ 272,924	\$ 348,047
Net Pension Liability	<u>521,969</u>	<u>377,872</u>
Total Liabilities	<u>\$ 794,893</u>	<u>\$ 725,919</u>
Deferred Inflows of Resources	\$ <u>131,122</u>	\$ <u>220,651</u>
Total Net Position	<u>\$ 396,634</u>	<u>\$ 307,993</u>

Current assets are comprised of cash and investments, accounts receivable and prepaid expenses. These are resources available to the Regional Commission for on-going operations.

Capital assets consist primarily of furniture and equipment used for the operation of the Regional Commission.

Deferred outflows of resources represent current year pension payments which will be applied against the net pension liability in the actuarial report prepared as of June 30, 2018 which the Regional Commission received in February 2019.

Current liabilities represent the obligations of the Regional Commission. This category includes accounts payable and accrued expenses, compensated absences and deferred revenue.

Net pension liability represents the actuarially calculated pension obligation of the Regional Commission.

Deferred inflow of resources represents current year differences between the projected and actual pension earnings per the actuarial report prepared as of June 30, 2018.

Statements of Activities

	Governmental Activities	
	<u>2019</u>	<u>2018</u>
Expenses		
General and administration	\$ 260,624	\$ 913,521
Project costs	2,550,126	1,796,670
Total expenses	<u>2,810,750</u>	<u>2,710,191</u>
Program revenues		
Operating grants and contributions	753,909	744,415
Charges for services	2,125,013	1,659,696
Net program revenue	<u>68,172</u>	<u>(306,080)</u>
General revenue		
Miscellaneous and unrestricted investment earnings	<u>20,469</u>	<u>15,728</u>
Change in net position	88,641	(290,352)
Net position, beginning of year	<u>307,993</u>	<u>598,345</u>
Net position, end of year	<u>\$ 396,634</u>	<u>\$ 307,993</u>

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Actual Revenues, Expenses and Fund Balance for FY 2019

	<u>2019</u>	<u>2018</u>
REVENUES		
Grants and appropriations:		
Federal grants	\$ 1,832,589	\$ 1,412,540
State grants and appropriations	299,861	255,492
Local grants and appropriations	746,472	736,080
Other revenues:		
Miscellaneous and interest	<u>20,469</u>	<u>15,728</u>
TOTAL REVENUES	<u>2,899,391</u>	<u>2,419,840</u>
EXPENDITURES		
Salaries	1,382,399	1,520,714
Professional services – pass-through	441,279	160,084
Employee benefits and payroll taxes	366,127	409,018
Office rent	235,995	232,254
Professional and contractual services	117,866	83,510
Computer operations	106,031	95,590
Website and computer equipment	60,583	64,186
Training and professional development	37,985	57,385
Travel	35,579	42,469
Printing	34,224	42,903
Office supplies and expenses	30,268	26,527
Legal fees	20,125	18,000
Insurance	16,419	18,693
Telephone	4,332	9,133
Books and periodicals	522	1,215
Vehicle expense	<u>-</u>	<u>1,401</u>
TOTAL EXPENDITURES	<u>2,889,734</u>	<u>2,783,082</u>
Excess (Deficiency) of Revenues over Expenditures	9,657	(363,242)
Fund Balance – Beginning of Year	<u>780,962</u>	<u>1,144,204</u>
Fund Balance – End of Year	<u>\$ 790,619</u>	<u>\$ 780,962</u>

Other Required and Supplemental Information

The notes following the financial statements provide additional information that is essential to a full understanding of the data provided in the statement of financial position and the statement of revenues, expenditures and changes in fund balance statements.

The Regional Commission currently adopts a preliminary annual operating budget for the upcoming fiscal year each December which is submitted to the member jurisdictions and serves as the request for local membership dues for the upcoming fiscal year. A final budget, which includes updated information on projected expenditures and revenues, is presented to the Commissioners for final approval prior to the start of the fiscal year. In most years, a mid-year budget review is presented to Commissioners which anticipate any additional changes in projections for the current fiscal year and serves as an amendment to the approved budget as necessary.

A budgetary comparison has been provided to demonstrate compliance with the approved budget for Fiscal Year 2019. The Fiscal Year 2019 budget projected a minor deficit of \$477. The actual revenues and expenditures are compared to those budgeted for the fiscal year and the resulting variance is calculated and shown on page 43. In Fiscal Year 2019, the Regional Commission finished the year incurring 89.6% of budgeted expenses for the period and billing 89.9% of anticipated revenues. Actual revenues exceeded actual expenditures by \$9,657, which is approximately \$10,134 better than was anticipated in the final budget adopted in February 2019.

Contacting the Regional Commission's Financial Management Team

This financial report is intended to provide Federal, State, and Local grantors, as well as member localities with a general overview of the Regional Commission's finances and to show accountability for the funds it receives and expends. If you have questions about this report or need additional information, contact the Executive Director at the Richmond Regional Planning District Commission, 9211 Forest Hill Avenue, Suite 200, Richmond, Virginia 23235, and telephone (804) 323-2033.

RICHMOND REGIONAL PLANNING DISTRICT COMMISSION
STATEMENT OF NET POSITION
JUNE 30, 2019

	Governmental Activities
ASSETS	
Cash and cash equivalents	\$ 279,118
Grants receivable	645,343
Prepaid expenses	36,389
Capital assets, net	122,332
Total Assets	1,083,182
DEFERRED OUTFLOWS OF RESOURCES	
Pension contributions after the measurement date	67,339
Differences between expected and actual experience	172,128
Total Deferred Outflows of Resources	239,467
LIABILITIES	
Current Liabilities	
Accounts payable	77,755
Compensated absences	69,894
Accrued salaries	55,522
Deferred revenue	34,290
Security deposit	2,664
Noncurrent liabilities:	
Deferred rent liability	32,799
Net pension liability	521,969
Total Liabilities	794,893
DEFERRED INFLOWS OF RESOURCES	
Differences between expected and actual experience	48,817
Changes of assumptions	57,797
Net difference between projected and actual earnings on plan investments	24,508
Total Deferred Inflows of Resources	131,122
NET POSITION	
Investment in capital assets	122,332
Unrestricted	274,302
Total Net Position	\$ 396,634

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See accompanying notes.

**RICHMOND REGIONAL PLANNING DISTRICT COMMISSION
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2019**

Program Activities	Expenses	Charges for Services	Operating Grants and Contributions	Net (Expenses) Revenue and Changes in Net Assets
Governmental Activities				
General government and administration	\$ 260,624	\$ -	\$ 753,909	\$ 493,285
Projects	<u>2,550,126</u>	<u>2,125,013</u>	<u>-</u>	<u>(425,113)</u>
Total Governmental Activities	<u>\$ 2,810,750</u>	<u>\$ 2,125,013</u>	<u>\$ 753,909</u>	<u>68,172</u>
General revenues:				
				2,500
				8,151
				<u>9,818</u>
				<u>20,469</u>
				88,641
				<u>307,993</u>
				<u>\$ 396,634</u>

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RICHMOND REGIONAL PLANNING DISTRICT COMMISSION
BALANCE SHEET
GOVERNMENTAL FUNDS
JUNE 30, 2019

	General Fund
ASSETS	
Cash and cash equivalents	\$ 279,118
Grants receivable	645,343
Prepaid expenses	36,389
Total Assets	\$ 960,850
LIABILITIES	
Accounts payable	\$ 77,755
Security deposit	2,664
Accrued salaries	55,522
Total Liabilities	170,231
FUND BALANCE	
Nonspendable	36,389
Unassigned	754,230
Total Fund Balance	790,619
Total Liabilities and Fund Balance	\$ 960,850

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Reconciliation of fund balances on the balance sheet for governmental funds to net position of governmental activities on the statement of net position:

Fund balances - total governmental funds	\$ 790,619
Amounts reported for governmental activities in the statement of net position are different because:	
Long-term liabilities and related deferred items are not due and payable in the current period and therefore are not reported in the governmental fund balance sheet but are reported on the government-wide statement of net position	
Pension contributions	\$ 67,339.00
Differences between expected and actual experience	172,128
Net pension liability	(521,969)
Differences between expected and actual experience	(48,817)
Changes of assumptions	(57,797)
Net difference between projected and actual earnings on plan investments	(24,508)
Compensated absences	(69,894)
Deferred rent liability	(32,799)
	(516,317)
Capital assets used in governmental activities are not financial resources and therefore are not reported in the governmental fund balance sheet.	122,332
Net Position of Governmental Activities	\$ 396,634

See accompanying notes.

