

1 **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**
2 **Executive Committee**
3 **Minutes**
4 **September 4, 2018**

5
6 Present:

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> Julie Potter | <input checked="" type="checkbox"/> Laura Hill-Eubanks | <input type="checkbox"/> Michael Gray |
| <input checked="" type="checkbox"/> Dara Torre | <input checked="" type="checkbox"/> Steve Lotspeich | <input checked="" type="checkbox"/> Janet Shatney |
| <input type="checkbox"/> Byron Atwood | | |

7
8 Staff: Bonnie Waninger, Nancy Chartrand, Nicole Sancibrian

9 Guests: None

10
11 Chair Potter called the meeting to order at 4:03 pm. Quorum was present to conduct business.

12
13 **ADJUSTMENTS TO THE AGENDA**

14 Waninger requested approval for the Moretown Class IV Roads contract be added to the agenda. The
15 amount of the contract has increased to the threshold for Committee approval.

16
17 **PUBLIC COMMENT**

18 None

19
20 **FINANCIAL REPORT**

21 N. Sancibrian presented the June 30 financial reports. She said there should not be any substantial
22 changes to this information post-audit. All reconciliation has been completed prior to the audit.

23
24 CVRPC ended FY18 with a net income of \$98,369.60. The income represents not using municipal dues
25 for match and High Meadows monies to be used for future expenses. Well run task based projects
26 earned small profits; these were balanced by projects with cost overruns. CVRPC contributed \$26,000
27 to its reserve fund. Sancibrian feels the balance sheet is very clean and does not expect any issues.

28
29 The Committee discussed 90+ day receivables. Sancibrian noted some grants can only be billed at
30 specific times (ex. end of contract or deliverable met). CVRPC can complete invoices for accruing the
31 income; however, the invoices cannot be sent or paid until contract specifications are met. Sancibrian
32 noted only a very small percentage of 90+ day invoices are past-due.

33
34 J. Shatney asked about DEMHS DPS MOU. Waninger explained this contract is a Memorandum of
35 Understanding between RPCs and Vermont Emergency Management, formerly DEMHS. It is for disaster
36 response. When activated by VEM, RPCs contact towns to ascertain what, if any, damages have been
37 identified. RPCs also provide up to three staff for the State Emergency Operations Center. This contract
38 helps insure that when municipalities need emergency assistance, the State is aware of those needs.

1
2 The Paid Time Off (PTO) report is provided quarterly at the Committee’s request. Paid Time Off includes
3 Compensatory Time, Vacation and Sick Leave. Compensatory time and vacation are listed as Current
4 Liabilities on the Balance Sheet. Sick Leave is not listed because it is not paid out when an employee’s
5 service ends. Sancibrian confirmed that the Compensatory Time balance was paid for fiscal year end in
6 accordance with the Commission’s Personnel Policy. Waninger confirmed that vacation carries over and
7 is capped based on years of services. CVRPC does not have a policy regarding sharing of sick leave.

8
9 For Revenues and Expenditures, Sancibrian said Total Income is primarily related to ERP Northfield
10 Village and the Clean Water Block Grant – i.e. mainly consultant income.

11
12 Sancibrian reviewed the cash flow projection. Though money is earned and CVRPC is entitled to it,
13 contract restrictions may limit when it can be collected. Hence timing of payments versus expenditures
14 will impact cash flow as early as November 2018. Staff recommends a line of credit (LOC) be reopened
15 as the limited LOC from People’s Bank has expired. The Committee directed staff to pursue a new LOC.

16

17 **RPC FINANCE**

18 Sancibrian provided a training on the indirect cost rate. These are costs that cannot be attributed to a
19 specific grant, and must be recouped. The “indirect rate” provides a way to recoup them. Sancibrian
20 noted CVRPC’s indirect costs are very stable. For FY19, indirect costs were steady, however fewer
21 billable grants meant decreased direct costs. This increased the indirect rate because it is a proportion.

22
23 Drivers of indirect costs can be contracting services, unanticipated sick time, staff onboarding, staff
24 vacancies, etc. It is important that staff understand how billables work to ensure they are direct
25 charging eligible work. Potter recommended sharing these concepts with staff in greater detail so they
26 understand the importance of securing grants and maintaining efficiency in completing work.

27
28 Lotspeich inquired about the delay in applying the rate (i.e. 2 years). Sancibrian explained that the rate
29 uses audited numbers to make future projections. The audit occurs in October after the new fiscal year
30 start. Because organization don’t want to hold July-October bills for the new rate, the new rate is
31 applied beginning the following July.

