



EXECUTIVE COMMITTEE

May 4, 2020

4:00 p.m.

Remote Participation via GoToMeetings:

Via computer, tablet or smartphone: <https://global.gotomeeting.com/join/622896309>

Via telephone: Dial (872) 240-3311; Access Code: 622-896-309

Page AGENDA

- 4:00¹ Adjustments to the Agenda**
- Public Comment**
- 3 **4:05 Contract/Agreement Authorization (enclosed)²**
 - a) Dubois & King - Stormwater Services Master Agreement, Addendum 1
- 19 **4:10 Clean Water Service Provider Proposal (enclosed)²**
 - Authorize proposal submission.
- 4:25 Office Updates**
- 43 **4:40 Policy and Procedure Updates (enclosed)²**
 - 44 a) Nominating Committee Rules of Procedure
 - 46 b) Nominating Committee Guidelines
 - 47 c) Employee Use of Credit Cards or Charge Accounts Policy
 - 51 d) Administrative and Financial Policies and Procedures
- 77 **5:05 Consent Items (enclosed)²**
 - a) Meeting Minutes – April 6, April 8, and April 20, 2020
- 85 **5:15 Commission Meeting Agenda (enclosed)²**
- 5:30 Executive Session**
 - 1 V.S.A. § 313(a)(3), Personnel²

¹ All times are approximate unless otherwise advertised

² Anticipated action item

Note: This portion of the meeting will utilize separate conference call information to maintain confidentiality for the Executive Session. After the Session, the Committee will return to the previous public meeting session to make any decisions and to close the meeting.

6:00 Adjourn

Next Meeting: May 18, 2020

Persons with disabilities who require assistance or special arrangements to participate in programs or activities are encouraged to contact Nancy Chartrand at 802-229-0389 or chartrand@cvregion.com at least 3 business days prior to the meeting for which services are requested.



MEMO

Date: May 4, 2020
To: Executive Committee
From: Bonnie Waninger, Executive Director
Re: Contract/Agreement Approvals

CONTRACTS

(Contracts and agreements valued at more than \$25,000)

Dubois & King - Stormwater Services Master Agreement, Addendum 1, Woodbury Stormwater Mitigation Final Designs

☒ **ACTION REQUESTED:** Authorize the Executive Director to sign the contract addendum.

Scope of Work: Provide stormwater designs, costs estimates, bid documents, and permits for four sites in Woodbury village, attending meetings with stakeholders as necessary.

Funding:

Contract Addendum Amount: \$42,754

Master Agreement Total: \$42,754

Performance Period: 05/11/20 – 09/30/21

Staff: Grace Vinson (primary), Pam DeAndrea

Note: None.

FOR INFORMATION ONLY

(Contracts and agreements valued at \$25,000 or less and site specific contract addendums for the Brownfields Program and task specific contract addendums for the Transportation Program)

GRANT AND SERVICE AGREEMENTS RECEIVED**Town of Cabot – Trails System Study Amendment 1**

Scope of Work: Develop a study to identify a potential trail system between Cabot village and other destinations; assist the Cabot Community Association to engage stakeholders; and develop resources to inform the project and the community (ex. trail profiles and typing concepts).

Funding:

Contract Amount: \$21,990

Funding Source: Vermont Municipal Planning Grant and private funds

Performance Period: 12/01/18 – ~~05/31/20~~ 75-days after the VT COVID-19 Stay at Home order is lifted.

CVRPC Staff: Clare Rock (primary), Zachary Maia, Ashley Andrews

Note: The Town received a grant extension to allow for public engagement and meetings related to the draft final trails study report. CVRPC will provide the report following the original schedule, and will participate in public engagement when the Town can complete it.



May 8, 2020

Michael Hildenbrand
Dubois & King, Inc.
28 North Main Street
PO Box 339
Randolph VT 05060

RE: Stormwater Services Master Agreement, Addendum 1 - Scope of Work and Cost Estimate for Stormwater Mitigation Final Designs – Woodbury, Vermont

Dear Michael:

The Central Vermont Regional Planning Commission (CVRPC) accepts your proposal for the Stormwater Mitigation Final Designs – Woodbury, Vermont, dated March 24, 2020, and amended on April 30, 2020. The total cost estimate for this work is \$42,754.

Under the terms of our Master Agreement, dated May 16, 2019, this acceptance letter, your proposal as amended, and the Master Agreement comprise the Stormwater Planning and Engineering Services contract for this project.

We look forward to working with you on this project.

Sincerely,

Bonnie Waninger
Executive Director

cc: Town of Woodbury

The following portions of Part 1 - Contract Detail are hereby amended as follows:

Part 1 – Contract Detail			
SECTION 1 - GENERAL CONTRACT INFORMATION			
Original <input type="checkbox"/>		Addendum <input checked="" type="checkbox"/> #2019-02.01	
Task Amount: \$42,754	Task Start Date: 05/11/20	Task End Date: 9/30/21	
Total Master Contract Value: \$42,754			
Contract Type: Cost Reimbursement <input type="checkbox"/> Fixed Price <input checked="" type="checkbox"/> Other <input type="checkbox"/> (please specify)			
SECTION 2 – CONTRACTOR INFORMATION (to be completed by CVRPC)			
Contractor Duns: 045010253			
DUNS Registered Name <i>(if different than Contractor Name above)</i> :			
SAM checked for DUNS Suspension and Debarment Exclusions (https://sam.gov/SAM/pages/public/index.jsf Print Screen Must be Placed in Contract File)			
Date: 04/09/20	Initials: GV	SAM Expiration Date: 06/15/2020	
State of Vermont checked for Debarment Exclusions (http://bgs.vermont.gov/purchasing-contracting/debarment Print Screen Must be Placed in Contract File)			
Date: 04/09/20	Initials: GV	Debarment Expiration Date: NA	
Risk Assessment completed (Questions for contractor at ..\..\Forms\Risk Assessment Contractor Questions.docx . Staff completes assessment at ..\..\Forms\Risk Assessment Contractor.docx . Contractor responses and completed risk assessment places in contract file. Contract modified to reflect assessment results.)			
Date: 04/24/20	Initials: GV		
Single Audit check in Federal Audit Clearinghouse (https://harvester.census.gov/facdissem/Main.aspx . Print screen must be placed in contract file))			
Date: 04/09/20	Initials: GV		
Single Audit check in Federal Audit Clearinghouse (https://harvester.census.gov/facdissem/Main.aspx . Print screen must be placed in contract file))			
Date: 04/09/20	Initials: GV		
IRS Form W9 - Request for Taxpayer Identification Number and Certification (Contractor must complete a Form W-9. Form must be placed in contract file.)			
Date: 04/24/20	Initials: GV		
Certificate of Insurance (Contractor must provide a valid Certificate of Insurance demonstrating compliance with minimum insurance requirements of the originating funding. If originating funding has none, default minimums are State of Vermont requirements.)			
Date: 04/24/20	Initials: GV		
Will the Contractor Charge CVRPC for Taxable Purchases? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
[Provide written documentation of answer from contractor. If yes, CVRPC tax exemption certificate must be provided to contractor (obtain from CVRPC finance staff). CVRPC is not subject to sales tax.]			
Date: 04/22/19	Initials: PD		

Part 1 – Contract Detail

Contract Total Value exceeds \$250,000? Yes ☐ No ☒

(Contractor must provide list of all proposed subcontractors and subcontractors' subcontractors and the identity of those party's worker compensation providers)

Date: 04/09/20

Initials: GV

SECTION 3 – FUNDING SOURCE

Funding Type:	<input type="checkbox"/> Federal	CFDA #:	Program Title:
		FAIN: OOA00394	Amount of Federal Funding: \$
		Federal Awarding Agency:	
		Federal Award Date:	
	<input checked="" type="checkbox"/> State	Contract #: SWCRPC CVRPC-2019DIBG-01 and VT DEC 2020-CWF-D-1-04	
	<input type="checkbox"/> Other	Source:	

SECTION 4 – CONTACT INFORMATION

CVRPCProject Contact/Coordinator

Name: Grace Vinson

Title: Planner

Work Phone: 802-229-0389

Email: vinson@cvregion.com

Finance/Billing

Name: Nancy Chartrand

Title: Office Manager

Work Phone: 802-229-0389

Email: chartrand@cvregion.com

CONTRACTOR

Project Contact/Manager

Name: Michael Hildenbrand

Title: Project Manager

Work Phone: 802-728-3376

Cell Phone (if applicable):

Email: mhildenbrand@dubois-king.com

Finance/Billing

Name: Michael Hildenbrand

Title: Project Manager

Work Phone: 802-728-3376

Cell Phone (if applicable):

Email: mhildenbrand@dubois-king.com

Address if different than Section 1):

Mailing:

City/State/ZIP:

The portions of Part 1 – Contract Detail items not noted above have not been changed and remain as presented in the original Master Agreement.

Part 2 – Contract Agreement

Article 6 – Compensation

6.1.a. Stormwater Mitigation Final Designs – Woodbury, Vermont. The following performance measures must be adhered to by the CONTRACTOR. All tasks, deliverables, and deadlines associated with this contract are included in the table below. The CONTRACTOR shall invoice CVRPC by milestone upon the successful completion of each milestone and submission of associated deliverables. Costs related to deliverables under each of CVRPC's grant awards must be tracked and reported separately.

<i>Milestone</i>	<i>Deliverable(s)</i>	<i>Due Date</i>	<i>Cost VT DEC¹</i>	<i>Cost SWCRPC²</i>	<i>Total Cost</i>
1. Kickoff Meetings	<ul style="list-style-type: none"> • Meeting attendance • Site visits • Meeting minutes 	06/05/20 06/12/20	\$760	\$760	\$1,520
2. 60% Engineering Designs	<ul style="list-style-type: none"> • (4) 60% Stormwater Engineering Design Plans & TOPO Survey/Base Map • (2) Design Reports • (4) Opinions of Probable Cost • List of Local and/or State Permits required • (4) Meetings with project stakeholders • Meeting Minutes • Present Design Plan at Selectboard meeting 	11/27/20 12/18/20 02/12/21 02/26/21 03/12/21	\$13,630	\$13,630	\$27, 260
3. 90% Engineering Designs	<ul style="list-style-type: none"> • (4) 90 percent Designs • (2) Design Reports • (4) updated opinions of probable cost • Local and/or state permits applications, as required • (4) meeting(s) with project stakeholders • Meeting Minutes 	04/16/21 04/30/21 05/15/21 05/28/21	\$3,130	\$3,130	\$6,260

¹ VT DEC ERP funds work on Elementary School (44.4399, -72.4162) and Fire Department (44.4407, -72.4159)

² SWCRPC DIBG funds work on Church Street (44.4413, 72.4155) and Fire Station & Post Office (44.406, 72.4155).

<i>Milestone</i>	<i>Deliverable(s)</i>	<i>Due Date</i>	<i>Cost VT DEC¹</i>	<i>Cost SWCRPC²</i>	<i>Total Cost</i>
	<ul style="list-style-type: none"> • Present Design Plan at Selectboard meeting 				
4. 100% Engineering Designs	<ul style="list-style-type: none"> • (4) 100% Stormwater Engineering Design Plans • (2) Design Reports with photos • (4) Opinions of Probable Cost • (4) Construction Bid Documents • (4) Technical Specifications • Local and/or State Permits, if issued • BMP storage and treatment values for each treatment needed for VTDEC BMP Implementation Final Report 	06/30/21	\$1,623	\$1,622	\$3,245
5. Educational Program	Educational Materials for the Town and/or prepare a presentation for the Elementary School to discuss why the stormwater BMPs are necessary, how the BMPs work, and the importance of maintenance to maintain effectiveness and prolong the lifespan of the BMP	05/28/21	\$1,713	\$1,712	\$3,425
Expenses			\$518	\$517	\$1,035
Total			\$21,374	\$21,371	\$42,745

The portions of Part 2 – Contract Agreement items not noted above have not been changed and remain as presented in the original Master Agreement.



March 24, 2020

Grace Vinson
CVRPC
29 Main St., Suite 4
Montpelier, VT 05602
vinson@cvregion.com

Re: Scope of Work and Cost Proposal
Woodbury Stormwater Mitigation Final Designs – Woodbury, Vermont

Dear Grace,

DuBois & King (D&K) is pleased to provide the following scope of work and cost proposal to assist the Town of Woodbury (Town) and Central Vermont Regional Planning Commission (CVRPC) with the final design of four (4) stormwater mitigation practices, to be implemented at the Woodbury Elementary School, Fire Department Annex & Food Shelf, Church Street, and Fire Station & Post Office in the Town of Woodbury. D&K has experience in developing stormwater final designs for various municipalities in Vermont, as well as federal projects around New England. We understand the project will be funded through the Vermont Department of Environmental Conservation (VTDEC) Ecosystem Restoration Program (ERP) and the Design/Implementation Block Grant (DIBG) through the Southern Windsor County Regional Planning Commission and VTDEC.

I will serve as Project Manager and primary contact for this project. I will be assisted by civil engineer Christopher Rivet, PE, who will serve as the Lead Engineer. The in-house D&K staff assigned to this project will engage their experience with stormwater design and permitting knowledge—including the new stormwater rules and green stormwater treatment practices—to develop cost-effective, low maintenance Best Management Practices (BMPs) to achieve the project's goals and objectives.

We appreciate your consideration of our scope and costs and look forward to assisting the Town and CVRPC with this project. If you have any questions or require any additional information, please do not hesitate to contact me at 802.728.3376 or at mhildenbrand@dubois-king.com.

Sincerely,
DuBOIS & KING, INC.

A handwritten signature in blue ink that reads 'Michael Hildenbrand'.