RICHMOND REGIONAL PLANNING DISTRICT COMMISSION
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
GOVERNMENTAL FUNDS
FOR THE YEAR ENDED JUNE 30, 2019

REVENUES

Grants and appropriations:			
Federal grants	\$	1,832,589	
State grants and appropriations		299,861	
Local grants and appropriations		746,472	
Other revenue:			
Miscellaneous and interest		20,469	
TOTAL REVENUES		<u>2,899,391</u>	

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EXPENDITURES

Salaries			1,382,399
Pass through contract services			441,279
Employee benefits and payroll taxes			366,127
Office rent, net			235,995
Professional and contractual services			117,866
Computer operations			106,031
Website and computer equipment			60,583
Training and professional development			37,985
Travel			35,579
Printing			34,224
Office supplies and expense			30,268
Legal fees			20,125
Insurance			16,419
Telephone			4,332
Books and periodicals			522
TOTAL EXPENDITURES			<u>2,889,734</u>

Excess of Revenues over Expenditures			9,657
Fund Balance - Beginning of Year as restated			<u>780,962</u>
Fund Balance - End of Year			<u>\$ 790,619</u>

Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances of Governmental Funds to the Statement of Activities

Net Changes in Fund Balance - Total Governmental Funds			\$ 9,657
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Capital outlays are reported as expenditures in the governmental funds. However, the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense in the statement of activities. In the current period these amounts are:

Capital outlay	\$	59,096	
Depreciation expense		(18,653)	40,443

Some expenses reported on the statement of activities do not require the use of current financial resources and therefore are not reported as expenditures in the governmental funds.

GASB 68 adjustment			9,818
Decrease in compensated absence liability			18,883
Decrease in deferred rent liability			<u>9,840</u>

Change in net position reported on the Statement of Activity			<u>\$ 88,641</u>
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RICHMOND REGIONAL PLANNING DISTRICT COMMISSION

NOTES TO FINANCIAL STATEMENTS

NOTE 1 - Organization and Summary of Accounting Policies

The Richmond Regional Planning District Commission (the "Commission") is a political subdivision of the Commonwealth of Virginia. The purpose of the Commission is to promote the orderly and efficient development of the physical, social and economic elements of the Richmond Regional Planning District by encouraging and assisting governmental subdivisions in planning for the future. The accounting policies of the Commission conform to generally accepted accounting principals as applicable to governments.

The Commission acts as the legal entity that receives funding while the Richmond Area Metropolitan Planning Organization, generally referred to as the Richmond Regional Transportation Planning Organization (RRTPO), is responsible for the utilization of the funding. The RRTPO is the federally designated regional transportation planning organization that serves as the forum of cooperative transportation decision-making in the Richmond Metropolitan Area. The RRTPO was established under Section 134 of the Federal Aid Highway Act of 1973, as amended, for maintaining and conducting a "continuing, cooperative and comprehensive" transportation planning process that results in plans and programs consistent with the comprehensively planned development of the Richmond urbanized area.

- (a). Financial Statement Presentation - The government-wide financial statements (the statement of net position and the statement of activities) report information of all the nonfiduciary activities. The governmental activities of the Commission are supported by intergovernmental revenues.

The government-wide Statement of Activities is designed to report the degree to which the direct expenses of a given function are offset by program revenues. Program revenues include charges to customers, and grants and contributions that are restricted to meeting the operational or capital requirements of a particular function.

The government-wide Statement of Net Position reports assets as restricted when externally imposed constraints on those assets are in effect. Internally imposed designations or resources are not presented as restricted net assets.

Governmental Funds account for the expendable financial resources, other than those accounted for in Proprietary and Fiduciary funds. The individual governmental fund of the Commission is comprised of the General Fund, which accounts for all revenues and expenditures applicable to the general operation of the Commission.

- (b). Basis of Accounting - The economic resources measurement focus and the accrual basis of accounting is used for the Governmental Funds. Under the accrual method, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). "Measurable" means the amount of the transaction that can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period, not to exceed sixty days. The Commission considers grant revenues to be available when the grant expenditure is made since the expenditure is the prime factor for determining eligibility. Expenditures are recorded when the related fund liability is incurred.

The accounting and reporting policies of the Commission relating to the accompanying basic financial statements conform to accounting principles generally accepted in the United States of America applicable to state and local governments. Generally accepted accounting principles for local governments include those principles prescribed by the Governmental Accounting Standards Board (GASB) the American Institute of Certified Public Accountants in the Publication entitled Audits of State and Local Government Units and by the Financial Accounting Standards Board (when applicable).

RICHMOND REGIONAL PLANNING DISTRICT COMMISSION

NOTES TO FINANCIAL STATEMENTS (Continued)

NOTE 1 - Summary of Significant Accounting Policies (Continued)

- (c). Revenue Recognition - Intergovernmental revenues, consisting primarily of federal, state, local and other grants for the purpose of funding specific expenditures, are recognized when earned. The Commission considers grant revenue as earned when the grant expenditure is incurred. Contributions of the member governments are based on population and are assessed annually. There is also provision for special assessments when warranted. Funding received prior to expenditures being incurred are recognized as a deferred revenue liability.

When both restricted and unrestricted resources are available for use, it is the Commission's policy to use restricted resources for eligible activities first, then unrestricted, as they are needed.

- (d). Cash and Cash Equivalents - State statute authorizes the Commission to invest in obligations of the U.S. Treasury, agencies, and instrumentalities, repurchase agreements, certificates of deposit or time deposits insured by the FDIC, and the local government investment pool. Deposits are carried at cost, which approximates fair value. At June 30, 2019 cash and cash equivalents include the following:

Local banks	\$120,020
Local government investment pool	<u>159,098</u>
Total	<u>\$279,118</u>

Deposits - Custodial risk is the risk that in the event of a bank failure, the government deposits might not be returned to it. There is no custodial credit risk to these accounts, as the entire bank balance was covered by federal depository insurance or collateralized in accordance with the Virginia Security for Public Deposits Act (Act). Under the Act, banks holding public deposits in excess of the amounts insured by the FDIC must pledge collateral in the amount of 50% of excess deposits to a collateral pool in the name of the State Treasury Board. Savings and loan institutions are required to collateralize 100% of deposits in excess of FSLIC limits. The State Treasury Board is responsible for monitoring compliance by banks and savings and loans.

The Commission investments consist of investments in the local government investment pool of \$159,098. There is no custodial risk for these investments as the amounts are fully collateralized. In addition, there is no interest rate risk as the interest rates are adjusted daily for the repurchase agreement and periodically for the investment in the local government investment pool.

- (e). Use of Estimates - The presentation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amount of revenues and expenses during the reporting period. Actual results could differ from those estimates.
- (f). Deferred Rent Liability - The Commission's landlord provided cash for leasehold improvements. These funds are recorded as a deferred rent liability and are amortized as a reduction of rent expense over the non-cancelable term of the lease. For the year ended June 30, 2019, the deferred rent liability was amortized as a reduction of rent expense in the amount of \$9,840.

RICHMOND REGIONAL PLANNING DISTRICT COMMISSION

NOTES TO FINANCIAL STATEMENTS (Continued)

NOTE 1 - Summary of Significant Accounting Policies (Continued)

- (g). Capital Assets – Capital assets are recorded as expenditures in the Governmental Fund and capitalized at cost in the government-wide financial statements for items exceeding \$1,000 in value. Contributed fixed assets are recorded at their estimated fair market value at the time received. Depreciation has been provided over the following estimated useful lives of the respective assets on the straight-line method.

Equipment	5 years
Furniture	7 years
Office improvements	39 years

Assets that have been purchased with grantor funds may revert to the grantor in the event the program is discontinued prior to the end of the assets' useful life.

- (h). Compensated Absences - Commission employees are granted annual and sick leave in varying amounts, according to years of service. Accrued but unused annual leave only, not more than twice the amount earned in a year, is paid to the employee at the time they leave employment with the Commission. Sick leave and annual leave expenditures are recognized in the governmental fund to the extent it is paid during the year. The amount of unpaid annual leave as of June 30, 2019 was \$69,894.
- (i). Deferred Outflows/Inflows of Resources - The Commission reports deferred outflows of resources on its statement of net position. Deferred outflows of resources represent a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until the applicable period. The Commission has two items that qualify for reporting in this category. They are the employer pension contributions made after the actuarial measurement date and the net difference between expected and actual experience. Employer contributions made after the measurement date of June 30, 2018, were \$67,339. The differences between expected and actual experience, per the actuarial report for the fiscal year ended June 30, 2018, was \$172,128.

