

ITEM #16: APPROVAL OF CONSENT ITEMS [*Action Requested*]

A. Minutes from the May 20, 2021 and June 17, 2021 HRTPO Board Meetings

Minutes from the May 20, 2021 and June 17, 2021 HRTPO Board meetings are attached.

Attachment 16A1: May Minutes
Attachment 16A2: May Public Comment
Attachment 16A3: June Minutes

RECOMMENDED ACTION:

Approve the minutes.

B. HRTPO Financial Statement

The Statement of Revenues and Expenditures for the activities of May 2021 is attached. This statement reflects the financial status of the HRTPO as a whole.

Attachment 16B

RECOMMENDED ACTION:

Accept the HRTPO Financial Statement.

C. Executive Director's Contract

The HRPDC/HRTPO Executive Director's contract expired June 30, 2021. Per the terms and conditions, the contract continues on a month-to-month basis until and unless another contract is put into place as approved by the HRTPO and HRPDC.

At the request of the HRPDC/HRTPO Joint Personnel and Budget (P&B) Committee, an email was sent to the HRTPO Board and Commission on April 6, 2021 requesting feedback in evaluating the Executive Director's performance during the past year. The information was compiled into one final performance evaluation, and the P&B Committee met with Mr. Crum on June 25, 2021 to discuss the results of this evaluation. Based on the favorable review, the P&B Committee recommends the following revisions to Mr. Crum's contract:

- The effective date of the new contract shall be July 1, 2021
- The annual salary will be adjusted to \$200,000
- The contract is extended an additional three (3) years to June 30, 2024
- All other provisions in the contract remain unchanged.

RECOMMENDED ACTION:

Approve Executive Director's Contract.

FISCAL YEAR 2021
5/31/21
STATEMENT OF REVENUES AND EXPENDITURES
92% OF FISCAL YEAR COMPLETE

REVENUES	<u>Budget</u>	<u>Previous YTD</u>	<u>Current Month</u>	<u>YTD</u>	<u>% Received /Expended</u>
VDOT-PL SEC 112	\$ 3,054,078	\$ 905,035	\$ 389,700	\$ 1,294,735	42%
HRTAC	154,860	98,955	-	98,955	64%
HRTAC - SEIS Feasibility Study	4,552,000	375,782	-	375,782	8%
VDRPT 5303/ Pass Through	904,412	259,678	232,634	492,312	54%
SP&R	<u>72,500</u>	<u>22,671</u>	<u>13,121</u>	<u>35,792</u>	49%
Total Revenue	<u>8,737,850</u>	<u>1,662,121</u>	<u>635,455</u>	<u>2,297,576</u>	26%
EXPENDITURES					
PERSONNEL	\$ 2,422,257	\$ 1,639,253	\$ 176,122	\$ 1,815,375	75%
STANDARD CONTRACTS	49,487	14,950	1,042	15,992	32%
SPECIAL CONTRACTS/PASS THROUGH	5,999,611	856,748	127,362	984,109	16%
OFFICE SERVICES	266,495	53,891	17,507	71,398	27%
INDIRECT COSTS	<u>-</u>	<u>582,704</u>	<u>62,606</u>	<u>645,310</u>	0%
Total Expenses	<u>8,737,850</u>	<u>3,147,546</u>	<u>384,639</u>	<u>3,532,184</u>	40%
TOTALS	<u>\$ -</u>	<u>\$ (1,485,425)</u>	<u>\$ 250,817</u>	<u>\$ (1,234,608)</u>	*

* HRTPO grants operate on a quarterly reimbursement basis; as such the total YTD does not reflect the commission's current financial position