Michael P. Hildenbrand, PE
Project Manager

Scope of Work

D&K's approach to this Stormwater Mitigation Final Design project (Project) will be to meet with CVRPC and the Town of Woodbury (Town) representatives to review the 30% designs developed for the four (4) Project sites during the Stormwater Master Planning effort in 2019. We will discuss whether or not the proposed stormwater BMPs meet the current and future goals of the Town.

After discussing the Town's goals and reviewing the treatment capabilities of the proposed stormwater BMPs, D&K will proceed through the tasks as outlined below. D&K has formatted this scope of work section to coincide with the four (4) tasks listed in the Scope of Work Request. Where necessary, we have provided additional details to help convey our approach to the project.

Task 1: Kickoff Meeting

Per the RFP, the CVRPC will organize a kickoff meeting to take place within two weeks of the contract start date. This meeting will include representatives from the CVRPC, Town, D&K, and interested Project stakeholders such as the Elementary School, the United Methodist Church, and the Fire Department. Prior to the meeting, D&K will review the 30% designs and evaluate whether or not the proposed design is the most appropriate to achieve the Town's goals. We will discuss our evaluation of the 30% design and potential design plan updates or recommendations, establish a schedule of deliverables, and identify potential challenges to the implementation of BMPs.

Recently, a greater emphasis has been placed on providing the required maintenance for stormwater treatment BMPs, and owners bear the responsibility of providing that maintenance. During the kickoff meeting, D&K will seek to understand the capabilities of the project stakeholders to perform maintenance activities. We will work with the Town and stakeholders to provide BMP designs that meet the project goals and are maintainable.

Clear communications and informed discussions between D&K, CVRPC, and the Town will get the project off to a great start. We plan to communicate regularly with CVRPC and the Town throughout the project and coordinate meetings when project milestones have been reached. Project progress/milestone meetings are valuable to obtain feedback from the stakeholders on our progress and gain approval for the next phase.

D&K will perform site visits to the four project sites, along with CVRPC and Town staff, following the kickoff meeting. D&K will gather additional information about the sites from the project stakeholders.

D&K will take meeting notes and prepare draft and final meeting minutes for the project record.

Deliverables:

- Kickoff Meeting and Site Visits
- Kickoff Meeting Minutes

Task 2: 60 % Engineering Design

Following the Kickoff Meeting, D&K will conduct a site visit for each location to obtain information necessary to prepare the 60% Engineering Design; which may include survey, soil characterization, and soil infiltration testing. Data will be reviewed to determine the need for any additional site assessment, and a preliminary site plan will be developed for each project site based on the findings.

D&K will prepare and provide a draft engineering design for each Project site to the 60% completion level, based on discussions with the CVRPC, the Town and Project stakeholders. The 60% Engineering Design will consist of detailed engineering plans for stormwater treatment including:

- Proposed Stormwater Treatment BMP(s), such as Subsurface Gravel Wetland and Subsurface Infiltration Systems
- Stormwater Conveyance Feature Locations and Details, such as swales and storm sewers
- Vegetated Buffer Areas and Details
- Catch Basin Location and Details
- Stormwater Pipe Locations and Details

Two Design Summary Reports will be prepared for the Project; one for each of the grant programs providing funding; Ecosystem Restoration Program and Design/Implementation Block Grant. Each report will address the two project sites associated with the respective funding programs (Woodbury Elementary School and Fire Department Annex sites in one report and Church Street and Fire Station/Post Office in the other report). The design reports will provide information regarding site conditions and watershed map; explain the proposed stormwater designs, treatment efficiency, and operation & maintenance required; include site photos and an opinion of probable cost to construct. The report will also identify all local and/or State permits that will be needed for design implementation.

Per the RFP, the CVRPC will organize a meeting, or meetings, with the Town of Woodbury and Project stakeholders to discuss the 60% Engineering Designs. D&K will meet with the CVRPC, the Town, and stakeholders to review the design; focusing on the feasibility to construct, how it meets the specifications for the site, and identify the permit requirements to implement the design. Feasibility to construct from a funding and logistics perspective will also be discussed. D&K will take meeting notes and prepare draft and final meeting minutes for the record. We have assumed that four (4) meetings will be required to review the design with all stakeholders during this Task.

After the design is accepted, D&K will address appropriate feedback received from the Town and stakeholders. D&K will then begin preparation of permit applications, as needed, and attend a Town of Woodbury Selectboard meeting to present the 60% Engineering Design for approval.

Deliverables:

- (4) 60% Stormwater Engineering Design Plans
- (2) Design Reports
- (4) Opinions of Probable Cost
- List of Local and/or State Permits required
- (4) Meetings with Project stakeholders
- Meeting Minutes
- Present Design Plan at Selectboard meeting

Task 3: 90% Engineering Design

Upon approval from the Town, stakeholders, and Selectboard, D&K will advance the Projects to 90% Engineering Design, address appropriate comments on the designs, and prepare and submit permit applications, as needed. The 90% Engineering Designs will be provided to the CVRPC and consist of detailed engineering plans for stormwater treatment including:

- Construction Notes

- Proposed Stormwater Treatment BMP(s), such as Subsurface Sand Filters and Bioretention Basins
- Stormwater Conveyance Feature Locations and Details, such as swales and storm sewers
- Vegetated Filter Strip Areas and Details
- Catch Basin Location and Details
- Stormwater Pipe Locations and Details
- Profiles and Cross-Sections
- Erosion Prevention and Sediment Control Plans

The Engineering Design summary reports will be updated, as needed, including any clarifications of the proposed stormwater designs, updated treatment efficiency calculations and an updated opinion of probable construction cost.

Per the RFP, the CVRPC will organize a meeting, or meetings, with the Town of Woodbury and Project stakeholders to discuss the 90% Engineering Designs. D&K will meet with the CVRPC, the Town, and Project stakeholders to review the design; discussing how it meets the specifications for the site and discussing Project feasibility, focusing on funding, permitting and logistics. D&K will take meeting notes and prepare draft and final meeting minutes for the record.

After the design is accepted, D&K will address appropriate feedback received from the Town and stakeholders. D&K will then present the 90% Engineering Design to the Town of Woodbury Selectboard for approval.

Deliverables:

- (4) 90% Stormwater Engineering Design Plans
- (2) Design Reports
- (4) Updated Opinions of Probable Cost
- Local and/or State Permit applications, as required
- (4) Meeting(s) with Project stakeholders
- Meeting Minutes
- Present Design Plan at Selectboard meeting

Task 4: 100% Engineering Design

Upon approval from the Town, stakeholders, and Selectboard, D&K will advance the Projects to 100% Engineering Design; addressing appropriate comments on the designs and updating the opinion of probable construction cost. D&K will provide the CVRPC the 100% Engineering Designs for the project. Additionally, draft construction bid documents will be prepared and submitted to CVRPC, the Town and stakeholders. D&K plans to utilize Vermont Agency of Transportation Standard Bid Documents and Technical Specifications and will meet State or Federal contract requirements for construction projects. The construction bid documents will likely include, but are not limited to:

- Contract Agreement
- General Conditions
- Technical Specifications
- Materials List
- Material Quantities
- Local and/or State Permits, if issued

Additionally, D&K will provide information to CVRPC for inclusion in the BMP Implementation Final Report such as pervious and impervious surfaces treated and storage volume and if desired, a calculation of the nutrient reduction estimated for each BMP

Deliverables:

- (4) 100% Stormwater Engineering Design Plans
- (2) Design Reports with photos
- (4) Opinions of Probable Cost
- (4) Construction Bid Documents
- (4) Technical Specifications
- Local and/or State Permits, if issued

Additional Services: Proposed Educational Materials/Presentation

D&K is also proposing to prepare Educational Materials for the Town and/or prepare a presentation for the Elementary School to discuss why the stormwater BMPs are necessary, how the BMPs work, and the importance of maintenance to maintain effectiveness and prolong the lifespan of the BMP. We believe there are every day opportunities for communities to help maintain the performance of stormwater treatment practices and reduce potential contamination of receiving waters from point sources. We have experience in preparing community education materials on various topics; as well as presenting to communities through multiple forums, including local schools. Specifically, we recently prepared a brochure for a municipality in New Hampshire emphasizing the importance of a community approach to managing stormwater assets. Additionally, a D&K staff member assigned to this project is actively involved in the community, has spent time teaching, and, as a firefighter, regularly volunteers to discuss the importance of fire safety.

Proposed Schedule

Task	Completion Date
Notification of Award:	4/10/2020
Contract Start:	5/11/2020
Kickoff Meeting:	5/26/2020
60% Stormwater Engineering Design:	9/25/2020
Meet with Municipal Representatives/stakeholders:	11/13/2020
Present design plan at Selectboard Meeting:	12/18/2020
90% Stormwater Engineering Design:	2/5/2021
Meet with Municipal Representatives:	3/5/2021
Present design plan at Selectboard Meeting:	4/16/2021
100% Stormwater Engineering Design:	5/14/2021
Contract Completion:	5/28/2021

PROFESSIONAL FEES

D&K will conduct the above scope of services on a time and expense basis in accordance with the Schedule of Fees in effect at the time of invoicing. We have estimated the fees for each of the above tasks as summarized below. We will not exceed the estimated fees for each task unless prior approval has been obtained from the client. D&K will invoice on a monthly basis.

Task 1: Kickoff Meeting	\$ 1,520
Task 2: 60% Engineering Design	\$27,260
Task 3: 90% Engineering Design	\$ 6,260
Task 4: 100% Engineering Design	\$ 3,245
Project Task Subtotal	\$38,285
Project Expenses	\$ 1,044
Project Total	\$39,329
Additional Educational Services:	\$ 3,425

Not included in this proposal are the following:

- a. Permit Application Fees;
- b. Geotechnical investigations;
- c. Survey Services not identified above;
- d. Other Design Services Not Outlined Above; and
- e. Services Due to Changes in the Scope of the Project.

TERMS AND CONTRACT CONDITIONS

This project will be completed in accordance with the Master Agreement between D&K and CVRPC dated July 30, 2019.

Project Team

Michael Hildenbrand, PE, Project Manager/Civil Engineer, has 19 years of experience in site design and significant expertise in stormwater infrastructure design and permitting. He thoroughly knowledgeable of updated Vermont stormwater regulations and regularly provides Act 250 permitting support (VT ANR) and annual permitting for construction projects. Michael recently completed the design of a 54-space park & ride for the Southeast Vermont Transit facility that included design and permitting of stormwater infrastructure including conveyance piping, roadside swales and infiltration basin. His recent projects include completion of the site and stormwater design for two solar farms in Vermont and for a new bunkhouse design at the Girl Scouts Camp Farnsworth in Thetford. Michael will provide general management of the project and review of project documentation.

Christopher Rivet, PE, Senior Civil/Environmental Engineer, has eight years of stormwater engineering experience. His project expertise includes the design, construction, and compliance inspection for stormwater projects throughout Vermont. He also brings experience performing stormwater modeling using HydroCAD for a range of site development, renewable energy, and culvert projects. Chris works closely with the D&K team on stormwater and site projects such as the Berlin Town Offices Subsurface Gravel Wetland Project in Berlin and the ongoing Brickyard Road FRP implementation project for the Village of Essex Junction. Chris will lead design and day-to-day development of the project and will serve as the main point of contact to the Town.

Lea Martin, Staff Engineer, has provided inspection of stormwater infrastructure that involved inspecting more than 1000 catch basins and 200 outfalls. She also performed weekly water quality testing for E. coli, phosphorus, pH, chlorine, chloride, and nitrogen at outfalls throughout Essex and Essex Junction. Lea supports the firm's water resources team with stormwater management, river and dam projects. She played a key role in the development of dam reports for Little Averill Pond Dam, Great Averill, Pond Dam, Norton Pond Dam and Wolcott Dam. Lea will provide drafting and design services for this project.

Proposed Labor Hours and Fees

Project Phases & Tasks			Labor Categories										
			Project Director	Project Manager (MH)	Senior Structural Engineer/ Specialist	Project Engineer/ Specialist (CR)	Engineer/ Senior Designer (LM)	Resident RPR	2-person Survey Crew	Wetlands Scientist	Admin. Support	Total Hours	
Meetings/Site Visits													
Task 1: Kickoff Meeting													
	1A Kickoff Meeting	1			4						4		
	1B Site Visits	4			12						12		
Task 2: 60% Engineering Design													
	2A Site Visit/Data Collection	4				16		12			28		
	2B (4) 60% Engineering Designs		4		40	160					204		
	2C (2) Engineering Reports		4		12	32					48		
	2D (4) Opinion of Probable Costs				4	12					16		
	2E Meeting(s) with Stakeholder	4			16						16		
	2F Selectboard Meeting	1			4					4	4		
Task 3: 90% Engineering Plans													
	3A (4) 90% engineering design		1		12	24					37		
	3B (2) Engineering Reports		1		2	4					7		
	3C (4) Opinion of Probable Costs		1		1	4					6		
	3F Meeting(s) with Stakeholder	4			16						16		
	3G Selectboard Meeting	1			4						4		
Task 4: 100% Engineering Plans													
	4A 100% Design		1		4	4					9		
	3D Contract Documents				4						4		
	3E Technical Specifications				8	16					24		
Total Hours:				12	0	143	272	0	12	0	0	439	
Direct Labor	Total Hours:			12	0		272	0	12	0	0	439	
	Labor Rates:		\$140.00	\$125.00	\$115.00	\$95.00	\$80.00	\$65.00	\$120.00	\$94.00	\$60.00		
	Labor Cost:		\$0	\$1,500	\$0	\$13,585	\$21,760	\$0	\$1,440	\$0	\$0	\$38,285	
Direct Expenses													
I. Subsistence													
Transportation:			Vehicles	1,800	Miles @	\$0.580	/ Mile =	\$1,044					
						Travel-Air / Ground / Parking Allowance =		\$0					
Meals:			Partial Per Diem	0	Days @	\$6.00	/ Day =	\$0					
			Full Per Diem	0	Days @	\$25.00	/ Day =	\$0					
Rooms & Lodging:			Hotel	0	Days @	\$70.00	/ Day =	\$0	Subsistence Total =		\$1,044		
II. Support Expenses													
								Telephone/Fax =	\$0				
								Postage =	\$0				
								Reproduction =	\$0				
								Advertising=	\$0	Support Total =		\$0	
III. Subcontractors													
								Earthwork Contractor =		\$0			
										Subcontractor Total =		\$0	
IV. Miscellaneous Expenses													
N/A				0	@	\$0.00	Each =	\$0					
N/A				0	@	\$0.00	/ Hour =	\$0					
								Materials =	\$0				
								Miscellaneous =	\$0	Miscellaneous Total =		\$0	
											Total Direct Expenses =		\$1,044
											Total Cost =		\$1,044
Cost Summary													
Direct Labor Cost			\$38,285				Total Labor Cost			\$38,285			
							Direct Expenses			\$1,044			
Total Labor Cost			\$38,285										
							Total Price		\$39,329				

05/04/20

Amended 04/30/20

Executive Committee

Central Vermont Regional Planning Commission

Stormwater Mitigation Final Designs - Woodbury, Vermont

Project No.: 125178X

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DuBois
& King inc.