The Commission reports deferred inflows of resources on its statement of net position. Deferred inflows of resources represent an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until a future period. The Commission's deferred inflows balance is made up of the differences between expected and actual experience, changes in assumptions and the net difference between projected and actual earnings on plan investments, per the actuarial report for the fiscal year ended June 30, 2018, and totaled \$131,122.

- (j). Pension - For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Commission's Virginia Retirement System (VRS) plans (Plans) and additions to/deductions from the Plans' fiduciary net position have been determined on the same basis as they are reported by VRS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.
- (k) Advertising Costs - Advertising costs are expensed when incurred. Advertising expense for the year ended June 30, 2019 was \$2,520.

RICHMOND REGIONAL PLANNING DISTRICT COMMISSION

NOTES TO FINANCIAL STATEMENTS (Continued)

NOTE 2 - Grants Receivable

Grants receivable are recorded in the governmental activities and are reflected net of an allowance for doubtful accounts. As of June 30, 2019, all grants receivable were considered fully collectible, therefore, no allowance was recorded.

Grants receivable consists of the following at June 30, 2019:

Virginia Department of Transportation	\$324,832
Virginia Department of Rail and Public Transportation	201,500
Virginia Department of Emergency Management	88,305
Virginia Department of Environmental Quality	29,775
Miscellaneous	<u>931</u>
Total	<u>\$645,343</u>

NOTE 3 - Budgets and Budgetary Accounting

The Commission adheres to the following procedures in establishing budgetary data reflected in the financial statements. The Commission staff completes preparation of a proposed operating budget in November for the fiscal year commencing the following July 1. The operating budget includes proposed expenditures and means of financing them. The proposed budget is submitted to the Commissioners for approval no later than December. Prior to the start of each fiscal year, the Commission staff prepares a revised budget, based on the actual contracts and grant agreements anticipated for that fiscal year, for the Commission to review. The budget is employed throughout the year as a management control device. The budget is adopted on the modified accrual basis consistent with the federal, state and local grant agreements that support the Commission. Contracted services and the related grant revenues are budgeted by the Commission, but the timing of the services is controlled by entities other than the Commission and, therefore, can vary significantly. The Commission prepares its budget on a basis of accounting that is substantially the same as generally accepted accounting principles.

NOTE 4 - Property and Equipment

A summary of changes in property and equipment follows:

	<u>Balance</u> <u>July 1, 2018</u>	<u>Additions</u>	<u>Disposals</u>	<u>Balance</u> <u>June 30, 2019</u>
Capital assets being depreciated				
Office furniture and equipment	\$264,927	\$ 59,097	\$ 2,332	\$321,692
Leasehold improvements	<u>68,098</u>	<u>-</u>	<u>-</u>	<u>68,098</u>
Total capital assets being depreciated	<u>333,025</u>	<u>59,097</u>	<u>2,332</u>	<u>389,790</u>
Less accumulated depreciation for:				
Office furniture and equipment	226,270	17,122	2,332	241,060
Leasehold improvements	<u>24,867</u>	<u>1,531</u>	<u>-</u>	<u>26,398</u>
Total accumulated depreciation	<u>251,137</u>	<u>18,653</u>	<u>2,332</u>	<u>267,458</u>
Capital Assets, net	<u>\$ 81,888</u>	<u>\$ 40,444</u>	<u>\$ -</u>	<u>\$122,332</u>

RICHMOND REGIONAL PLANNING DISTRICT COMMISSION

NOTES TO FINANCIAL STATEMENTS (Continued)

NOTE 5 - Retirement Plan

Pensions

The Virginia Retirement System (VRS) Political Subdivision Retirement Plan is a multi-employer, agent plan. For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Commission's Retirement Plan and the additions to/deductions from the Commission's Retirement Plan's net fiduciary position have been determined on the same basis as they were reported by the Virginia Retirement System (VRS). For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Plan Description

All full-time, salaried permanent employees of the Commission are automatically covered by VRS Retirement Plan upon employment. This plan is administered by the Virginia Retirement System (the System) along with plans for other employer groups in the Commonwealth of Virginia. Members earn one month of service credit for each month they are employed and for which they and their employer pay contributions to VRS. Members are eligible to purchase prior service, based on specific criteria as defined in the *Code of Virginia*, as amended. Eligible prior service that may be purchased includes prior public service, active military service, certain periods of leave, and previously refunded service.

The System administers three different benefit structures for covered employees – Plan 1, Plan 2, and Hybrid. Each of these benefit structures has a different eligibility criteria. The specific information for each plan and the eligibility for covered groups within each plan are set out in the table below:

RETIREMENT PLAN PROVISIONS		
PLAN 1	PLAN 2	HYBRID RETIREMENT PLAN
<p>About Plan 1 Plan 1 is a defined benefit plan. The retirement benefit is based on a member's age, creditable service and average final compensation at retirement using a formula.</p>	<p>About Plan 2 Plan 2 is a defined benefit plan. The retirement benefit is based on a member's age, creditable service and average final compensation at retirement using a formula.</p>	<p>About the Hybrid Retirement Plan The Hybrid Retirement Plan combines the features of a defined benefit plan and a defined contribution plan.</p> <ul style="list-style-type: none"> • The defined benefit is based on a member's age, creditable service and average final compensation at retirement using a formula. • The benefit from the defined contribution component of the plan depends on the member and employer contributions made to the plan and the investment performance of those contributions. • In addition to the monthly benefit payment payable from the defined benefit plan at retirement, a member may start receiving distributions from the balance in the defined contribution account, reflecting the contributions, investment gains or losses, and any required fees.

RICHMOND REGIONAL PLANNING DISTRICT COMMISSION

**NOTES TO FINANCIAL STATEMENTS
(Continued)**

NOTE 5 - Retirement Plan (Continued)

<p>Eligible Members Employees are in Plan 1 if their membership date is before July 1, 2010, and they were vested as of January 1, 2013, and they have not taken a refund.</p> <p>Hybrid Opt-In Election VRS non-hazardous duty covered Plan 1 members were allowed to make an irrevocable decision to opt into the Hybrid Retirement Plan during a special election window held January 1 through April 30, 2014.</p> <p>The Hybrid Retirement Plan's effective date for eligible Plan 1 members who opted in was July 1, 2014.</p> <p>If eligible deferred members returned to work during the election window, they were also eligible to opt into the Hybrid Retirement Plan.</p> <p>Members who were eligible for an optional retirement plan (ORP) and had prior service under Plan 1 were not eligible to elect the Hybrid Retirement Plan and remain as Plan 1 or ORP.</p>	<p>Eligible Members Employees are in Plan 2 if their membership date is on or after July 1, 2010, or their membership date is before July 1, 2010, and they were not vested as of January 1, 2013.</p> <p>Hybrid Opt-In Election Eligible Plan 2 members were allowed to make an irrevocable decision to opt into the Hybrid Retirement Plan during a special election window held January 1 through April 30, 2014.</p> <p>The Hybrid Retirement Plan's effective date for eligible Plan 2 members who opted in was July 1, 2014.</p> <p>If eligible deferred members returned to work during the election window, they were also eligible to opt into the Hybrid Retirement Plan.</p> <p>Members who were eligible for an optional retirement plan (ORP) and have prior service under Plan 2 were not eligible to elect the Hybrid Retirement Plan and remain as Plan 2 or ORP.</p>	<p>Eligible Members Employees are in the Hybrid Retirement Plan if their membership date is on or after January 1, 2014. This includes:</p> <ul style="list-style-type: none"> • Political subdivision employees* • Members in Plan 1 or Plan 2 who elected to opt into the plan during the election window held January 1 through April 30, 2014; the plan's effective date for opt-in members was July 1, 2014 <p>*Non-Eligible Members Some employees are not eligible to participate in the Hybrid Retirement Plan. They include:</p> <ul style="list-style-type: none"> • Political subdivision employees who are covered by enhanced benefits for hazardous duty employees <p>Those employees eligible for an optional retirement plan (ORP) must elect the ORP plan or the Hybrid Retirement Plan. If these members have prior service under Plan 1 or Plan 2, they are not eligible to elect the Hybrid Retirement Plan and must select Plan 1 or Plan 2 (as applicable) or ORP.</p>
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RICHMOND REGIONAL PLANNING DISTRICT COMMISSION

NOTES TO FINANCIAL STATEMENTS (Continued)

NOTE 5 - Retirement Plan (Continued)