32
33 Potter thanked Sancibrian for her information.

34

35 **CONTRACTS & AGREEMENTS AUTHORIZATION**

36 VT Agency of Transportation FFY18 Transportation Planning Initiative (TPI) Budget adjustment – J.
37 *Shatney moved to authorize the Executive Director to sign the grant amendment for TPI; S. Lotspeich*
38 *seconded. Motion carried.*

39
40 Nicole Sancibrian – Accounting Services Amendment – L. Hill-Eubanks moved to authorize the Executive
41 Director to sign the after-the-fact contract amendment; D. Torre seconded. Motion carried.

42

1 Town of Worcester and Town of Moretown – Class 4 Road Demonstration Amendment 1 - Waninger

2 explained that the towns completed additional road segments. Funding is available for these costs.

3
4 *S. Lotspeich moved to authorize the Executive Director to sign contract amendments with Worcester*
5 *and Moretown increasing both contracts to \$25,000; J. Shatney seconded. Motion carried.*

6
7 **FY19 BUDGET ADJUSTMENT**

8 Waninger advised there is \$14,030 carryover from FY18 state allocation funds. In anticipation that ACCD
9 will allow this rollover, staff is requesting a FY19 budget adjustment to include the carryover. The
10 budget also adjusts for actual 7/1 contract balances and expense adjustments related to personnel
11 benefits election, internship extension, and previously discussed personnel changes.

12
13 *L. Hill Eubanks moved to adopt the FY19 Budget Adjustment; S. Lotspeich seconded. Motion carried.*

14
15 **SEP – INDIVIDUAL RETIREMENT ACCOUNTS CONTRIBUTION AGREEMENT**

16 Potter advised a new form is required for the SEP retirement benefit.

17
18 *J. Shatney moved to authorize the Executive Director to sign IRS Form 5305-SEP; L. Hill-Eubanks*
19 *seconded. Motion carried.*

20
21 **POLICIES & PROCEDURES**

22 Employee Use of Credit Cards or Charge Accounts Policy - Waninger advised there are two components
23 – one is policy and the second is procedure. The policy needs to be adopted. The procedure is provided
24 so the Committee understands internal controls for utilization of the credit cards and charge accounts.
25 Waninger noted Pam DeAndrea is going to address security for online purchases. Staff signs an
26 acknowledgement form indicating they have read and understand the policy.

27
28 *L. Hill Eubanks moved to adopt the Employee Use of Credit Cards or Charge Accounts Policy; D. Torre*
29 *seconded. Motion carried.*

30
31 **COMMITTEES**

32 Potter briefly reviewed the memo outlined on page 42 of the packet and the recommendation that
33 Town Plan Review Committee would be the committee of jurisdiction for municipal energy plan
34 certification. Lotspeich commented it makes a lot of sense to keep it with one committee. Potter
35 advised there is a choice as to whether or not Executive Committee makes this designation or
36 recommends the Commission to make this designation.

37
38 *J. Shatney moved to designate the Town Plan Review Committee as the committee of jurisdiction for*
39 *municipal energy plan certifications; L. Hill-Eubanks seconded. Motion carried.*

1 **EMERGING ISSUES**

2 Waninger provided an overview of the emerging issues, including office air conditioning, potential fiscal
3 agent request, ANR update to indirect rate policy, potential State proposal to move VTrans offices to EF
4 Knapp Airport in Berlin, and Municipal Plan approvals. No action is required on any of the items.

5
6 It was noted that the Regional Plan states government offices should be in regional or town centers. If
7 state offices are moves to airport permanently, it would be in conflict with the Regional Plan. The
8 Committee suggested staff discuss this with the State.

9
10 **CONSENT ITEMS**

11 The items were postponed to October.

12
13 **COMMISSION MEETING AGENDA**

14 *J. Shatney moved to approve the Commission meeting agenda as drafted; D. Torre seconded. Motion*
15 *carried.*

16
17 D. Torre and S. Lotspeich left the meeting due to other commitments. The Committee no longer had
18 quorum.

19
20 **EXECUTIVE SESSION**

21 None held. A document was provided in advance for the Committee's information.

22
23 **ADJOURN**

24 Chair Potter adjourned the meeting at 6:10 pm as quorum was no longer present to conduct business.

25
26 Respectfully submitted,

27
28 Nancy Chartrand
29 Office Manager