Proposed Labor Hours and Fees

Project Phases & Tasks			Labor Categories									
			Project Director	Project Manager (MH)	Senior Structural Engineer/ Specialist	Project Engineer/ Specialist (CR)	Engineer/ Senior Designer (LM)	Resident RPR	2-person Survey Crew	Wetlands Scientist	Admin. Support	Total Hours
Meetings/Site Visits												
Task 1: Kickoff Meeting												
	1A Kickoff Meeting	1			4						4	
	1B Site Visits	4			12						12	
Task 2: 60% Engineering Design												
	2A Site Visit/Data Collection	4				16		12			28	
	2B (4) 60% Engineering Designs		4		40	160					204	
	2C (2) Engineering Reports		4		12	32					48	
	2D (4) Opinion of Probable Costs				4	12					16	
	2E Meeting(s) with Stakeholder	4			16						16	
	2F Selectboard Meeting	1			4						4	
Task 3: 90% Engineering Plans												
	3A (4) 90% engineering design		1		12	24					37	
	3B (2) Engineering Reports		1		2	4					7	
	3C (4) Opinion of Probable Costs		1		1	4					6	
	3F Meeting(s) with Stakeholder	4			16						16	
	3G Selectboard Meeting	1			4						4	
Task 4: 100% Engineering Plans												
	4A 100% Design		1		4	4					9	
	3D Contract Documents				4						4	
	3E Technical Specifications				8	16					24	
Total Hours:				12	0	143	272	0	12	0	0	439
Total Hours:				12	0		272	0	12	0	0	439
Labor Rates:			\$140.00	\$125.00	\$115.00	\$95.00	\$80.00	\$65.00	\$120.00	\$94.00	\$60.00	
Labor Cost:			\$0	\$1,500	\$0	\$13,585	\$21,760	\$0	\$1,440	\$0	\$0	\$38,285
Direct Expenses												
I. Subsistence												
Transportation:			Vehicles	1,800	Miles @	\$0.575	/ Mile =	\$1,035				
						Travel-Air / Ground / Parking Allowance =		\$0				
Meals:			Partial Per Diem	0	Days @	\$6.00	/ Day =	\$0				
			Full Per Diem	0	Days @	\$25.00	/ Day =	\$0				
Rooms & Lodging:			Hotel	0	Days @	\$70.00	/ Day =	\$0	Subsistence Total =		\$1,035	
II. Support Expenses												
								Telephone/Fax =	\$0			
								Postage =	\$0			
								Reproduction =	\$0			
								Advertising=	\$0	Support Total =		\$0
III. Subcontractors												
								Earthwork Contractor =		\$0		
								Subcontractor Total =				\$0
IV. Miscellaneous Expenses												
N/A			0 @		\$0.00		Each =	\$0				
N/A			0 @		\$0.00		/ Hour =	\$0				
								Materials =	\$0			
								Miscellaneous =	\$0	Miscellaneous Total =		\$0
Total Direct Expenses =											\$1,035	
Total Cost =											\$1,035	
Cost Summary												
Direct Labor Cost			\$38,285				Total Labor Cost			\$38,285		
							Direct Expenses			\$1,035		
Total Labor Cost			\$38,285				Total Price			\$39,320		



MEMO

Date: May 4, 2020
To: Executive Committee
From: Pam DeAndrea, Senior Planner
Re: Clean Water Service Provider Proposal, Second DRAFT

✉ **ACTION REQUESTED:** Provide staff with comments on the Clean Water Service Provider proposal for the Winooski River Basin.

On February 3, the Vermont Agency of Natural Resources (ANR) released a final Request for Proposals (RFP) for selection of CWSPs in the Lake Champlain Basin per Act 76 of 2019. **The proposal due date has been extended to May 29.**

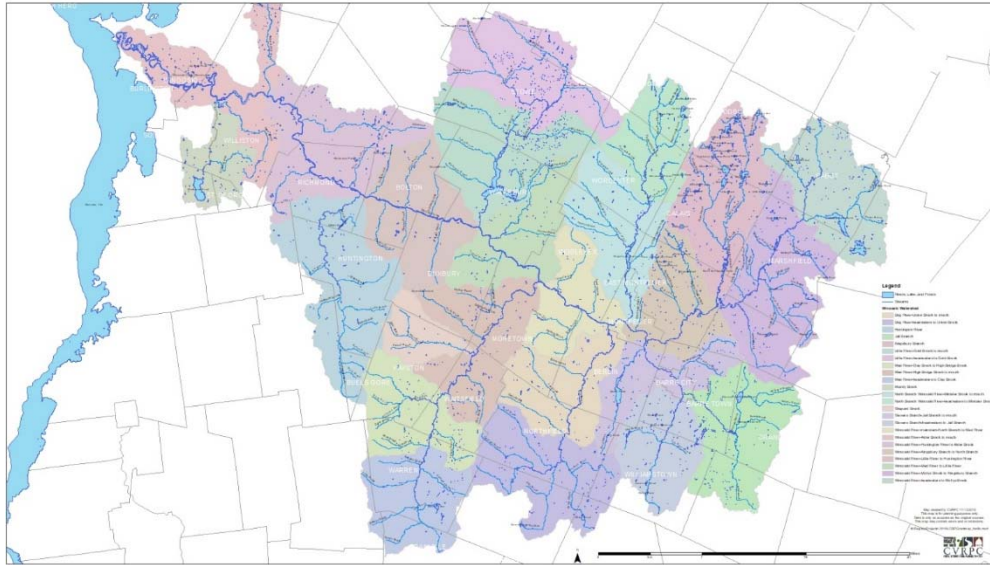
The Executive Committee approved having staff to submit a proposal to act as a Clean Water Service Provider (CWSP) for the Winooski River Basin at its April 6, 2020 meeting. Attached is the second draft of the proposal, which includes a Qualifications section for supporting information. RPCs that plan to pursue CWSP designation are working collectively to develop parallel proposals and present a comprehensive statewide program.

Staff shared the proposal with partners and solicited comments from them. CVRPC received comments in writing from the following partners: Lamoille County Planning Commission (LCPC) and Winooski Natural Resources Conservation District (WNRCD) which have been incorporated into this second draft. Northwest Regional Planning Commission and Chittenden County Regional Planning Commission (CCRPC) have made edits to their proposals, which have also been incorporated into this second draft.

CVRPC convened a second meeting with Winooski Basin partners on April 30 to review the proposal and go over key questions and comments from the partners. Discussion included roles of CVRPC and CCRPC, Basin Water Quality Council (BWQC) terms, the GIS Dashboard, and possible funding for partners to attend Council meetings.

Clean Water Service Provider Winooski River Basin

DRAFT



Prepared for:

Vermont Department of Environmental Conservation

Agency of Natural Resources

1 National Life Drive

Montpelier, VT 05601

Prepared by:

Pamela DeAndrea and Bonnie Waninger of *Central Vermont Regional Planning Commission* developed this proposal, with information and support from identified partners.

Point of Contact:

Bonnie Waninger, Executive Director

Central Vermont Regional Planning Commission

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Montpelier, VT 05602

P: (802) 229-0389; F: (802) 223-1977

<http://centralvtplanning.org/>

INTRODUCTION

The Central Vermont Regional Planning Commission (CVRPC) is pleased to present this proposal for a Clean Water Service Provider (CWSP) for the Winooski River Basin (Basin 8) as part of the enactment of Act 76, the Clean Water Service Delivery Act of 2019. If selected as a CWSP, the CVRPC will comply with the forthcoming final rules and guidance, as a condition of relevant grants issued under Act 76.

CVRPC is a Regional Planning Commission that works with twenty-three municipalities in Central Vermont with the mission to:

“Assist member municipalities in providing effective local government and work cooperatively with them to address regional issues.”

CVRPC works with area non-profits, other regional organizations, State and Federal agencies, and the general public. We implement a variety of projects and programs tailored to local and regional needs, and also complete projects of statewide importance and interest.

CVRPC has extensive experience with the basin planning process, having collaborated on the completion of three Vermont Tactical Basin Plans (TBPs) for the Lamoille River, Winooski River, and the White River. Currently, CVRPC is reviewing and assisting with outreach on the TBP for Basin 14. Over the years, CVRPC has established a successful working relationship and partnership with the Vermont Department of Environmental Conservation (DEC) and other partners such as municipalities, Conservation Districts, watershed groups, and other Regional Planning Commissions (RPCs) to plan and implement water quality projects throughout the Winooski Basin. These partnerships, along with a track record of successful implementation of projects, make the CVRPC an ideal candidate for the Winooski Basin CWSP.

WINOOSKI RIVER BASIN (8) VISION

The vision is to leverage our professional skills in group facilitation, grant administration and program management to support the on-the-ground expertise of partner organizations and municipalities in developing and implementing non-regulatory water pollution control projects. The CVRPC will be assisted by the Chittenden County Regional Planning Commission (CCRPC) with establishing relationships outside our RPC region. In coordination with the DEC and the Winooski Basin Water Quality Council (described below), and assisted by numerous partner organizations and municipalities, the CVRPC will implement a systematic and open process to bring cost-effective projects from concept to installation to annual ongoing operation and maintenance.

SCOPE OF WORK

1. Start Up Activities/Community Engagement & Outreach:

Upon designation by the State of Vermont and issuance of a contract or grant agreement, the CVRPC will conduct the following start-up activities to inform and engage the general public and water quality partners of this non-regulatory program to conduct and support clean water projects in the Clean Water Service Provider (CWSP) for the Winooski Basin (Basin 8).

- Set up a dedicated webpage at <http://centralvtplanning.org/> to host all relevant content related to acting as the Clean Water Service Provider for Basin 8.
- Organize a series of informational meetings, in Washington and Chittenden Counties, to engage with water quality partners and the public on the anticipated and planned operations of the CVRPC as the CWSP for Basin 8.
- Set up systems for tracking expenses and activities related to CWSP services for financial and/or programmatic requirements the DEC may prescribe in its agreement with CVRPC.

2. Formation of Basin Water Quality Council:

To help fulfill the responsibilities assigned to the CWSP, CVRPC will form a Basin Water Quality Council (BWQC) for the Winooski Basin. This Council will be developed in accordance with applicable statute, rules and guidance.

The CVRPC, with assistance from CCRPC, will first invite the following organizations to select members consistent with Act 76, as follows:

- Winooski Natural Resource Conservation District (WNRCD), Lamoille County Conservation District (LCCD), and Caledonia County Natural Resources Conservation District (CCNRCD) to select two (2) persons representing NRCDs.
- CVRPC, CCRPC, Lamoille County Planning Commission (LCPC), Two Rivers Ottauquechee Regional Commission (TRORC), Addison County Regional Planning Commission (ACRPC), and Northeastern Vermont Development Association (NVDA) to select two (2) persons representing Regional Planning Commissions.
- Friends of the Winooski River, Friends of the Mad River, Watersheds United Vermont, Lake Champlain Committee, and any other similar organizations that may be identified by November 1, 2020 to select two (2) persons representing local watershed protection organizations.

The CVRPC, with assistance from CCRPC, also will make a request to:

- applicable local and state land conservation organizations including, but not limited to: municipal land trusts, Dog River Conservancy, Vermont River Conservancy, Vermont Housing and Conservation Board, Lake Champlain Land Trust, New England Forestry Foundation, Northeast Wilderness Trust, The Nature Conservancy of Vermont, Trust for Public Lands, Vermont Land Trust to solicit one (1) nominee; and
- applicable municipalities in Chittenden, Washington, Orange, Addison, Lamoille, and Caledonia Counties (CCRPC, LCPC, TRORC, ACRPC, and NVDA will assist with municipalities in their respective regions) to solicit two (2) or more representatives.

The BWQC will aid the CWSP in the selection of these seats.

The CVRPC will assist the BWQC in establishing Council Rules of Procedure which will define member term limits, total number of members and charges of the BWQC including but not limited to project identification and prioritization. It is anticipated that BWQC terms shall be two years with initial terms staggered: four members will start at two-years and five members will start at one-year, after which they shall be appointed for a two-year term. To ensure broad participation in the basin by interested partners, the BWQC will consider the use of sub-committees or advisory groups to provide feedback. The rules will be consistent with the pending rules and guidance currently under development by DEC.