<p>Retirement Contributions Employees contribute 5% of their compensation each month to their member contribution account through a pre-tax salary reduction. Member contributions are tax-deferred until they are withdrawn as part of a retirement benefit or as a refund. The employer makes a separate actuarially determined contribution to VRS for all covered employees. VRS invests both member and employer contributions to provide funding for the future benefit payment.</p>	<p>Retirement Contributions Same as Plan 1.</p>	<p>Retirement Contributions A member's retirement benefit is funded through mandatory and voluntary contributions made by the member and the employer to both the defined benefit and the defined contribution components of the plan. Mandatory contributions are based on a percentage of the employee's creditable compensation and are required from both the member and the employer. Additionally, members may choose to make voluntary contributions to the defined contribution component of the plan, and the employer is required to match those voluntary contributions according to specified percentages</p>
<p>Creditable Service Creditable service includes active service. Members earn creditable service for each month they are employed in a covered position. It also may include credit for prior service the member has purchased or additional creditable service the member was granted. A member's total creditable service is one of the factors used to determine their eligibility for retirement and to calculate their retirement benefit. It also may count toward eligibility for the health insurance credit in retirement, if the employer offers the health insurance credit.</p>	<p>Creditable Service Same as Plan 1.</p>	<p>Creditable Service <u>Defined Benefit Component:</u> Under the defined benefit component of the plan, creditable service includes active service. Members earn creditable service for each month they are employed in a covered position. It also may include credit for prior service the member has purchased or additional creditable service the member was granted. A member's total creditable service is one of the factors used to determine their eligibility for retirement and to calculate their retirement benefit. It also may count toward eligibility for the health insurance credit in retirement, if the employer offers the health insurance credit.</p> <p><u>Defined Contributions Component:</u> Under the defined contribution component, creditable service is used to determine vesting for the employer contribution portion of the plan.</p>
<p>Vesting Vesting is the minimum length of service a member needs to qualify for a future retirement benefit. Members become vested when they have at least five years (60 months) of creditable service. Vesting means members are eligible to qualify for retirement if they meet the age and service requirements for their plan.</p>	<p>Vesting Same as Plan 1.</p>	<p>Vesting <u>Defined Benefit Component:</u> Defined benefit vesting is the minimum length of service a member needs to qualify for a future retirement benefit. Members are vested under the defined benefit component of the Hybrid Retirement Plan when they reach five years (60 months) of creditable service. Plan 1 or Plan 2 members with at least five years (60 months) of creditable service who opted into the Hybrid Retirement Plan remain vested in the defined benefit component.</p>

RICHMOND REGIONAL PLANNING DISTRICT COMMISSION

**NOTES TO FINANCIAL STATEMENTS
(Continued)**

NOTE 5 - Retirement Plan (Continued)

<p>Vesting (continued) Members also must be vested to receive a full refund of their member contribution account balance if they leave employment and request a refund.</p> <p>Members are always 100% vested in the contributions that they make.</p>		<p>Vesting (continued) <u>Defined Contributions Component:</u> Defined contribution vesting refers to the minimum length of service a member needs to be eligible to withdraw the employer contributions from the defined contribution component of the plan.</p> <p>Members are always 100% vested in the contributions that they make.</p> <p>Upon retirement or leaving covered employment, a member is eligible to withdraw a percentage of employer contributions to the defined contribution component of the plan, based on service.</p> <ul style="list-style-type: none"> • After two years, a member is 50% vested and may withdraw 50% of employer contributions. • After three years, a member is 75% vested and may withdraw 75% of employer contributions. • After four or more years, a member is 100% vested and may withdraw 100% of employer contributions. <p>Distribution is not required by law until age 70½.</p>
<p>Calculating the Benefit The Basic Benefit is calculated based on a formula using the member's average final compensation, a retirement multiplier and total service credit at retirement. It is one of the benefit payout options available to a member at retirement.</p> <p>An early retirement reduction factor is applied to the Basic Benefit if the member retires with a reduced retirement benefit or selects a benefit payout option other than the Basic Benefit.</p>	<p>Calculating the Benefit See definition under Plan 1.</p>	<p>Calculating the Benefit <u>Defined Benefit Component:</u> See definition under Plan 1</p> <p><u>Defined Contribution Component:</u> The benefit is based on contributions made by the member and any matching contributions made by the employer, plus net investment earnings on those contributions.</p>
<p>Average Final Compensation A member's average final compensation is the average of the 36 consecutive months of highest compensation as a covered employee.</p>	<p>Average Final Compensation A member's average final compensation is the average of their 60 consecutive months of highest compensation as a covered employee.</p>	<p>Average Final Compensation Same as Plan 2. It is used in the retirement formula for the defined benefit component of the plan.</p>

RICHMOND REGIONAL PLANNING DISTRICT COMMISSION

NOTES TO FINANCIAL STATEMENTS (Continued)

NOTE 5 - Retirement Plan (Continued)

<p>Service Retirement Multiplier VRS: The retirement multiplier is a factor used in the formula to determine a final retirement benefit. The retirement multiplier for non-hazardous duty members is 1.70%.</p> <p>Sheriffs and regional jail superintendents: The retirement multiplier for sheriffs and regional jail superintendents is 1.85%.</p> <p>Political subdivision hazardous duty employees: The retirement multiplier of eligible political subdivision hazardous duty employees other than sheriffs and regional jail superintendents is 1.70% or 1.85% as elected by the employer.</p>	<p>Service Retirement Multiplier VRS: Same as Plan 1 for service earned, purchased or granted prior to January 1, 2013. For non-hazardous duty members the retirement multiplier is 1.65% for creditable service earned, purchased or granted on or after January 1, 2013.</p> <p>Sheriffs and regional jail superintendents: Same as Plan 1.</p> <p>Political subdivision hazardous duty employees: Same as Plan 1.</p>	<p>Service Retirement Multiplier Defined Benefit Component: VRS: The retirement multiplier for the defined benefit component is 1.00%.</p> <p>For members who opted into the Hybrid Retirement Plan from Plan 1 or Plan 2, the applicable multipliers for those plans will be used to calculate the retirement benefit for service credited in those plans.</p> <p>Sheriffs and regional jail superintendents: Not applicable.</p> <p>Political subdivision hazardous duty employees: Not applicable.</p> <p>Defined Contribution Component: Not applicable.</p>
<p>Normal Retirement Age VRS: Age 65.</p> <p>Political subdivisions hazardous duty employees: Age 60.</p>	<p>Normal Retirement Age VRS: Normal Social Security retirement age.</p> <p>Political subdivisions hazardous duty employees: Same as Plan 1.</p>	<p>Normal Retirement Age Defined Benefit Component: VRS: Same as Plan 2.</p> <p>Political subdivisions hazardous duty employees: Not applicable.</p> <p>Defined Contribution Component: Members are eligible to receive distributions upon leaving employment, subject to restrictions.</p>
<p>Earliest Unreduced Retirement Eligibility VRS: Age 65 with at least five years (60 months) of creditable service or at age 50 with at least 30 years of creditable service.</p> <p>Political subdivisions hazardous duty employees: Age 60 with at least five years of creditable service or age 50 with at least 25 years of creditable service.</p>	<p>Earliest Unreduced Retirement Eligibility VRS: Normal Social Security retirement age with at least five years (60 months) of creditable service or when their age and service equal 90.</p> <p>Political subdivisions hazardous duty employees: Same as Plan 1.</p>	<p>Earliest Unreduced Retirement Eligibility Defined Benefit Component: VRS: Normal Social Security retirement age and have at least five years (60 months) of creditable service or when their age and service equal 90.</p> <p>Political subdivisions hazardous duty employees: Not applicable.</p> <p>Defined Contribution Component: Members are eligible to receive distributions upon leaving employment, subject to restrictions.</p>

RICHMOND REGIONAL PLANNING DISTRICT COMMISSION

**NOTES TO FINANCIAL STATEMENTS
(Continued)**

NOTE 5 - Retirement Plan (Continued)

<p>Earliest Reduced Retirement Eligibility VRS: Age 55 with at least five years (60 months) of creditable service or age 50 with at least 10 years of creditable service.</p> <p>Political subdivisions hazardous duty employees: 50 with at least five years of creditable service.</p>	<p>Earliest Reduced Retirement Eligibility VRS: Age 60 with at least five years (60 months) of creditable service.</p> <p>Political subdivisions hazardous duty employees: Same as Plan 1.</p>	<p>Earliest Reduced Retirement Eligibility Defined Benefit Component: VRS: Age 60 with at least five years (60 months) of creditable service.</p> <p>Political subdivisions hazardous duty employees: Not applicable.</p> <p>Defined Contribution Component: Members are eligible to receive distributions upon leaving employment, subject to restrictions.</p>
<p>Cost-of-Living Adjustment (COLA) in Retirement The Cost-of-Living Adjustment (COLA) matches the first 3% increase in the Consumer Price Index for all Urban Consumers (CPI-U) and half of any additional increase (up to 4%) up to a maximum COLA of 5%.</p> <p>Eligibility: For members who retire with an unreduced benefit or with a reduced benefit with at least 20 years of creditable service, the COLA will go into effect on July 1 after one full calendar year from the retirement date.</p> <p>For members who retire with a reduced benefit and who have less than 20 years of creditable service, the COLA will go into effect on July 1 after one calendar year following the unreduced retirement eligibility date.</p>	<p>Cost-of-Living Adjustment (COLA) in Retirement The Cost-of-Living Adjustment (COLA) matches the first 2% increase in the CPI-U and half of any additional increase (up to 2%), for a maximum COLA of 3%.</p> <p>Eligibility: Same as Plan 1</p>	<p>Cost-of-Living Adjustment (COLA) in Retirement Defined Benefit Component: Same as Plan 2.</p> <p>Defined Contribution Component: Not applicable.</p> <p>Eligibility: Same as Plan 1 and Plan 2.</p>

RICHMOND REGIONAL PLANNING DISTRICT COMMISSION

**NOTES TO FINANCIAL STATEMENTS
(Continued)**

NOTE 5 - Retirement Plan (Continued)

<p><u>Exceptions to COLA Effective Dates:</u> The COLA is effective July 1 following one full calendar year (January 1 to December 31) under any of the following circumstances:</p> <ul style="list-style-type: none"> • The member is within five years of qualifying for an unreduced retirement benefit as of January 1, 2013. • The member retires on disability. • The member retires directly from short-term or long-term disability under the Virginia Sickness and Disability Program (VSDP). • The member is involuntarily separated from employment for causes other than job performance or misconduct and is eligible to retire under the Workforce Transition Act or the Transitional Benefits Program. • The member dies in service and the member’s survivor or beneficiary is eligible for a monthly death-in-service benefit. The COLA will go into effect on July 1 following one full calendar year (January 1 to December 31) from the date the monthly benefit begins. 	<p><u>Exceptions to COLA Effective Dates:</u> Same as Plan 1</p>	<p><u>Exceptions to COLA Effective Dates:</u> Same as Plan 1 and Plan 2.</p>
<p><u>Disability Coverage</u> Members who are eligible to be considered for disability retirement and retire on disability, the retirement multiplier is 1.7% on all service, regardless of when it was earned, purchased or granted.</p>	<p><u>Disability Coverage</u> Members who are eligible to be considered for disability retirement and retire on disability, the retirement multiplier is 1.65% on all service, regardless of when it was earned, purchased or granted.</p>	<p><u>Disability Coverage</u> Employees of political subdivisions (including Plan 1 and Plan 2 opt-ins) participate in the Virginia Local Disability Program (VLDP) unless their local governing body provides and employer-paid comparable program for its members.</p> <p>Hybrid members (including Plan 1 and Plan 2 opt-ins) covered under VLDP are subject to a one-year waiting period before becoming eligible for non-work-related disability benefits.</p>

RICHMOND REGIONAL PLANNING DISTRICT COMMISSION

NOTES TO FINANCIAL STATEMENTS (Continued)

NOTE 5 - Retirement Plan (Continued)

<p>Purchase of Prior Service Members may be eligible to purchase service from previous public employment, active duty military service, an eligible period of leave or VRS refunded service as creditable service in their plan. Prior creditable service counts toward vesting, eligibility for retirement and the health insurance credit. Only active members are eligible to purchase prior service. Members also may be eligible to purchase periods of leave without pay.</p>	<p>Purchase of Prior Service Same as Plan 1.</p>	<p>Purchase of Prior Service Defined Benefit Component: Same as Plan 1, with the following exceptions:</p> <ul style="list-style-type: none"> • Hybrid Retirement Plan members are ineligible for ported service. <p>Defined Contribution Component: Not applicable.</p>
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Employees Covered by Benefit Terms

As of the June 30, 2018 actuarial valuation, the following employees were covered by the benefit terms of the pension plan:

	Number
Inactive Members or Their Beneficiaries Currently Receiving Benefits	6
Inactive Members	
Vested inactive members	2
Non-vested inactive members	3
Inactive members active elsewhere in VRS	<u>12</u>
Total Inactive Members	17
Active Members	<u>19</u>
Total covered employees	<u>42</u>

Contributions

The contribution requirement for active employees is governed by § 51.1-145 of the *Code of Virginia*, as amended, but may be impacted as a result of funding options provided to political subdivisions by the Virginia General Assembly. Employees are required to contribute 5% of their compensation toward their retirement.

The Commission's contractually required contribution rate for the year ended June 30, 2019 was 7.94% of covered employee compensation. This rate was based on an actuarially determined rate from an actuarial valuation as of June 30, 2017. The actuarial rate for the Commission's plan was 6.99%.

This rate, when combined with employee contributions, was expected to finance the costs of benefits earned by employee during the year, with an additional amount to finance any unfunded accrued liability. Contributions to the pension plan from the Commission were \$67,339 and \$77,475 for the years ended June 30, 2019 and June 30, 2018, respectively.

RICHMOND REGIONAL PLANNING DISTRICT COMMISSION

NOTES TO FINANCIAL STATEMENTS (Continued)

NOTE 5 - Retirement Plan (Continued)

Net Pension Liability

The net pension liability (NPL) is calculated separately for each employer and represents that particular employer's total pension liability determined in accordance with GASB Statement No. 68, less that employer's fiduciary net position. For political subdivisions, the net pension liability was measured as of June 30, 2018. The total pension liability used to calculate the net pension liability was determined by an actuarial valuation performed as of June 30, 2017 rolled forward to the measurement date of June 30, 2018.

Actuarial Assumptions - General Employees

The total pension liability for General Employees in the Commission's Retirement Plan was based on an actuarial valuation as of June 30, 2017, using the Entry Age Normal actuarial cost method and the following assumptions, applied to all periods included in the measurement and rolled forward to the measurement date of June 30, 2018.

Inflation	2.5%
Salary increases, including Inflation	3.5% – 5.35%
Investment rate of return	7.0%, net of pension plan investment expenses, including inflation*

- * Administrative expenses as a percent of the market value of assets for the last experience study were found to be approximately 0.06% of the market assets for all of the VRS plans. This would provide an assumed investment return rate for GASB purposes of slightly more than the assumed 7.0%. However, since the difference was minimal, and a more conservative 7.0% investment return assumption provided a projected plan net position that exceeded the projected benefit payments, the long-term expected rate of return on investments was assumed to be 7.0% to simplify preparation of pension liabilities.

RICHMOND REGIONAL PLANNING DISTRICT COMMISSION

NOTES TO FINANCIAL STATEMENTS (Continued)

NOTE 5 - Retirement Plan (Continued)

Mortality rates:

Largest 10 - Non-Hazardous Duty: 20% of deaths are assumed to be service related

Pre-Retirement:

RP-2014 Employee Rates to age 80, Healthy Annuitant Rates at ages 81 and older projected with scale BB to 2020; males 95% of rates; females 105% of rates.

Post-Retirement:

RP-2014 Employee Rates to age 49, Healthy Annuitant Rates at ages 50 and older projected with scale BB to 2020; males set forward 3 years; females 1.0% increase compounded from ages 70 to 90.

Post-Disablement:

RP-2014 Disability Mortality Rates projected with scale BB to 2020; males set forward 2 years, 110% of rates; females 125% of rates.

All Others (Non 10 Largest) - Non-Hazardous Duty: 15% of deaths are assumed to be service related

Pre-Retirement:

RP-2014 Employee Rates to age 80, Healthy Annuitant Rates at ages 81 and older projected with scale BB to 2020; males 95% of rates; females 105% of rates.

Post-Retirement:

RP-2014 Employee Rates to age 49, Healthy Annuitant Rates at ages 50 and older projected with scale BB to 2020; males set forward 3 years; females 1.0% increase compounded from ages 70 to 90.

Post-Disablement:

RP-2014 Disability Mortality Rates projected with scale BB to 2020; males set forward 2 years, 110% of rates; females 125% of rates.