3. Project Identification and Prioritization:

The CWSP will oversee and assist the BWQC in project identification and prioritization. To initiate this task CVRPC will derive an initial list of potential non-regulatory projects in consultation with the Vermont DEC Watershed Planner for Basin 8, Karen Bates. The primary source for these projects will be the DEC Watershed Projects Database (WPD).

CVRPC, with assistance from CCRPC, will reach out to the BWQC as well as to all other partners in the Basin including the academic community (e.g., University of Vermont and Norwich University). CVRPC will review the initial list of projects to consult with BWQC members and all other partners to identify additional projects that are not yet in the database or that will need project identification/development funding to be further scoped for consideration. Often CVRPC and partner groups receive project ideas organically through direct communication from a stakeholder, field work, and municipal outreach; these projects at any given point in time may not be in the state database. Potential data gaps might include, for example, stream reaches that may have not been assessed for fluvial erosion hazards or floodplain restoration opportunities. The CVRPC will compile these projects and consult with the Basin Planner during the identification stage.

The list of potential projects will be defined into the following categories, based on the stage of the project, consistent with rules and guidance to be issued by DEC: Identification-Development and Design-Implementation. It is anticipated that funding will be allocated towards the Identification-Development stage as needed to meet the phosphorus reduction target assigned to the Basin and further project development in high priority areas.

As prescribed in Act 76, the prioritization of projects rests with the BWQC. The CVRPC will act in an administrative and technical capacity to assist the BWQC with project prioritization and selection of a set of projects that will receive funding and meet necessary target reductions. The prioritization will be informed by and consistent with strategies outlined in the Basin 8 Tactical Basin Plan.

To begin the process of project prioritization, the CVRPC will assist the BWQC in identifying an effective and efficient process to present and analyze projects in order to prioritize investments in the Basin and meet the assigned reduction target. The CVRPC proposes to develop an ESRI ArcGIS Dashboard to facilitate the review of projects and prioritization with the BWQC and track projects selected for funding. Project data within Basin 8 will be imported into the

Dashboard from the WPD. This Dashboard will allow CVRPC to easily convey project information to the BWQC and the public and provide transparency of the prioritization process in a user-friendly platform. More information on the intent and usage of this dashboard is described under *Section 5.0 Project Tracking and Reporting*.

Based on the standard guidelines for ranking projects under development by DEC, CVRPC expects potential Design-Implementation projects will be assigned a technical score to evaluate pollution reduction benefits compared to project costs. CVRPC also expects to supplement this technical score with additional scoring conducted by the BWQC such as project co-benefits, readiness, and feasibility. It is anticipated that projects categorized as Identification-Development will go through a similar process based more on targeting a problem identified in the Tactical Basin Plan. CVRPC will develop the draft benefit scoring for review and action by the BWQC in a public meeting. Given the importance of this step, CVRPC intends to invite all partners in the basin to participate in this discussion and provide input to the BWQC as they make the decision about priorities for funding.

CVRPC anticipates that the BWQC will review and authorize a package of projects to be funded up to two times per year for Design-Implementation projects and could authorize Identification-Development projects on an ongoing basis up to the funding threshold defined by the BWQC.

The CWSP will be responsible for ensuring that projects meet set standards as they progress from design to construction with the assigned project implementer. Design projects will need to demonstrate that they have been screened for natural resource constraints and determined permits necessary for implementation. Implementation projects will need to obtain necessary permits and agreements for operations and maintenance of the practice prior to construction.

4. Project Development, Implementation and Maintenance

Consistent with our vision, CVRPC intends to invest in partners where applicable to identify, develop, design, build, operate, and maintain prioritized projects. To accomplish this, CVRPC anticipates to use a Request for Qualifications (RFQ) process to subcontract specific activities to fulfill requirements of Act 76. These requirement activities may include project development, construction, verification, inspection, and operation and maintenance. CVRPC intends to use this process to identify and select qualified parties with whom we would then develop Master Agreements to perform these activities. While the CVRPC has identified many of the potential entities that would fulfill the Act 76 activities under *Section 8. CWSP Partnerships, Qualifications Overview and Staffing*, the RFQ process will provide the opportunity to identify additional entities and detail the extent of each partners' capabilities and interest.

CVRPC intends to include the BWQC in the qualification process by consulting with them to develop the RFQ using established CVRPC procurement procedures (Attachment F) and to evaluate qualifications of entities who will carry out Act 76 activities. Prior to issuance, the CVRPC will provide the DEC with the opportunity to review and comment on the RFQ. Once projects have been prioritized by the BWQC and determined to be feasible for either further

development or implementation, a Master Agreement with selected qualified entities will be established and task orders issued to conduct identified activities. The CVRPC will ensure that DEC contracting requirements are passed through in all Master Agreements.

Establishing a pre-qualified list will allow for rapid deployment of funds for developing, constructing and operating the identified non-regulatory water quality projects. The RFQ is a process CVRPC has previously utilized to select firms for several project types including: Transportation Planning and Design, Stormwater Master Planning, Design and Construction Oversight, and EPA Brownfields Environmental Assessments. The CVRPC intends to re-issue the RFQ for Act 76 activities every 5 years.

Consistent with any rules and guidance developed by DEC, CVRPC will issue an RFQ to solicit organizations and firms with expertise in:

- Project development: project identification, landowner engagement, constraints and permitting evaluation and identification of project alternatives.
- Project Design: management of DEC Design stage projects and understanding of mandatory performance measures; development of conceptual, preliminary or final design plans, cost estimates, and permitting documentation.
- Construction: management of DEC Implementation stage projects and understanding of mandatory performance measures; development of bid documents, physical implementation of projects and/or contracting for same; oversight of project implementation and progress and financial reporting of same.
- Verification and Inspection: providing third party oversight to verify projects are constructed according to specifications and permits; and inspections of water quality projects.
- Operation and maintenance (O&M): determining adherence to operations and maintenance plans for non-regulatory water quality projects.

Organizations or firms contracted for any of the categories above will be required to provide progress and financial reporting as well as maintain records as necessary to comply with requirements set forth by DEC.

For verification and inspection, as the CWSP the CVRPC will either develop the expertise in-house or hire one of the selected qualified organizations/firms to conduct this work. It is anticipated that this task will be completed using the mobile application, Survey123, under development by the DEC. This will ensure that verification, inspection, and recommendations for maintenance is conducted in a consistent manner across projects in the region. The CVRPC will require the organization/firm conducting the verification and inspection to provide recommendation reports including requirements for continued operation and maintenance for efficient best management practice (BMP) operation. If the inspection finds either the BMP is operating effectively, is not operating as it should be, or needs any maintenance to improve effectiveness, the CVRPC will share reports with the party who is committed to the O&M. The CVRPC will also verify that recommendations were made within the inspection report.

1 For operations and maintenance, CVRPC intends to work with the BWQC on how to best invest
2 in partners to operate and maintain installed projects and practices. The responsibility and
3 liability would reside with the entity paid to provide this service through the funding agreement
4 consistent with DEC rules and guidance currently under development. It is anticipated the
5 operation and maintenance funding will be a percentage of the cost of implementation or a flat
6 annual fee, depending on the type of project.
7

8 **5. Project Tracking and Reporting**

9 As the CWSP, the CVRPC commits to using DEC-developed IT solutions for project tracking and
10 reporting. The CVRPC will submit interim reports and an annual report to the BWQC and DEC
11 that will show progress made towards project identification, implementation, inspection,
12 maintenance, and meeting phosphorus reduction targets. CVRPC will regularly communicate
13 with partners assigned to tasks and request reports on task progress that align with established
14 reporting timelines to pass on to the BWQC and DEC.
15

16 As mentioned earlier in *Section 3. Project Identification and Prioritization*, the CVRPC intends to
17 use ESRI ArcGIS Online technology, Dashboards, to maintain and convey information on the
18 status of projects in the Winooski Basin in a user-friendly platform. The CVRPC and CCRPC have
19 GIS professionals on staff that are well versed in creating ArcGIS Online applications. The
20 CVRPC will ensure that applicable data from the Dashboard will be easily extracted and
21 translated to any DEC-developed IT solutions for tracking and reporting. The Dashboard as
22 proposed is not intended to be duplicative of the WPD or the Clean Water Project Explorer; this
23 tool would provide similar transparency in conveying information and tracking indicators on
24 eligible non-regulatory projects for prioritization and progress reporting.
25

26 The Dashboard will enable easy identification of eligible projects, information sharing to the
27 BWQC for project prioritization, and tracking of project status and activity completed by
28 partners. The CVRPC will work with the DEC Basin Planner as well as partners to verify project
29 information. The Dashboard could include the following project indicators: project stage,
30 eligibility determinations (natural resource screening, etc.), projected phosphorus reduction,
31 estimated cost (Design, Construction, Operations and Maintenance), and feasibility factors
32 (landowner willingness, etc.). Additionally, any potential projects currently in the watershed
33 database that are deemed “ineligible” by the DEC for this funding will be recorded as such in
34 order to inform the project evaluation process. Through regular communication with the DEC
35 and partners, CVRPC will work to ensure the Dashboard is updated regularly based on partner
36 activity reporting and is in alignment with the WPD.
37

38 **6. IT Support Systems**

39 CVRPC has well-developed IT systems. The organization houses all data on an HP Proliant G10
40 Server (Windows 2012 Server OS), which is backed up daily to a local NAS backup and a cloud-
41 based back up service (Acronis) with storage capacity up to 1 TB. There is a Fortinet firewall
42 and small business edition security software in place to protect the server, computers,
43 organization files, and to block virus entry through communications and web browsing. The

CVRPC has knowledgeable IT support staff with expertise in software and hardware installation and troubleshooting. The CVRPC also contracts with Ormsby's Computer Store in Berlin, VT for server monitoring and maintenance and general IT support. The server and staff computers are on a 4-year use cycle. Staff has the ability to remotely access the server central filing system using a Virtual Private Network (VPN) through FortiClient and Remote Desktop Applications. GIS software licenses include ArcGIS 10.8 (Basic and Spatial Analysis). The CVRPC and CCRPC staff are well versed in ArcPro, ArcMap, ArcGIS online applications such as web app builder, ArcGIS Hub, and Operations Dashboard.

7. Financial Support System

CVRPC has well established and proven accounting systems that meet all federal and state standards for managing federal and state awards. Finances are overseen by the CVRPC Executive Committee. CVRPC manages approximately \$1.2 million a year in federal, state, local, and non-profit grants. In addition, it acts as fiscal agent, bookkeeper, or payroll manager for three other organizations. CVRPC partners including other RPCs and NRCs have extensive experience in managing multiple projects through both Federal and State grants.

The CWSP team will work directly with CVRPC's Contracted Accountant and Office Manager to ensure effective program management and grant administration. The CVRPC uses QuickBooks Pro with supporting spreadsheets for items such as Paid Time Off tracking to administer its financial system. CVRPC's QuickBooks company files are stored on the organization's server, which is backed up daily to a local NAS and to a cloud-based back-up (Acronis). QuickBooks company files are password protected and with full permissions only available to the Executive Director and financial management contractor. Remote access to the server and the QuickBooks company files are only available via configuration IT Administrator.

Financial systems and procedures have been developed and updated periodically in CVRPC's Administrative and Financial Management Policy and Procedures (Attachment F) and cost allocation plan (available on request). CVRPC is audited each fiscal year by an independent Certified Public Accounting firm and has been free of any significant findings for at least the last 10 years. CVRPC does not expend more than \$750,000 of federal funds in a fiscal year, therefore it does not undergo a Federal Single Audit. CVRPC's financial systems were substantially updated in 2017. CVRPC is considered a low risk auditee.

8. CWSP Partnerships, Qualifications Overview & Staffing

CVRPC recognizes that to be successful in all aspects of the CWSP program we will need to work in close partnership with those organizations currently doing relevant work and active in communities in the Winooski Basin. The CVRPC will rely on existing and potential water quality partners to partner with on tasks. These partners will come from the list of BWQC invitees noted in *Section 2. Formation of Basin Water Quality Council* along with new partners who may be identified through the RFQ process or as the program is implemented. These partners would receive subgrants as needed to participate in the BWQC working sessions and, as assigned, develop, construct or maintain projects after prioritization and selection.

CVRPC will operate primarily in an administrative and managerial role of overall CWSP operations. Table 1 below provides an overview of the CVRPC's team qualifications by relevant skill set identified in the RFP as essential to serve as a CWSP. Specific projects are highlighted in the table to provide demonstrated experience; additional information on highlighted projects is provided under *Supporting Information*. The CVRPC staff has extensive experience in managing multiple projects and ensuring deliverables are met within required timelines. CVRPC will ensure project partners to inform on project progress and that deliverables are completed on-time and aligned with dependent factors such as construction or field season.

Table 1: Summary of CVRPC Team Qualifications

Skill Sets	Description of Experience	Project Reference ¹
Identification & Project Prioritization	<ul style="list-style-type: none"> Review of existing assessments and determined project feasibility Communication with stakeholders on interest in implementation Field visits to evaluate project needs Preliminary determination of DEC permits 	Class 4 Roads Demonstration Project; Stream Geomorphic Assessments throughout Central Vermont; Municipal Road Erosion Inventories for Municipal Roads General Permit; Culvert Inventories; ERP Grants 2017 – 2019 – Stormwater Master Plans - Mad River & Kingsbury Branch; 3-Town; Berlin;
Design & Construction of Water Quality Projects	<ul style="list-style-type: none"> Grant and project management of Final Design and Implementation stage projects Confirmation of required permits Assisted with requests for bids and Operation and Maintenance Agreements Procurement and oversight of contractors 	2018-19 Clean Water Block Grants (Berlin Town Office Stormwater Final Design; Pouliot Avenue Gully Restoration Implementation); ERP Grants for Northfield Water St., Central St. and Kenyon's Stormwater Design and Implementation; ERP grant for Health Center, Plainfield Stormwater Mitigation Final Design
Project Management	<ul style="list-style-type: none"> Engagement of stakeholders Communication with municipalities, landowners, and State and Federal Agencies Procurement and oversight of contractors 	ERP Grants 2017 – 2019 – Stormwater Master Plans - Mad River & Kingsbury Branch; 3-Town; Berlin; Brownfields Redevelopment; Transportation Resiliency Planning Tool for Steven's Branch Watershed
Grant Management	<ul style="list-style-type: none"> Follow procurement/contracting guidelines per grantor/organizational policies Disbursement of payments to sub-grantees/subcontractors Management of multiple subgrants or subcontracts per contract Produce & maintain financial performance reporting Meet interim and final reporting requirements 	ERP Grant Moretown Mad River Corridor Plan; Stormwater Master Plans mentioned above; ERP Grants for Stormwater Design and Implementation (Northfield, Plainfield); 2018-19 Clean Water Block Grants
Meeting Organization &	<ul style="list-style-type: none"> Coordination of monthly meetings (agenda setting, public notice, etc.) 	Coordination/support of multiple CVRPC Committees as well as municipal/regional

Facilitation	<ul style="list-style-type: none"> Facilitation of multi-partner planning processes and meetings Execution of various outreach and engagement techniques (public meetings, social media, surveys, etc.) for informing the public and gathering information 	project committees; Lamoille, Winooski, and White River Tactical Basin Planning regional outreach; Municipal and Regional Energy Planning; Community/Municipal Planning
Consensus Building	<ul style="list-style-type: none"> Spearheaded new partnerships and enhanced collaboration between the community health and economic development sectors to develop shared goals and strategies Provide baseline information to inform the process, review options to achieve end goal and work through points of agreement 	2016 Central Vermont Regional Plan; Municipal planning and zoning updates; High Meadows Funding 2017-2019 – Water Wise Woodlands
Technical Capacity	<ul style="list-style-type: none"> Experience with review and field verification of partner or contractor projects Executed MOAs and O&M agreements to maintain installed practices Development of ESRI ArcGIS Applications 	FY2018-2019 Municipal Grants-In-Aid municipal projects; ERP and Clean Water Block Grant Implementation Projects mentioned above; Municipal web maps; Municipal Roads General Permit ArcCollector Application Development

¹See expanded staff qualifications under Supporting Information for additional information on individual projects and staff qualifications.

Table 2 below outlines the individuals that are a part of the CVRPC Project Team; specific roles and tasks will be assigned to staff once additional guidance and requirements are provided. Bonnie Waninger will provide general program oversight and staff supervision ensuring adherence to contracting requirements and to DEC rules and guidance. Bonnie has led the CVRPC for 5 years and brings expertise in federal and state contract requirements and management of operational and a program budget of \$1.2 million per year. Grace Vinson will be the CWSP Program Manager and will support the BWQC and manage the individual projects selected for funding. Grace brings experience in meeting facilitation, convening of stakeholders, and project management including management of stormwater projects. Pam DeAndrea, will act as technical advisor, transferring her knowledge of DEC policy and water quality program history during start-up transition. She also will provide IT and GIS services.

Through a subgrant to the CCRPC, Dan Albrecht, CCRPC Senior Planner, will serve as the primary manager for CWSP projects in Chittenden County and serve as the primary liaison with CCRPC region partners. Dan has been with the CCRPC since 2003 and has managed several applicable projects and programs. Ms. Vinson and Mr. Albrecht will be assisted in this role by Ijaz & Associates, LLP, CVRPC's Contracted Accountant, Nancy Chartrand, CVRPC Office Manager, and Forest Cohen, CCRPC Senior Business Manager as applicable. Pam Brangan, CCRPC GIS Data and IT Manager, will collaborate with Ms. DeAndrea as needed. CCRPC personnel will be supervised by Executive Director, Charlie Baker.

1 **Table 2: CVRPC & CCRPC Project Team Individual Expertise**

RPC	Person/Title	Expertise/Role
CVRPC	Bonnie Waninger, Executive Director	Program Oversight, Staff Supervision, Facilitation, Consensus Building, Grant and Project Management
	Grace Vinson, Planner	Program Management, Facilitation, Meeting Coordination, Project and Grant Management
	Pam DeAndrea, Senior Planner	Project and Grant Management, Oversight of Design & Construction Projects, GIS Analysis and Application Development, IT Services
	Nancy Chartrand, Office Manager	Office Management, Publications, Public Engagement, Contract Management
	Ijaz & Associates, LLP, CVRPC's Contracted Accountant	Financial Management, Grant Management, Financial Reporting
CCRPC	Charlie Baker, Executive Director	Program Oversight, Staff Supervision, Facilitation, Consensus Building, Grant and Project Management
	Dan Albrecht, Senior Planner	Project Management, Facilitation, Meeting Coordination, Grant Management
	Pam Brangan, GIS Data and IT Manager	GIS and IT Services
	Forest Cohen, Senior Business Manager	Financial Management, Grant Management, Financial Reporting

10. Policies and Procedures

CVRPC has adopted numerous policies and procedures that guide our work. These include (Attachment F): Administrative and Financial Management Policy and Procedures, Code of Conduct and Conflict of Interest Policy, Procurement Policy, Title VI Plan, Grants Management Policy, Personnel Policy Manual, Cost of Services Policy, Board of Commissioners Handbook, Record Retention Policy, and Committee Rules of Procedure¹.

CVRPC is governed by its Board of Commissioners and subcommittees as established in the bylaws. The CVRPC Board has general authority over all planning documents, external policy positions, and the annual budget and work program. The Executive Director, with oversight from the Executive Committee has the responsibility of ensuring compliance with all relevant federal and state laws, supervision of staff, and budget oversight. (Attachment I, CVRPC Bylaws.)

As a political subdivision of the State of Vermont, the CVRPC is required to follow Vermont Open Meeting and Public Records Law. CVRPC will apply these laws as minimum standards for transparency and will frequently engage with the public in excess of these requirements.

¹ Committee Rules of Procedure are adopted for each committee authorized by the CVRPC Board of Commissioners. Depending on final guidance provided by DEC, Rules of Procedure may be adopted for the WQBC.

SUPPORTING INFORMATION FOR CWSP APPLICATION

CVRPC Qualifications and Staff Experience:

- a) Qualifications, experience, or other criteria qualifying the applicant to perform the scope of work described above in the particular basin(s) for which they are applying.
- b) A detailed description of the organization's experience with **water quality projects, including non-regulatory project implementation.**
- c) A detailed description of the organization's experience with **grant management** and project staff qualifications and experience. This can include resumes, reports, and descriptions of expertise.
- d) A detailed description of the organization's experience with **facilitation, consensus building, project management** and project staff qualifications and experience. This can include resumes, reports, and descriptions of expertise.

REQUIRED ATTACHMENTS

A. Letters of Reference/Support from Potential BWQC Members (diversity)

B. Certificate of Insurance

C. Certification of Good Standing

D. Risk Assessment Questionnaire

E. Financial Statements

- Profit/Loss Statements for FY2017-FY2019
- Balance Sheet for FY2017-FY2019
- Form 990 (not applicable; CVPRC is a political subdivision of the State of Vermont per 24 V.S.A. § 4341(a))

OTHER ATTACHMENTS

F. Policies and Procedures

- | | | |
|---|----|---|
| • Administrative and Financial Management Policy and Procedures | 38 | • Title VI Plan |
| • Procurement Policy | 39 | • Personnel Policy Manual |
| • Cost of Services Policy | 40 | • Code of Conduct and Conflict of Interest Policy |
| • Grants Management Policy | 41 | • Board of Commissioners Handbook |
| • Record Retention Policy | 42 | • Executive Committee Rules of |
| | 43 | |

- 1 Procedure
- 2
- 3 **G. CVRPC Bylaws**
- 4
- 5 **H. CVRPC Resumes**
- 6

DRAFT

SUPPORTING INFORMATION

Qualifications

CVRPC has a long history of successful grant completion including grants and contracts from the Agency of Natural Resources such as the Ecosystem Restoration Program (ERP) and the Clean Water Block Grant Program.

The CVRPC communicates and collaborates regularly with member municipalities on water quality related issues, from stormwater to municipal roads general permit. With Ecosystem Restoration Program (ERP) grant application rounds and Clean Water Block Grant Program, CVRPC assists municipalities interested in grants funds with their applications. CVRPC maintains a strong partnership with three regional watershed organizations, the Winooski Natural Resources Conservation District (WNRCD), the Friends of the Winooski River (FWR), and the Friends of the Mad River (FMR). They have complementary capabilities that can improve the Tactical Basin Planning and project development process in Central Vermont. We have partnered with them previously on river corridor plans, stormwater master plans, stormwater implementation projects, Basin planning, and headwaters forest management. To help with communication on water quality issues in the region, the CVRPC formed a Clean Water Advisory Committee (CWAC) that meets monthly and is comprised of representatives from the Board of Commissioners, municipalities, watershed groups, and the Winooski Natural Resources Conservation District. Through our experience with this committee and others, CVRPC has the necessary skills to facilitate and build consensus with a Basin Water Quality Council (BWQC) on the delivery of water quality projects within the Winooski Basin to meet Act 76.

CVRPC is quite familiar with the state's water quality priorities, rules and regulations, and grant and program delivery requirements. Our staff have engaged communities on various regulations through the Clean Water Act. Workshops we've conducted included the Clean Water Act, Municipal Roads General Permit, Class 4 Road BMP implementation, the Tactical Basin Planning, and River Corridor Planning. The CVRPC has managed numerous stormwater and river corridor planning, design and implementation projects. The CVRPC is familiar with the necessary steps involved in bringing projects from concept to implementation, verification and inspection of implemented projects, ensuring their continued operation and maintenance, and documenting project feasibility per DEC requirements.

Bonnie Waninger - Executive Director, CVRPC

Since 2015, Bonnie has lead CVRPC's strategic change to engage municipalities, citizens, and business owners more fully in decision making about Central Vermont's future, including building consensus among social service and economic partners. She served as Executive Director of the Lamoille County Planning Commission for eight years. While there, she led efforts to increase the working partnership between the regional planning and development organizations and to develop a comprehensive regional plan anchored in the region's economic and natural resource values. As Assistant Director and Special Projects Planner for the Northwest Regional Planning Commission, she launched the Commission's hazard mitigation, green infrastructure, and brownfields programs, managing multiple grants. During her many years as an Assistant or Executive Director, Bonnie has fostered Boards and Committees to build consensus around key issues and initiatives as well as ensuring quality control on procedures. She is a graduate of the Snelling Center for Government's Vermont Leadership Institute.

Grace Vinson – Planner, CVRPC

Grace joined CVRPC in 2019 and specializes in emergency management, hazard mitigation planning, and special projects, including managing Woodbury's stormwater design projects. Previously, she worked as a Policy Associate at The Clark Group, LLC, an environmental policy consulting firm in Montpelier. Grace's experience in technical research and writing, stakeholder engagement, and communication materials development lends itself to program management. As the Emergency Management Planner at CVRPC, she connects local emergency management directors in the Central Vermont Region to state and federal resources and provides guidance on a variety of emergency management topics. Through her support to towns in the development Local Hazard Mitigation Plans (LHMPs), she has developed skills in meeting facilitation, stakeholder communication, and consensus building among town officials and stakeholders on hazards and mitigation strategies and actions. Grace also assists with the CVRPC Clean Water Advisory Committee where she has obtained critical knowledge on the CVRPC water quality program and project development as well as facilitating CWAC discussions. She is a Certified Floodplain Manager (CFM) and previously supported federal and state agencies including FEMA and NY State DEC with hazard mitigation and emergency management planning. Grace earned a B.S. from the University of Vermont with a concentration in Policy and Development.

Pamela DeAndrea – Senior Planner, CVRPC

Pam earned an M.S. in Water Resources from the University of Vermont, Rubenstein School of Environment and Natural Resources, and a B.S. in Environmental Geology from SUNY New

1 Paltz. She obtained her Certified Floodplain Manager credentials in November 2016. Prior to
2 her work with regional planning commissions, Pam worked several years in the private sector
3 consulting. She invested 10 years as an Environmental Scientist/GIS Specialist at Bear Creek
4 Environmental in Montpelier, VT. While there, she conducted numerous Stream Geomorphic
5 Assessments and developed River Corridor Plans for various clients. Pam worked seven years
6 with Stone Environmental, Inc. in Montpelier, VT where she helped to pioneer GIS watershed
7 characterization as part of national herbicide/pesticide runoff studies and phosphorus loading
8 studies in Vermont. At Stone and Bear Creek, Pam developed valuable skills in quality control,
9 contracting, and project management. The last four years of Pam's career has been spent at
10 Regional Planning Commissions where she has managed numerous water quality projects and
11 grants including Basin Planning, GIS Analysis, and stormwater design and implementation
12 projects. Pam currently staffs the CVRPC Clean Water Advisory Committee, where she has
13 facilitated Basin Plan reviews, provided education on State water quality legislation, and
14 informed the committee on project development, design stages, and implementation.