The actuarial assumptions used in the June 30, 2017 valuation were based on the results of an actuarial experience study for the period from July 1, 2012 through June 30, 2016. Changes to the actuarial assumptions as a result of the experience study are as follows:

Largest 10 – Non-Hazardous Duty:

Mortality Rates (Pre-retirement, post-retirement healthy and disabled)	Update to a more current mortality table – RP-2014 projected to 2020
Retirement Rates	Lowered rates at older ages and changed final retirement from 70 to 75
Withdrawal Rates	Adjusted rates to better fit experience at each year age and service through 9 years of service
Disability Rates	Lowered rates
Salary Scale	No change
Line of Duty Disability	Increase rate from 14% to 20%

RICHMOND REGIONAL PLANNING DISTRICT COMMISSION

NOTES TO FINANCIAL STATEMENTS (Continued)

NOTE 5 - Retirement Plan (Continued)

All Other (Non 10 Largest) – Non-Hazardous Duty:

Mortality Rates (Pre-retirement, post-retirement healthy and disabled)	Update to a more current mortality table – RP-2014 projected to 2020
Retirement Rates	Lowered rates at older ages and changed final retirement from 70 to 75
Withdrawal Rates	Adjusted rates to better fit experience at each year age and service through 9 years of service
Disability Rates	Lowered rates
Salary Scale	No change
Line of Duty Disability	Increase rate from 14% to 20%

Long-Term Expected Rate of Return

The long-term expected rate of return on pension System investments was determined using a log-normal distribution analysis in which best-estimate ranges of expected future real rates of return (expected returns, net of pension System investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target asset allocation and best estimate of arithmetic real rates of return for each major asset class are summarized in the following table:

Asset Class (Strategy)	Target Allocation	Arithmetic Long-Term Expected Rate of Return	Weighted Average Long-Term Expected Rate of Return
Public Equity	40.00%	4.54%	1.82%
Fixed Income	15.00%	0.69%	0.10%
Credit Strategies	15.00%	3.96%	0.59%
Real Assets	15.00%	5.76%	0.86%
Private Equity	<u>15.00%</u>	9.53%	<u>1.43%</u>
Total	<u>100.00%</u>		<u>4.80%</u>
	Inflation		<u>2.50%</u>
	* Expected arithmetic nominal return		<u>7.30%</u>

* The above allocation provides a one-year return of 7.30%. However, one-year returns do not take into account the volatility present in each of the asset classes. In setting the long-term expected return for the system, stochastic projections are employed to model future returns under various economic conditions. The results provide a range of returns over various time periods that ultimately provide a median return of 6.83%, including expected inflation of 2.50%.

RICHMOND REGIONAL PLANNING DISTRICT COMMISSION

**NOTES TO FINANCIAL STATEMENTS
(Continued)**

NOTE 5 - Retirement Plan (Continued)

Discount Rate

The discount rate used to measure the total pension liability was 7.00%. The projection of cash flows used to determine the discount rate assumed that System member contributions will be made per the VRS Statutes and the employer contributions will be made in accordance with the VRS funding policy at rates equal to the difference between actuarially determined contribution rates adopted by the VRS Board of Trustees and the member rate. Consistent with the phased-in funding provided by the General Assembly for state and teacher employer contributions; political subdivisions were also provided with an opportunity to use an alternate employer contribution rate. For the year ended June 30, 2018, the alternate rate was the employer contribution rate used in FY2012 or 90% of the actuarially determined employer contribution rate from the June 30, 2015, actuarial valuations, whichever was greater. From July 1, 2018 on, participating employers are assumed to continue 100% of the actuarially determined contribution rates. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the Long-term expected rate of return was applied to all periods of projected benefit payments to determine the total pension liability.

Changes in the Net Pension Liability:

	Increase (Decrease)		
	Total Pension Liability (a)	Plan Fiduciary Net Position (b)	Net Pension Liability (a)-(b)
Balances at June 30, 2017	<u>\$3,585,662</u>	\$3,207,790	\$377,872
Changes for the year:			
Service cost	127,961	-	127,961
Interest	246,717	-	246,717
Differences between expected and actual experience	145,786	-	145,786
Contributions – employer	-	77,475	(77,475)
Contributions – employee	-	62,229	(62,229)
Net investment income	-	238,886	(238,886)
Benefit payments, including refunds of employee contributions	(122,267)	(122,267)	-
Administrative expense	-	(2,008)	2,008
Other changes	-	(215)	215
Net changes	398,197	254,100	144,097
Balances at June 30, 2018	\$3,983,859	\$3,461,890	\$521,969

RICHMOND REGIONAL PLANNING DISTRICT COMMISSION

**NOTES TO FINANCIAL STATEMENTS
(Continued)**

NOTE 5 - Retirement Plan (Continued)

Sensitivity of the Net Pension Liability to Changes in the Discount Rate

The following presents the net pension liability of the Commission using the discount rate of 7.00%, as well as what the Commission’s net pension liability would be if it were calculated using a discount rate that is one percentage-point lower (6.00%) or one percentage-point higher (8.00%) than the current rate:

	1% Decrease (6.00%)	Current Discount Rate (7.00%)	1% Increase (8.00%)
Commission’s Net Pension Liability	\$1,047,680	\$521,969	\$87,557

Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

For the year ended June 30, 2019, the Commission recognized pension expense of \$57,521. At June 30, 2019, the Commission reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between actual and expected experience	\$ 172,128	\$ 48,817
Changes in assumptions	-	57,797
Net difference between projected and actual earnings on plan investments	-	24,508
Employer contributions subsequent to the Measurement Date	<u>67,339</u>	-
Total	<u>\$239,467</u>	\$131,122

\$67,339 reported as deferred outflows of resources related to pensions resulting from Commission’s contributions subsequent to the measurement date will be recognized as a reduction of the Net Pension Liability in the Fiscal Year ending June 30, 2020. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in future reporting periods as follows:

Year ended June 30,	
2020	\$ 19,289
2021	34,092
2022	(9,614)
2023	(2,761)
2024	-
Thereafter	-
Total	<u>\$ 41,006</u>

RICHMOND REGIONAL PLANNING DISTRICT COMMISSION

NOTES TO FINANCIAL STATEMENTS (Continued)

NOTE 5 - Retirement Plan (Continued)

Pension Plan Data

Information about the VRS Political Subdivision Retirement Plan is also available in the separately issued VRS 2018 Comprehensive Annual Financial Report (CAFR). A copy of the 2018 VRS CAFR may be downloaded from the VRS website at <http://www.varetire.org/Pdf/Publications/2018-annual-report.pdf>, or by writing to the System's Chief Financial Officer at P.O. Box 2500, Richmond, VA, 23218-2500.

ICMA Retirement Corporation 401 Plan

Prior to becoming a VRS participating employer, the Commission participated in a multi-employer defined contribution pension plan that covered all of its full-time employees. This plan was frozen by the Commission effective July 1, 2001 and existing employees were given the choice of remaining in the ICMA 401 plan or becoming a member of VRS. Two employees remain in the IMCA plan. Contributions to the plan by the Commission are based on 9.5% of the employees' annual covered compensation as defined in the plan. Plan contributions for the year ended June 30, 2019, totaled \$8,183. Employees can contribute to the plan and they can direct their portion of the employer's portion of the contribution among forty-one types of investment funds. Employees became vested in the employer's portion of the contribution after three years of continuous service. The Commission's policy is to fund all pension costs as incurred.

ICMA Retirement Corporation 457 Plan

ICMA Eligible employees of the Commission may also participate in a deferred compensation plan in accordance with Internal Revenue Service Code 457. The deferred compensation is not available to employees until termination of employment, retirement, death or an unforeseen emergency. An independent administrator, ICMA Retirement Corporation, monitors contributions to the plan. Plan contributions for the year ended June 30, 2019, totaled \$1,084. The plan assets are maintained in custodial accounts for the exclusive use of the plan's participants and beneficiaries. In accordance with GASB 32, *Accounting and Financial Reporting for Internal Revenue Code Section 457 Deferred Compensation Plans*, these assets and the related liability are not included in the accompanying financial statements.

RICHMOND REGIONAL PLANNING DISTRICT COMMISSION

NOTES TO FINANCIAL STATEMENTS (Continued)

NOTE 6 - Assessments to Participating Localities and State Appropriation

The Commission's revenues are derived mainly from federal, state and local grants from assessments to participating localities and state appropriation. Assessments to participating localities and state appropriation consist of the following for the year ended June 30, 2019.

Assessments to participating localities:	
County of Chesterfield	\$201,812
County of Henrico	194,637
City of Richmond	133,007
County of Hanover	59,029
County of Powhatan	16,942
County of Goochland	12,962
County of New Kent	12,554
Town of Ashland	4,796
County of Charles City	4,213
State appropriation	<u>113,957</u>
Total	<u>\$753,909</u>

NOTE 7 - Long-Term Obligations

The Commission has an operating lease for office space in Richmond, Virginia, which expires October 31, 2022. The lease calls for an annual rent increase of 3%. Rental expense for operating leases for the year ended June 30, 2019, was \$267,971. To properly calculate indirect costs associated with rent expense, the Commission nets rent expense against the amortized portion of the deferred rent liability and rental income.