15
16 **Ijaz & Associates, LLP - CVRPC's Accounting Contractor**

17 Fiscal management of the Agreement will be provided by Ijaz & Associates, LLP. Established in
18 2008, Ijaz & Associates is a global professional services firm providing accounting, tax,
19 management, and technology solutions to nonprofit organizations, government clients, private
20 companies and private individuals. Enrique Gonzalez, Senior Associate, will serve as senior
21 accountant for CVRPC. Enrique is an active licensed Certified Public Accountant in the
22 Commonwealth of Virginia. Ahsan Ijaz, Engagement Director, specializes in preparing
23 accounting policies and procedures, performed finance and accounting system assessments,
24 and federal grant reporting and preparation of indirect cost proposals. The Ijaz team is adept at
25 streamlining financial processes and meeting client and funder needs.

26
27 **Nancy Chartrand – Office Manager, CVRPC**

28 Nancy holds a B.A. through Northern Vermont University. She has over 25 years combined
29 office and operations management experience. At CVRPC, she promotes customer service by
30 creating a productive work environment for the CVRPC team as it implements projects. She
31 provides administrative support to the team and works collaboratively with staff and CVRPC's
32 contracted accountant to provide grant and contract management assistance. Nancy will be
33 integral in the success of the CWSP program to ensure quality grants management and CVRPC
34 website CWSP information is launched and kept up to date.

Charlie Baker – Executive Director, CCRPC

Prior to joining the CCRPC in 2008, Charlie was the General Manager for New Castle County, Delaware's Department of Land Use for eight years in charge of functions that included planning, development review, stormwater plan review, building inspections, property assessment and code enforcement with a staff of 150. While there, he led efforts to develop two County Comprehensive Development Plans, adopt low impact development stormwater and conservation design laws, improve redevelopment laws, adopt the first inclusionary housing law in the State, implemented a community planning program, initiated a SmartCode village/hamlet code revision, drafted revisions to the transfer of development rights laws, and improved customer service. Charlie holds a Bachelor's degree in Urban and Regional Planning from Cornell University and did graduate work at both Cornell University and Rutgers University. The Winooski Basin CWSP will depend on Charlie for consensus building with Chittenden County Municipalities and staff oversight for quality control of CCRPC's role in the CWSP.

Dan Albrecht - Senior Planner, CCRPC

Throughout his 27-year of natural resources public policy experience, Dan Albrecht primarily has functioned as a project/program manager. In recent years, he has managed or is managing the broad-based water quality projects/programs for CCRPC including Clean Water/Design Implementation Block Grants, ERP funded Stormwater Master Plans, Basin Planning, and MS4 permittee outreach. Key skills for the CWSP program that Dan brings from his experience include knowledge of water quality issues, identification and prioritization of projects, design and implementation review and project oversight, stakeholder coordination, and meeting facilitation.

Project Experience

The following are examples of relevant projects that CVRPC has recently managed using DEC or other funding.

Municipal Roads Grants-In Aid FY20, \$33,442, VT DEC Subgrant with Northwest Regional Planning Commission (NRPC), August 2019 through June 2020. CVRPC has received a subgrant from the NRPC for the third year to administer and oversee municipal projects to bring hydrologically connected road segments into MRGP compliance. Between its inception and this fiscal year, CVRPC has helped eleven municipalities implement BMPs on roads through this funding. As part of this program, CVRPC verified that BMPs necessary to be in compliance with the MRGP were installed and inspected whether these BMPs were installed correctly per DEC

1 guidance using the verification and inspection application developed by the Northwest Regional
2 Planning Commission.

3
4 **Class 4 Roads Demonstration Project**, \$113,000 VT DEC, September 2017 through September
5 2019. CVRPC managed a demonstration project to showcase BMP construction on
6 hydrologically connected Class 4 roads. CVRPC subcontracted with Calais, Moretown, and
7 Worcester to bring difficult road segments up to MRGP standards. CVRPC engaged other
8 municipalities and RPCs through presentations and site visits that shared techniques used and
9 increased knowledge about challenges and effectiveness of the techniques. This project
10 enabled the CVRPC to organize and facilitate a hands-on demonstration event that built
11 consensus among municipal stakeholders on the feasibility of implementing road BMPs on
12 difficult road sites such steep and narrow Class 4 Roads.

13
14 **Tactical Basin Planning FY20**, \$26,884 VT DEC Subgrant with Chittenden County Regional
15 Planning Commission (CCRPC), October 2019 through September 2020. CVRPC is in its fourth
16 year of a subgrant from CCRPC to assist in the development of Tactical Basin Plans and
17 implementing strategies within the plans including engaging municipal stakeholders on
18 stormwater master plans, river corridor by-laws, surface water reclassification and other state
19 water quality initiatives. From 2015 through 2016, CVRPC staff assisted in the development of
20 the **2016 Lamoille Tactical Basin Plan** and collaborated with those towns in our region in the
21 Lamoille River Watershed. In 2017 and 2018, CVRPC played a key role in the development in
22 the **Winooski Tactical Basin Plan** and the **White River Tactical Basin Plan** by providing the
23 Basin Planner with priority projects and presenting to key municipal representatives on the
24 basin planning process. This fiscal year the focus is to continue with project development for
25 the **Winooski Tactical Basin Plan** strategies and involving stakeholders in the development of
26 **Basin 14 Tactical Basin Plan**. Through this process of basin planning, the CVRPC has developed
27 multiple partnerships within the water quality sector including municipal representatives
28 committed to clean water in the region. CVRPC has coordinated and supported Clean Water
29 Advisory Committee (CWAC) to provide local review and comment during the Basin Plan
30 development process. The CVRPC organizes, staffs, and facilitates monthly CWAC meetings
31 where members have an opportunity to review and provide comments on Basin Plan goals and
32 strategies. Through the CWAC meetings, CVRPC staff coaches members to come to agreement
33 on comments and informs them of public comment opportunities on changes to water quality
34 legislation. These activities have empowered the CWAC to part of the public process and have
35 prepared the CVRPC to foster a Basin Water Quality Council.

**EPA Brownfields Assessment Grant
FY2015 - \$400,000, October 2015-September 2018**

CVRPC managed grants funds to undertake environmental site assessments on nine Brownfield properties throughout Central Vermont. CVRPC undertook community outreach and engagement activities to raise awareness about the brownfields assessment process and available funding resources. CVRPC staff coordinated the development of a steering committee which provided programmatic oversight. CVRPC developed a short-list of pre-Qualified Environmental Professionals as per Federal procurement protocols and subcontracted the completion of two (2) Phase I Environmental Site Assessments per ASTM Practices, seven (7) Phase II Environmental Site Assessment per ASTM Practices (including QAPP approvals), three (3) Correction Action Plans, one (1) Site Re-Design, one (1) Evaluation of Corrective Action Alternatives and one (1) Soil Disposal Plan. Total contractual services CVRPC oversaw and managed was in excess of \$335,000. Leveraged funding in the brownfields assessment process was \$106,000. Two notable project outcomes have resulted in a municipal buy-out of a repetitive flood damaged property in which the stream bank will be restored and the site maintained as open space; and the redevelopment of a Capital City playground which has incorporated low impact development techniques to manage stormwater runoff.

**Kingsbury Branch/Mad River
Stormwater Master Planning -
\$140,530 VT DEC Clean Water grant,
August 2017 through June 2019. In
partnership with the Friends of the
Mad River (FMR) and Watershed
Consulting Associates (WCA),
Stormwater Master Plans for eight
municipalities – five in the Mad River
and three in the Kingsbury Branch
watersheds were developed. The**



CVRPC, WCA, and FMR team engaged municipal stakeholders to ensure the results of the process were understood and the products were of local value. WCA created online story maps for each of the towns to provide information on stormwater, solutions to stormwater mitigation using green stormwater infrastructure, and results of the stormwater master planning process. The results include the top five priority sites for each of the eight municipalities, along with 30% engineering designs and artistic renderings for projects to address water quality and quantity issues at these sites. The CVRPC and the FMR continue to

1 coach these communities to build technical capacity to forward projects to final design and
2 construction. Project development funding will be key in facilitating that process.

3
4 **Barre Town, Barre City, and Plainfield (3-Town) Stormwater Master Plan** - \$95,641 VT DEC
5 Clean Water grant, September 2016 through December 2017. Similar to the Kingsbury/Mad
6 Stormwater Master Plans, CVRPC managed a 3-Town stormwater master plan effort among
7 Barre Town, Barre City, and Plainfield. This multi-municipal planning effort engaged
8 hydrologically-connected municipalities and helped them think beyond town boundaries to a
9 watershed's boundaries. CVRPC's facilitation and project management skills resulted in a
10 Plainfield project moving to final design (Health Center – see below). We anticipate the project
11 will move to implementation in 2021. There are 14 other projects available to be developed in
12 these communities.

13
14 **Berlin Stormwater Master Plan** - \$45,248 VT DEC Clean Water grant, September 2016 through
15 December 2017. CVRPC facilitated and managed a project for the Town of Berlin and
16 contracted with Watershed Consulting Associates, LLC to complete a Stormwater Master Plan
17 for Berlin. This plan resulted in 5 top priority projects with 30% design, one of which has
18 received final design and 3 which are currently in the final design phase. Berlin has been very
19 aggressive at bringing its projects to the next stages and hopes to construct one of its projects
20 in 2020-2021.

21
22 **Mad River Corridor Plan** - \$27,878 VT DEC Clean Water grant, June 2016 through June 2018.
23 CVRPC was awarded a grant from the ERP grant program at DEC. CVRPC retained Bear Creek
24 Environmental to create a River Corridor Plan that highlighted strategies for river corridor
25 protection and flood hazard mitigation. The Mad River watershed experienced wide spread
26 flooding from Tropical Storm Irene. Some of the hardest hit areas were in Moretown, resulting
27 in washed out roads and flooded homes. Damage data collection and the River Corridor Plan
28 helped Moretown and Friends of the Mad River identify locations and strategies to restore and
29 protect the rivers and streams, which will help reduce the impacts from flooding and improve
30 water quality in the Mad River. Through our partnership with the Friends of the Mad River, we
31 were able to involve them in the River Corridor Planning process and provide them with a solid
32 plan that will help them move forward with future project development of non-regulatory
33 water quality projects such as buffer plantings. Project development funding will be key in
34 bringing projects within the plan to implementation.

Northfield Water Street Stormwater

Implementation_- \$559,385 VT DEC Clean Water Grant, January 2018 through December 2019. The CVRPC, in partnership with the Town of Northfield, Watershed Consulting Associates (WCA), Aldrich & Elliot (A&E), and G&N Excavation installed a stormwater mitigation project on Water Street in Northfield, VT. The CVRPC retained WCA and A&E to complete a final design and to oversee construction at the site. G&N



Excavation of Fayston was also retained by CVRPC to install new stormwater pipes and catch basins along Union Brook Road and Water Street and to construct an underground infiltration chamber system. Stormwater from nine acres of impervious surfaces that used to run down Union Brook Road and enter the Dog River from the surrounding neighborhood is now absorbed into this lot resulting in decrease in sediment and phosphorus loading. Through this project, the CVRPC honed key skills necessary for managing a large construction, such as:

- coordination and communication with grantors on changes in scope;
- quality control of contracts and bid documents including insuring that DEC contract requirements were passed through;
- oversight of contractors and engineers;
- coordinated with State agency representatives (Floodplain & River Management), Northfield Selectboard, and Northfield DRB to obtain necessary project approval and to secure required permits;
- ensuring proper documentation and timeliness of change orders and requisition response;
- establishing a MOA with the Town to document their committed in-kind and cash match;
- coordinating the in-kind labor match with Municipality and the contractor;
- development of operations and maintenance document for the Municipality;
- verification and inspection of the installed practice.

Pouliot Avenue Stormwater Mitigation in Barre

- \$187,732 VT DEC Clean Water Block Grant, October 2017 through December 2019. This project was identified through a stormwater assessment by Friends of the Winooski River and Watershed Consulting Associates, LLC. The CVRPC, in partnership with Barre City, Watershed Consulting Associates, LLC, Civil Engineering Associates, and Avery Excavation, Inc. completed this stormwater mitigation



project in early October, 2019. The project involved stabilization of a gully at the end of Pouliot Avenue. The severe erosion which occurred over time and caused this gully to develop was a significant source of sediment and phosphorus to the Stevens Branch and eventually Lake Champlain. The erosion was caused by stormwater runoff from both the outlet of Pouliot Avenue in Barre City and the surrounding hillside in Barre Town. The implementation of this project entailed removing debris accumulated within the gully. The gully was stabilized with stone gabions (blocks of wire baskets filled with stone), vegetated side slopes, retrofitted culvert, and stone stabilization around the culvert. Outcomes and skill development for a successful construction project was similar to the Northfield Water St. project listed above as well as keeping the municipality on task and on time to meet the grant requirement schedule.

Stormwater Final Designs Berlin, VT - \$49,954 Lake Champlain Basin Program, September 2018 through June 2020. The CVRPC has retained Watershed Consulting Associates, LLC (WCA) and Civil Engineering Associates, LLC (CEA) to bring three 30% designs from the Berlin Stormwater Master Plan to final design. The Town of Berlin, the Berlin Fire Department, private landowners at the Chimney Sweep and the Washington Unified Union School District have all been collaboratively involved in the development of these final plans for stormwater treatment at the Berlin Fire Department, Berlin Elementary School and Chimney Sweep Shop on Route 302 in Berlin. All of these projects will treat stormwater entering the Stevens Branch and the designs are at the 90% completion level, making them ideal candidates for implementation project development in the Winooski Basin. The CVRPC has been an integral part of bringing all of these stakeholders together to lay the groundwork for project feasibility and implementation for the future. The CVRPC rose to the occasion of the project's challenges in stakeholder consensus on designs due to various factors including changes in school administration and school board changes from Act 46 and the COVID-19 pandemic at the culmination of the project. CVRPC's skills brought all parties together and enabled the engineers to design plans to all stakeholder satisfaction and met grant schedule requirements.