Future minimum rental payments under this lease are as follows:

Years ending June 30,	
2020	\$273,596
2021	281,800
2022	290,281
2023	<u>99,158</u>
Total minimum lease payments	<u>\$944,835</u>

The Commission has an operating lease to sub-lease office space. The lease expires October 31, 2022, and calls for rental income of \$2,665 per monthly. Rental income for the year ended June 30, 2019, was \$32,176.

Future minimum lease income under the sub-lease is as follows:

Years ending June 30,	
2020	\$ 31,976
2021	31,976
2022	31,976
2023	<u>10,659</u>
Total	<u>\$106,587</u>

RICHMOND REGIONAL PLANNING DISTRICT COMMISSION

NOTES TO FINANCIAL STATEMENTS (Continued)

NOTE 8 - Compliance with Grant Provisions

The Commission participates in several federal financial assistance programs. Although the Commission's grant programs have been audited in accordance with the provisions of the Single Audit Act, these programs are still subject to financial and compliance audits. The amount, if any, of expenditures that may be disallowed by the granting agencies cannot be determined at this time, although the Commission expects such amounts, if any, to be immaterial.

The Commission serves as the fiscal agent for the Richmond Regional Transportation Planning Organization (RRTPO). The RRTPO has no staff, no bank account, and cannot contract on its own behalf. Accordingly, the Commission contracts on behalf of the RRTPO, as per federal regulation, and Commission staff performs the work of the RRTPO. All contracts with the Commonwealth of Virginia are cost reimbursable, so only when the costs have been expended and the work has been completed can the PDC request reimbursement.

NOTE 9 - Indirect Costs

Indirect costs, which support all projects, are allocated to the various projects based on the allocation rate applied to the project's direct labor and fringe benefit charges. The indirect cost rate developed by the Commission for the fiscal year ending June 30, 2019 is calculated as follows:

Total indirect costs	\$ <u>916,555</u>
Total direct labor and fringe	\$1,421,187 = 64.49%

The following items are included in indirect costs allocated to projects:

Salaries and fringe benefits	\$ 298,638
Rent	226,156
Professional and contract services	117,867
Computer	106,030
Printing	34,033
Training	21,813
Legal fees	20,125
Depreciation	18,653
Insurance	16,419
Supplies	14,115
Travel	13,411
Dues	10,697
Miscellaneous	9,253
Telephone	4,332
Postage	2,811
Capital expenses	1,487
Books and periodicals	488
Consultant-Pass thru	<u>227</u>
Total Indirect Costs	\$ <u>916,555</u>

RICHMOND REGIONAL PLANNING DISTRICT COMMISSION

**NOTES TO FINANCIAL STATEMENTS
(Concluded)**

NOTE 10 - Fringe Benefit Allocation

Fringe benefit expense is allocated using the percentage of benefits to total labor costs. Components of fringe benefit expense for the year ended June 30, 2019, and the allocation computations are shown below:

Leave wages	\$ 161,405
Health insurance	163,586
Payroll taxes	101,524
Pension	82,954
Life and disability insurance	<u>8,245</u>
Total Fringe Benefits	<u>\$ 517,714</u>
Fringe benefit expenses	\$ <u>517,714</u>
Total labor costs	\$1,202,111 = 43.07%

NOTE 11 - Evaluation of Subsequent Events

The Commission has evaluated subsequent events through November xx, 2019, the date which the financial statements were available to be issued.

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RICHMOND REGIONAL PLANNING DISTRICT COMMISSION

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED JUNE 30, 2019**

<u>FEDERAL GRANTING AGENCY/ PROJECT</u>	<u>Federal CFDA Number</u>	<u>Pass Through Entity Identifying Number</u>	<u>Total Federal Expenditures</u>
Major Program			
Department of Transportation			
Pass-through Payments –			
Virginia Department of Transportation			
Public Law (PL) Funds	20.205	UPC0000113088	\$ 823,828
State Planning and Research (SPR) Funds	20.205	UPC0000113106	58,000
RSTP Funds	20.205	Proj# 9999-M11-001	<u>52,723</u>
			<u>934,551</u>
Other Federal Awards			
Department of Transportation			
Pass-through Payments –			
Virginia Department of Rail and Public Transportation			
Section 5303 Funds	20.505	46018-09	<u>557,977</u>
Department of Homeland Security			
Pass-through Payments –			
Virginia Department of Emergency Management			
Regional Coordination-Planning 2017 (6508)	97.067	7557/7554/7553	214,648
Regional Coordination-Planning 2018 (6508)	97.067	7938/7941/7937/7936	<u>44,177</u>
			<u>258,825</u>
National Oceanic and Atmospheric Administration			
Pass-through Payments –			
Virginia Department of Environmental Quality			
Coastal Resources Management Program			
Task #48 Technical Assistance	11.419	NA-18NOS4190152	30,687
Task #93.01 Lower Chickahominy	11.419	NA-18NOS4190152	23,611
Task #48 Technical Assistance	11.419	NA-17NOS4190152	6,187
Task #93.01 Lower Chickahominy	11.419	NA-17NOS4190152	<u>8,841</u>
			<u>69,326</u>
Environmental Protection Agency			
Pass-through Payments –			
Virginia Department of Environmental Quality			
Virginia Chesapeake Bay Watershed	66.466	16809	<u>11,910</u>
			<u>\$1,832,589</u>

RICHMOND REGIONAL PLANNING DISTRICT COMMISSION

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS FOR THE YEAR ENDED JUNE 30, 2019 (Continued)

NOTE 1 - Basis of Presentation

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal grant activity of the Commission, under programs of the federal government for the year ended June 30, 2019. The information in this schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*. Because the schedule presents only a selected portion of the operations of the Commission, it is not intended to and does not present the financial position, change in net position or cash flows of the Commission.

NOTE 2 - Summary of Significant Accounting Policies

Expenditures reported on the schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Costs Principals, and Audit Requirements for Federal Awards*, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

NOTE 3 – Indirect Cost Rate

The Commission has elected not to use the 10% de minimus indirect cost rate.

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

To the Commissioners
Richmond Regional Planning District Commission

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the governmental activities, and the aggregate remaining fund information of the Richmond Regional Planning District Commission as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise Richmond Regional Planning District Commission's basic financial statements, and have issued our report thereon dated November xx, 2019.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Richmond Regional Planning District Commission's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Richmond Regional Planning District Commission's internal control. Accordingly, we do not express an opinion on the effectiveness of Richmond Regional Planning District Commission's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. *A material weakness* is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Richmond Regional Planning District Commission's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Certified Public Accountants
Chantilly, Virginia

November xx, 2019

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**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR
PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE
REQUIRED BY THE UNIFORM GUIDANCE**

To the Commissioners
Richmond Regional Planning District Commission

Report on Compliance for Each Major Federal Program

We have audited Richmond Regional Planning District Commission's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on Richmond Regional Planning District Commission's major federal programs for the year ended June 30, 2019. Richmond Regional Planning District Commission's major federal program are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of Richmond Regional Planning District Commission's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Richmond Regional Planning District Commission's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of Richmond Regional Planning District Commission's compliance.

Opinion on Each Major Federal Program

In our opinion, Richmond Regional Planning District Commission complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on its major federal program for the year ended June 30, 2019.