The Health Center Stormwater Mitigation, Plainfield, VT - \$22,839 VT DEC Clean Water grant, March 2019 through July 2020. This project emerged from the 3-Town Stormwater Master Plan for Barre Town, Barre City, and Plainfield. The stakeholder process for this project was particularly cumbersome with two private landowners and the municipality where cooperation was not successful in the past. The CVRPC built consensus on the project importance and facilitated the collaboration of stakeholders to identify a solution. Milone and MacBroom, Inc. was retained to bring the concept design of stormwater treatment and gully restoration that had developed from both developed lands and transportation runoff. The continued migration of this gully is a significant source of sediment to the Winooski River. The final design will be is now complete and is in a good position for construction funding in 2021.

Numerous Stream Geomorphic Assessments and River Corridor Plans in Vermont from 2004 through 2015. The CVRPC has completed many river corridor plans with various consultants over the years including the following:

- Great Brook Watershed River Corridor Plan, Plainfield & Groton, VT
- Middle Winooski River Corridor Plan, Waterbury, VT
- North Branch of the Winooski River Corridor Plan, Washington County, VT
- Pekin Brook Corridor Plan, Calais, VT
- Stream Geomorphic Assessment of the Stevens Branch, Williamstown and Barre City Upstream of the Confluence with the Jail Branch
- Stevens Branch Watershed River Corridor Management Plan, Stevens and Jail Branches of the Winooski River, Washington and Orange Counties, VT
- Upper Winooski River: Plainfield to Montpelier, River Corridor Management Plan, Washington County, VT

These river corridor plan efforts are a model example of CVRPC's ability to coordinate with Towns, watershed groups, and consultants to facilitate the identification and prioritization of water quality projects important to various stakeholders. Project development funding will be key to enable project implementers to bring put high priority projects identified in the plans on the ground.



MEMO

Date: May 4, 2020
To: Executive Committee
From: Bonnie Waninger, Executive Director
Re: Policy and Procedure Updates

☒ **ACTION REQUESTED:** Recommend forwarding of the (name of Rule of Procedure) to the Board of Commissioners for adoption.

- a) Nominating Committee Rules of Procedure
- b) Nominating Committee Guidance

The Board adopted new bylaws on December 10, 2019. Nominating Committee Rules of Procedure were drafted based on the bylaws and other Board-adopted documents for the Committee. The Committee currently has no Rules of Procedure.

The Nominating Committee Guidance was updated to reflect the Committee's new role/activity related to recruitment and nomination of representatives to all CVPRC committees and appointed positions. Staff recommends the Guidance be adopted into, or referenced in, the Rules of Procedure to maintain institutional knowledge.

☒ **ACTION REQUESTED:** Adopt updates to the (name of Policy or Procedure).

- a) Employee Use of Credit Cards or Charge Accounts Policy and Procedure
- b) Administrative and Financial Policies and Procedures

The Board adopted new bylaws on December 10, 2019. The Employee Use of Credit Cards or Charge Accounts Policy was adapted to reflect merger of the Secretary/Treasurer position. It also was updated to reflect non-gender specific pronoun use and to clarify aspects of the policy and procedure.

CVRPC adopted its Administrative and Financial Policies and Procedures in 2012. Several changes to policies and procedures have been made since then. The revised document incorporates these changes and recent updates to internal controls. The 2012 document is provided for reference. Additional updates are anticipated as CVRPC uses and reviews this document with its new accounting firm.



Central Vermont Regional Planning Commission

NOMINATING COMMITTEE

RULES OF PROCEDURE

(adoption date to be inserted)

PURPOSE: The Nominating Committee is responsible for recruiting the best-qualified candidates for election or appointment to the Executive Committee, Standing and Special Committees, and other organizations for which CVRPC appoints a representative and for ensuring committee membership represents a range of perspectives.

GENERAL ACTIVITIES:

- ◆ Identify and recommend to the Board a slate of candidates for the positions of Chair, Vice Chair, Secretary/Treasurer and at-large members of the Executive Committee.
- ◆ Identify and recommend to the Board candidates for Standing and Special Committees and CVRPC representatives appointed by the Board to other organizations.

ADVISORY ROLE: The Nominating Committee shall be advisory to the Board of Commissioners. It will recruit and recommend candidates for election or appointment by the Board based on guidance provided or adopted by the Board. The Committee's actions must be compatible with plans, policies, positions or resolutions previously adopted by the Board of Commissioners. In nominating candidates, the Committee shall seek to balance the interests of the Commission to have committees as reflective of the Commission as possible.

MEMBERSHIP: The Nominating Committee shall consist of three (3) Commissioners or Alternate Commissioners.

OFFICERS/ELECTIONS: The Nominating Committee will elect a Chair and Vice-Chair annually at its first meeting. The Chair will be responsible for running meetings, setting agendas in conjunction with staff, reviewing and signing correspondence on behalf of the Nominating Committee, and representing the Nominating Committee at various meetings as needed. The Vice-Chair will provide support to the Chair as needed. If the Chair or Vice-Chair should resign before term expiration, the Executive Committee shall appoint additional members to the Committee to maintain the nomination schedule.

ATTENDANCE AND QUORUMS: A quorum shall consist of a majority of members. Members are expected to attend all regular meetings and special meetings as they arise.

COMMUNICATION AND COORDINATION:

- ◆ Meetings shall be noticed and held in accordance with Vermont Open Meeting Law.
- ◆ Minutes of all regular and special meetings will be prepared by staff, distributed to Committee

1 members and interested parties, and made available to the public in accordance with open
2 meeting and public records laws described in 1 V.S.A.

- 3 ♦ Commissioners and Alternate Commissioners are encouraged to offer input on nominations and
4 are encouraged to bring up items of local or regional concern for Committee consideration.
5

6 **CONFLICT OF INTEREST:** Upon joining the Commission or its committees, individuals must review and
7 sign the Commission's most recently adopted Code of Conduct and Conflict of Interest Policy to indicate
8 that they have read, understood, and agree to comply with it.
9

10 **ADOPTION OF PROCEDURES:** The Nominating Committee may, at any time, vote to recommend
11 amendments of these procedures, upon 51% vote of the Committee membership. Proposed
12 amendments will then be forwarded to the Executive Committee and interested parties before being
13 considered at a Nominating Committee meeting. Amendment will then be forwarded to the Board of
14 Commissioners for its consideration.
15

16 The Nominating Committee is a standing committee of the Commission, and is therefore subject to the
17 Commission's bylaws. These Rules of Procedure, combined with Robert's Rules of Order, provide
18 procedural and administrative guidance for the Committee in addition to the Commission's bylaws. In
19 the case of a conflict between these Rules and the Commission's Bylaws, the Bylaws shall take
20 precedence. This document supersedes all other direction, policies, and procedures pertaining to the
21 Nominating Committee.
22

23 *Note: Recommend inserting Nominating Committee Guidelines into the Rules of Procedure or*
24 *referencing them as the Board adopted them to provide additional guidance to the Committee.*
25

26 Recommended by the Executive Committee: ____/____/20
27

28 Adopted by the Board of Commissioners: ____/____/20
29
30
31

32 _____
33 Laura Hill-Eubanks, Chair

CVRPC Board of Commissioners



Central Vermont Regional Planning Commission

~~Nominating Committee Guidelines~~ **NOMINATING COMMITTEE**

Guidelines

Adopted by the Commission ~~March 9, 1999~~ _____ / _____ / _____

The prime consideration of the Nominating Committee should be the best interest of the Commission and its future.

The Nominating Committee shall seek to balance the interests of the Commission ~~in order to~~ have all the Executive Committee members ~~be~~ as reflective of the Commission as possible.

As long as one member of the Nominating Committee wants an individual considered, the entire Committee will objectively evaluate that potential candidate. The Nominating Committee, having any reasonable interest in a qualified candidate, shall request that the candidate express ~~their~~ his or her interest in being considered.

The quality of ~~Executive Committee~~ participation is more important than length of stay on the ~~Committee~~. Candidates willing to dedicate one year to ~~the Executive Committee~~ should be considered.

~~The Nominating Committee feels that in order to~~ To continuously provide fresh views and to foster knowledge of and participation in CVRPC, the Nominating Committee should consider ~~it is good to have~~ ing a small turn over in members of ~~the Executive Committee members~~.

The Executive Committee Chair ~~person~~ will be elected with the assumption that the Chair ~~person~~ will serve for two terms. The Nominating Committee will first consider a previous vice-chair (if at all possible). A service record that shows dedication to the Commission shall be considered.

To be nominated for Executive Committee ~~vice chair~~ person, ~~a candidate~~ the person should have previously served on the Executive Committee for at least one year and have an attendance record that shows dedication to the Commission. It is assumed the ~~vice chair~~ will succeed to the Chair.

~~The treasurer, secretary, and three members-at-large will also be nominated.~~ The following requirements must be met by the candidates for the Secretary/Treasurer and Executive Committee member-at-large positions:

- served on the Commission for at least one year;
- participated on one or more committees during their term; and
- has an attendance record that shows dedication to the Commission.



CENTRAL VERMONT REGIONAL PLANNING COMMISSION

Employee Use of Credit Cards or Charge Accounts Policy

1. Authorization – The Executive Director or ~~his/her~~their designee must authorize the use of a company credit card or charge account by an employee.
2. Employee Agreement – The employee must sign an agreement acknowledging that ~~s/he has~~they have read and understands the policies and procedures governing the use of a company credit card or charge account.
3. Restricted Use – The use of a company credit card or charge account is subject to the following restrictions:
 - No personal or private expenditure must be to be charged to a company account. Use of CVRPC credit cards and accounts is limited to expenses related to operation of the CVRPC.
 - The credit card account primarily is to be used for large expenses, such as annual license or use expenses (e.g. licenses), professional development expenses, and instances when a vendor requires advance payment and circumstances prevent a check or online bill pay from being issued.
 - Regular operating expense (e.g. telephone bills, internet agreement, etc.) must not be charged to the credit card without permission in writing from the Executive Director.
 - Professional development expenses, such as transportation, lodging, and conference registrations, should be submitted for payment via company check/online bill pay or expense reimbursement whenever possible.
 - Capital purchases should never be charged to a credit card.
 - Each expense charged must have the same type of documentation that would be included on a request for reimbursement: an actual itemized receipt with customer and sub-job name, expense item, and brief explanation. For example, if the expense is for meeting food, note on the receipt which committee/project meeting and how many attendees participated.
 - Use of the credit card must be pre-approved by the Executive Director, or in the Executive Director's absence, the Office Manager. When used by the Executive Director, the receipt must be provided to the Chair or Secretary/Treasurer, who will acknowledge~~ment~~ in writing use of the card by the Director. This acknowledgement may occur after the expense, but it must occur within 30 days of the charge.
 - Documentation of each expense must be submitted to the Office Manager as soon as possible, and no later than 7 days from the date of purchase.
 - No cash advances (e.g. money orders, ATM, cash wiring, etc.) are permitted.

- Any incentive program benefits derived by the use of company credit cards or charge accounts will be the property of CVRPC. The Executive Director will determine the use of such incentive program benefits.
4. Security - Employees authorized to use the credit card or charge account are responsible for the security of the card or account, and for the privacy of any information related to the company. The employee must maintain physical possession of the credit card while authorized to use it, insure the card is free from fraudulent activities, and insure the card's identification number is protected when authorized to use the card. All users must follow secure practices for online credit card use as determined by CVRPC IT staff. The credit card or charge account is limited for use by the authorized employee and not any other individual.
 5. Sales Tax – CVRPC is a political subdivision of the State of Vermont. Therefore, it is exempt from sales tax. Sales tax must not be included with the cost of any purchase as it may not be reimbursable by funders. The employee making the purchase may be personally responsible for payment of sales tax if an exemption form is not provided to the vendor.
 - *Credit Card Purchases:* Employees must use CVRPC's tax exempt certificate when making a credit card purchase. For out of state professional development, the employee should inform the Office Manager~~Finance Accountant~~ in writing about the travel prior to traveling. The Office Manager~~Finance Accountant~~ will determine if the state in which sales tax will be charged has a reciprocal sales tax arrangement with the State of Vermont.
 - *Charge Account Purchases:* Charge accounts with vendors must be established as tax exempt accounts.
 6. Card Payments - Payments, late fees and interest related to unauthorized or undocumented charges are the responsibility of the employee.
 7. Policy Violations - Violations of CVRPC's credit policy may result in disciplinary action, including termination of employment or prosecution.

Adopted by the Executive Committee on 09/04/18 / /20.

CENTRAL VERMONT REGIONAL PLANNING COMMISSION

Employee Use of Credit Cards or Charge Accounts Procedure

Employees are not authorized to open credit card or charge accounts in the company's name without prior authorization of the Executive Committee.

Credit Cards

The Central Vermont Regional Planning Commission maintains two credit cards, a MasterCard issued by People's United Bank and a Staples card. Both cards are kept in the locked financial file cabinet.

The Commission does not issue credit cards to employees. One credit card is kept in the name of the company only. ~~Employees are not authorized to open credit card accounts in the company's name without prior authorization of the Executive Committee.~~

The Commission ~~also~~ maintains a credit account with Staples for purchases of office supplies and equipment by the Office Manager, or in the Office Manager's absence, the Executive Director or the Director's designee. The account includes a charge card.