Report on Internal Control over Compliance

Management of Richmond Regional Planning District Commission is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered Richmond Regional Planning District Commission's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Richmond Regional Planning District Commission's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose

Certified Public Accountants
Chantilly, Virginia

November xx, 2019

**RICHMOND REGIONAL PLANNING DISTRICT COMMISSION
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2019**

Section I – Summary of Auditor’s Results

Financial Statements

Type of report the auditor issued on whether the financial statements audited were prepared in accordance with GAAP: Unmodified

Internal control over financial reporting

- Material weakness(es) identified Yes No

- Significant deficiency(ies) identified Yes None Reported

Noncompliance material to financial statements noted? Yes No

Federal Awards

Internal control over major programs:

- Material weakness(es) identified Yes No

- Significant deficiency(ies) identified Yes None Reported

Type of auditor’s report issued on compliance for major programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with 2 CFR section 200.516(a)? Yes No

Identification of major programs

CFDA Number	Name of Federal Program or Cluster
20.205	Transportation Planning

Dollar threshold used to distinguish between type A and type B programs: \$750,000

Auditee qualified as low-risk auditee? Yes No

Section II – Financial Statement Findings

No matters were reported

Section III – Federal Award Findings

No matters were reported

RICHMOND REGIONAL PLANNING DISTRICT COMMISSION
SCHEDULE OF REVENUES AND EXPENSES - BUDGET AND ACTUAL (BUDGETARY BASIS)
GOVERNMENTAL FUND
FOR THE YEAR ENDED JUNE 30, 2019

	<u>INITIAL BUDGET</u>	<u>FINAL BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE FAVORABLE (UNFAVORABLE)</u>
REVENUES				
Grants and appropriations:				
Federal grants	\$ 1,817,645	\$ 2,025,826	\$ 1,832,589	\$ (193,237)
State grants and appropriations	367,137	391,643	299,861	(91,782)
Local grants and appropriations	690,657	689,766	746,472	56,706
Other revenue:				
Miscellaneous and interest	50,000	105,470	20,469	(85,001)
TOTAL REVENUES	<u>2,925,439</u>	<u>3,212,705</u>	<u>2,899,391</u>	<u>(313,314)</u>
EXPENDITURES				
Salaries and fringe benefits	1,482,639	1,396,461	1,382,399	14,062
Employee benefits and payroll taxes	414,483	370,377	366,127	4,250
Office rent, net	235,661	235,660	235,995	(335)
Pass through contract services	290,000	705,517	441,279	264,238
Computer operations	79,563	119,705	106,031	13,674
Professional and contract services	100,000	110,200	117,866	(7,666)
Website and computer equipment	52,375	59,062	60,583	(1,521)
Training and professional development	40,400	40,400	37,985	2,415
Printing	42,000	42,000	34,224	7,776
Travel	35,000	35,000	35,579	(579)
Office supplies and expense	45,500	45,500	30,268	15,232
Insurance	21,800	21,800	16,419	5,381
Legal fees	18,000	23,000	20,125	2,875
Telephone	7,500	7,500	4,332	3,168
Vehicle expense	-	-	-	-
Books and periodicals	1,000	1,000	522	478
TOTAL EXPENDITURES	<u>2,865,921</u>	<u>3,213,182</u>	<u>2,889,734</u>	<u>323,448</u>
NET GAIN - BUDGETARY BASIS	<u>\$ 59,518</u>	<u>\$ (477)</u>	<u>\$ 9,657</u>	<u>\$ 10,134</u>

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Reconciliation of financial statements prepared under generally accepted accounting principles

Net gain - budgetary basis	\$ 9,657
Effect of depreciation expense not budgeted	(18,653)
Effect of change in compensated absences not reported in budget	18,883
GASB 68 net adjustments	9,818
Effect of deferred rent reported as a reduction in rent expense	9,840
Effect of capital outlays reported as expenditures in budget	<u>59,096</u>
Change in net position under generally accepted accounting principles	<u>\$ 88,641</u>

RICHMOND REGIONAL PLANNING DISTRICT COMMISSION
SCHEDULE OF CHANGES IN THE COMMISSION'S NET PENSION LIABILITY
AND RELATED RATIOS

	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
Total pension liability					
Service cost	\$ 127,961	\$ 151,156	\$ 139,877	\$ 136,215	\$ 155,179
Interest on total pension liability	246,717	233,234	237,166	227,050	203,413
Changes in assumptions	-	(109,867)	-	-	-
Differences between expected and actual experience	145,786	127,919	(144,632)	(67,500)	-
Benefit payments, including refunds of employee contributions	(122,267)	(297,391)	(279,758)	(22,745)	(19,105)
Net change in total pension liability	398,197	105,051	(47,347)	273,020	339,487
Total pension liability - beginning	3,585,662	3,480,611	3,527,958	3,254,938	2,915,451
Total pension liability - ending (a)	<u>\$ 3,983,859</u>	<u>\$ 3,585,662</u>	<u>\$ 3,480,611</u>	<u>\$ 3,527,958</u>	<u>\$ 3,254,938</u>
Plan fiduciary net position					
Contributions - employer	\$ 77,475	\$ 90,253	\$ 125,871	\$ 119,147	\$ 152,795
Contributions - employee	62,229	72,044	67,944	64,838	66,699
Net investment income	238,886	357,931	45,278	131,334	362,257
Benefits payments, including refunds of employee contributions	(122,267)	(297,391)	(279,758)	(22,745)	(19,105)
Administrative expense	(2,008)	(2,174)	(1,872)	(1,606)	(1,768)
Other	(215)	(313)	(653)	(27)	19
Net change in plan fiduciary net position	254,100	220,350	(43,190)	290,941	560,897
Plan fiduciary net position - beginning	3,207,790	2,987,440	3,030,630	2,739,689	2,178,792
Plan fiduciary net position - ending (b)	<u>\$ 3,461,890</u>	<u>\$ 3,207,790</u>	<u>\$ 2,987,440</u>	<u>\$ 3,030,630</u>	<u>\$ 2,739,689</u>
Commission's net pension liability - ending (a)-(b)	<u>\$ 521,969</u>	<u>\$ 377,872</u>	<u>\$ 493,171</u>	<u>\$ 497,328</u>	<u>\$ 515,249</u>
Plan fiduciary net position as a percentage of the total Pension liability	86.90%	89.46%	85.83%	85.90%	84.17%
Covered payroll	\$ 1,068,066	\$ 1,312,339	\$ 1,480,513	\$ 1,331,118	\$ 1,242,044
Commission's net pension liability as percentage of covered payroll	48.87%	28.79%	33.31%	37.36%	41.48%

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RICHMOND REGIONAL PLANNING DISTRICT COMMISSION
SCHEDULE OF EMPLOYER CONTRIBUTIONS
FOR THE YEARS ENDED JUNE 30, 2010 THROUGH 2019

Date	Contractually Required Contributions (1)	Contributions in Relation to Contractually Required Contributions (2)	Contribution Deficiency (Excess) (3)	Employer's Covered Payroll (4)	Contributions as a % of Covered Payroll (5)
2019	\$ 73,466	\$ 67,339	\$ 6,127	\$ 925,265	7.28%
2018	\$ 72,094	\$ 77,475	\$ (5,381)	\$ 1,068,066	7.25%
2017	\$ 88,583	\$ 91,316	\$ (2,733)	\$ 1,312,339	6.96%
2016	\$ 136,947	\$ 125,871	\$ 11,076	\$ 1,480,513	8.50%
2015	\$ 123,128	\$ 119,147	\$ 3,981	\$ 1,331,118	8.95%
2014	\$ 142,214	\$ 152,795	\$ (10,581)	\$ 1,242,044	12.30%
2013	\$ 153,804	\$ 165,094	\$ (11,290)	\$ 1,343,270	12.29%
2012	\$ 265,995	\$ 135,505	\$ 130,490	\$ 1,312,259	10.33%
2011	\$ 279,391	\$ 271,013	\$ 8,378	\$ 1,378,345	19.66%
2010	\$ 231,421	\$ 267,451	\$ (36,030)	\$ 1,205,947	22.18%

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RICHMOND REGIONAL PLANNING DISTRICT COMMISSION

NOTES TO REQUIRED SUPPLEMENTARY INFORMATION FOR THE YEAR ENDED JUNE 30, 2019

NOTE 1 - Change of Benefit Terms

There have been no actuarially material changes to the System benefit provisions since the prior actuarial valuation.

NOTE 2 - Changes of Assumptions

The following changes in actuarial assumptions were made effective June 30, 2016 based on the most recent experience study of the System for the four year period ending June 30, 2016:

Largest 10 – Non-Hazardous Duty:

Mortality Rates (Pre-retirement, post-retirement healthy, and disabled)	Update to a more current mortality table – RP-2014 projected to 2020
Retirement Rates	Lowered rates at older ages and changed final retirement from 70 to 75
Withdrawal Rates	Adjusted rates to better fit experience at each year age and service through 9 years of service
Disability Rates	Lowered rates
Salary Scale	No change
Line of Duty Disability	Increase rate from 14% to 20%

All Others (Non 10 Largest) – Non-Hazardous Duty:

Mortality Rates (Pre-retirement, post-retirement healthy, and disabled)	Update to a more current mortality table – RP-2014 projected to 2020
Retirement Rates	Lowered rates at older ages and changed final retirement from 70 to 75
Withdrawal Rates	Adjusted rates to better fit experience at each year age and service through 9 years of service
Disability Rates	Lowered rates
Salary Scale	No change
Line of Duty Disability	Increase rate from 14% to 15%