1. *MasterCard Credit Card*

- Use is limited to online purchases where credit accounts have not or cannot be established and to purchases for which a vendor will not issue an invoice for payment by company check.
- Pre-approval from the Executive Director is required to use the card.
- If a decision needs to be made immediately and the Executive Director is out of the office, the Office Manager must approve use of the card. The Executive Director should be notified of the credit card use as soon as possible after the purchase.
- When using the CVRPC credit card, the authorized user must:
 - Insure the goods or services purchased are budgeted and allowable expenditures prior to using the card;
 - Determine if the intended purchase is within the credit card limit;
 - Inform the merchant that the purchase is tax exempt and provide CVRPC's tax exempt number.
 - Obtain an itemized receipt for all purchases.
 - Review the receipt at time of purchase and request a credit if taxes were charged in error.
 - Provide the receipt to the Office Manager, who will code the receipt, provide it to the Executive Director for charge approval, and file it.
 - When the bill arrives, the Office Manager will reconcile the bill and provide the reconciliation packet to the Executive Director for payment approval.
- The card should never be removed from the office without the Executive Director's permission.

2. *Staples Credit Card*

- ~~CVRPC has an account with Staples linked to the credit card.~~
- ~~The Office Manager will place orders as necessary.~~ In the Office Manager's absence, the Executive Director will designate another staff member to place orders.
- ~~The Finance Accountant will enter each purchase into QuickBooks , code the receipt, provide the receipt to the Executive Director for charge approval,~~ and file the receipt for later reconciliation.
- When the bill arrives, the ~~Office Manager~~ Finance Accountant will reconcile the bill and provide the reconciliation packet to the Executive Director for ~~approval of credit card~~ payment approval.
- ~~Payment must be by check.~~
- The card should never be removed from the office without the Executive Director's permission. When returning an item purchased online to a local store, the credit card will need to be taken to the store and used to assure the account return will be credited.

Charge Accounts

CVRPC maintains charge accounts with the following vendors (information to be updated as needed):

<i>Vendor</i>	<i>Expense item</i>	<i>Charge Limit</i>
Capitol Stationers	Office supplies	No limit
Dell Business Credit	Computer equipment and associated supplies	No limit
Jamar Technologies	Transportation equipment and associated supplies	No limit
Pitney Bowes Purchase Power	Postage for postage meter	No limit
Amazon Business	Office s Supplies	\$7,500

~~1. Employees are not authorized to open charge accounts in the company's name without prior authorization of the Executive Director.~~

~~2.1.~~ Establishment of charge accounts is limited to regular vendors that do not issue invoices, and to vendors that require charge accounts be established before goods or services are provided.

~~3.2.~~ Purchases made through charge accounts must be approved by the Executive Director.

~~4.3.~~ When using a CVRPC charge account, the authorized user must:

- Insure the goods or services purchased are budgeted and allowable expenditures prior to placing the order;
- Determine if the intended purchase is within the charge account limit;
- Review the digital receipt at time of purchase to insure the order is accurate and sales tax has not been charged.
- Provide an itemized receipt to the Office Manager. The receipt must be coded with job and sub-job name (if applicable), expense item, and purchaser's initials ~~before it is provided prior to the Executive Director~~ review and for approval.
- Review the order at the time of receipt to insure all items have been shipped and the shipping invoice is correct.



Administrative and Financial Management Policies and Procedures

Adopted by the Executive Committee: ____/____/20

CVRPC's Accounting System

CVRPC uses a method of accounting known as "fund accounting." Fund accounting groups assets and liabilities according to the specific purpose for which they are to be used. For-profit organizations have one set of accounts, the general ledger. Non-profit organizations have multiple funds because restricted and unrestricted funds must be tracked separately. CVRPC has two funds: the general fund and the reserve fund. CVRPC's accounting practices are performed according to the generally accepted accounting principles (GAAP) for local government as established by the Government Accounting Standards Board (GASB).

CVRPC's financial system is a modified accrual system. Revenue is recognized when earned and measurable (usually evidenced by delivery of goods or services to a customer and issuance of an invoice for same). Expenditures are recognized when the liability is incurred (usually measured by receipt of goods or services rendered and an invoice for same).

CVRPC's financial accounts are audited annually by a certified public accountant (CPA). This audit is to confirm that the financial statements are free of "material misstatement" and give an accurate accounting of CVRPC's funds.

CVRPC's Revenue Sources

CVRPC is a service-based organization; our employees and their knowledge and skills are our primary assets. CVRPC generates revenues through grant agreements and contracts, member town appropriations, interest, and non-contractual services. Typically, CVRPC manages as many as 20 contracts simultaneously. Contract sources include:

Federal Grants and Agreements - These agreements come with significant contractual requirements that CVRPC must honor. For instance, if CVRPC expends more than \$500,000 in Federal funds in a fiscal year, it must complete a single audit. This audit focuses special attention on the contract/agreement in which the most funding was expended.

State Grants and Contracts - These also come with contractual requirements. The State has standard requirements that apply to all of its contracts. Some State contracts are funds that the State has

received from the Federal government. Therefore, these contracts include both State and Federal contractual requirements.

Municipal Contracts - CVRPC provides planning and special project management services to towns and villages upon request.

Member Town Appropriations - Annual appropriations are a critical component of CVRPC's budget. They are used to support match requirements for State, regional and municipal projects, especially those funded through grants and the Transportation Planning Initiative with the Vermont Transportation Agency.

Other Revenue Sources - CVRPC performs non-contractual work for municipalities, non-profit organizations, regional partners, and, as time permits, private companies. This work is typically GIS or accounting services. Other revenue also includes interest earned and special duties, such as serving as a fiscal sponsor for a project or initiative.

CVRPC's financial system tracks revenues and expenses through job codes. Each contract is assigned a name, such as VTrans TPI. Every expense at CVRPC is assigned a job code. Monthly invoices are written to bill the contract source for the expenses of each job.

No contract job code applies when a cost is incurred for a common purpose benefiting or supporting all Commission programs and activities. These expenses are considered administrative or indirect expenses. These expenses are pooled together through an indirect rate applied as a percentage to salary and fringe benefit costs for staff. The indirect rate allows all program/jobs to share these expenses equitably. Audited costs for the prior fiscal year serve as the basis for the indirect rate applied to the current year.

Financial Statements

Financial statements are provided to the Executive Committee monthly, including the following reports:

Balance Sheet - The Balance Sheet is a statement showing the assets and liabilities of the organization as of a particular date. It reflects a snapshot view of CVRPC's financial position - what it owns and owes at that point in time.

Accounts Receivable Aging - A summary of billings for work completed by CVRPC for which payment has not yet been received. Receivables represent the amount *owed to* CVRPC by outside parties. Receivable amounts are tracked in relationship to Accounts Payable amounts. The aging report is the primary tool used to determine which invoices are overdue for payment, and by how long. The report includes notes related to when payment is anticipated.

Profit and Loss Budget vs. Actual - Compares the adopted budget with actual revenue and expenditures.

Paid Time Off Liability Balances - Paid time off (PTO) is vacation leave, sick leave, and compensatory time available for staff to use when they take time off. Earned time and maximum accrual liability balances by employee are provided quarterly.

All month end accounting entries will be completed, and all financial statements for month end will be provided to the Executive Committee prior to its monthly meeting.

The Contracted Accountant may periodically prepare other internal financial reports such as Trial Balances or Statements of Cash Flow as needed to ensure effective and transparent financial management.

Balance Sheet

This financial statement summarizes CVRPC's financial position at a specific point in time by reporting assets, liabilities, and equity. This statement provides information about CVRPC's net worth.

General Fund - The General Fund is CVRPC's primary operating fund. CVRPC's daily activities are supported by the general fund, such as the purchase of supplies and meeting operating expenditures. General Fund balances are held in CVRPC's primary checking account.

Reserve Fund - Reserve funds are set aside to:

- a) ensure that the Commission can continue to provide a useful level of services in times of tight budget years;
- b) provide for emergency funds since it is unclear whether RPCs can take on debt; and
- c) ensure sufficient funding to close down should that ever be the case

CVRPC aims to have six (6) months of operating funds set aside as reserves. The dollar value varies in any given year based on changes in operating costs, such as increases or decreases in rent, staffing, and general expenses.

Accounts Receivable - A summary of billings for work completed by CVRPC for which payment has not yet been received. Receivables represent the amount *owed to* CVRPC by outside parties. Receivable amounts are tracked in relationship to Accounts Payable amounts.

Accounts Payable - A summary of bills received by CVRPC for which payment is due. Payables represent the amount *owed by* CVRPC to outside parties.

Deferred Income - Advances received on contracts and grants. These funds are considered a liability because CVRPC would need to pay back this funding at the grant/contract close if the funds weren't fully utilized. Deferred Income also may include advances that would not need to be paid back at grant/contract close if not fully used but are restricted by CVRPC until a project closes. This self-imposed restriction helps insure advances are accounted for as liabilities until all project expenses are

1 paid. At project close, CVRPC releases the restriction and any project net income is released into equity.
2 *Payroll Liabilities* - Amounts withheld from bi-weekly staff payroll for which future payments are due.
3 This includes fringe benefits and state and federal taxes. These funds are considered a liability because
4 they are being held in trust by CVRPC on behalf of the employee until the payments are due.
5

6 *Equity* - In a for-profit business, equity includes assets financed by an owner or net profit that is retained
7 in the business. In a non-profit organization, equity reflects the fund balance.
8

9 *Designated Funds* - These funds have been designated by CVRPC or a funder for a particular use.
10 Balances are adjusted to reflect use of the funds.
11

12 *Fund Balance* - Net worth measured by total assets minus total liabilities.
13

14 *Net Income* - Often referred to as "the bottom line," net income is the profit or loss (if negative number)
15 for a reporting period.
16

17 **Profit and Loss Budget vs. Actual Statement**

18
19 This financial statement summarizes the revenue and expenses incurred during a specific period along
20 with the budgeted revenues and expenses. These records provide information that shows CVRPC's
21 ability to generate profit by increasing revenue and reducing costs. The Profit and Loss (P&L) statement
22 is also known as a "statement of profit and loss," an "income statement," an "income and expense
23 statement," or a "statement of revenues and expenses."
24

25 *Revenue* is CVRPC's income. Revenue shown is the amount of income.
26

27 *Expenses* are the costs associated with daily operations at CVRPC. These are the expense categories
28 defined in CVRPC's budget.
29

30 *Net income* is revenue minus total expenses. Net income demonstrates the financial health of CVRPC
31 and should be a positive number. If expenses are greater than income, the amount will be negative.
32

33 **Accounts Receivable**

34
35 Accounts Receivable are services rendered by CVRPC and invoiced, but payment has not yet been
36 received. In for-profit businesses, owners know that some customers who receive credit will never pay
37 their account balances. These uncollectible accounts are also called bad debts. For CVRPC, "bad debt"
38 could take two forms: disallowed costs by funding agencies or non-payment of bills by private
39 customers. Bad debt is extremely rare for CVRPC. Disallowed costs usually take the form of budget
40 overruns or ineligible costs. Disallowed costs are unusual and can often be absorbed by other CVRPC
41 revenue sources, such as CVRPC's state allocation or its municipal appropriations. If the costs are
42 ineligible under either source, CVRPC must use its Town Dues or reserves to cover the costs. Because of
43 the rarity of this event, the organization has elected not to list bad debt as an item in its general ledger.
44

Accounts Payable

Accounts payable are services that CVRPC has received and for which it has been invoiced, but the invoice has not yet been paid.

Receivables and payables are monitored by Contracted Accountant and the Executive Director so as to be received and paid within 30 days of invoicing, unless otherwise agreed to with a funder or vendor.

Financial Policies and Procedures

Conflict of Interest

CVRPC adopted a Code of Conduct and Conflict of Interest Policy on December 11, 2018. Upon joining the Commission or its committees, commissioners, employees, agents, and committee members of the Central Vermont Regional Planning Commission are required to review and sign a statement indicating they have read, understood, and agree to comply with this policy. The Office Manager maintains a checklist identifying individuals required to comply with the policy and their compliance status and maintains a file with the signed statements.

These policies (Investment and Deposit Risk Policy and Capital Assets Policy) were adopted previously by the Commission and are now incorporated into this document.

Investment and Deposit Risk Policy

The primary objectives of CVRPC's investment and deposit risk policy are security of principal, liquidity as needed to meet expenditures, and return on investment.

The Executive Director, and in their absence the Chair or Secretary/Treasurer, with the approval of the Executive Committee, shall be authorized to invest and re-invest the Commission's funds.

The investment of all Commission funds will be made with financial institutions that have offices in Vermont and are registered to do business in Vermont. The financial institutions shall provide deposit insurance and be regulated by the FDIC.

The Executive Director, and in their absence the Chair or Secretary/Treasurer, will make decisions regarding the types of collateralization of deposits required or remove the Commission's exposure to custodial credit risk after consultation with the Executive Committee. The form of collateral may include, but not be limited to, securities of the United States of America. Securities may be held by a third party custodian designated by the Executive Director and approved by the Executive Committee and evidenced by insured receipts.

Capital Assets Policy

The purpose of a capital assets policy is to provide control and accountability over the Commission's capital assets.

Capital assets are defined as those assets (equipment, computers, computer software, furnishings, buildings, land, etc.) owned by CVRPC that have a useful (working) life greater than one year and a unit cost of \$500 or more.

All capital assets will be recorded at historical cost. Assets acquired through donation will be recorded at their estimated fair market value, including incidental costs necessary to place the asset in condition for its intended use, on the date of donation. In addition to purchase price or construction cost, capital costs may include incidental costs, such as bond interest and issuance costs, insurance during transit, freight, duties, title search, title registration, legal and professional fees, installation, taxes, extended warranty and/or maintenance contracts purchased at the same time as the asset, and breaking-in costs; i.e. costs that are necessary to place the asset in its intended location and condition for use. Should the Commission be in a position to purchase land, the capitalized cost of land will include the purchase price plus costs such as legal fees, fill, excavation, etc. incurred to put the land in condition for its intended use.

The straight line depreciation method will be used.

Physical inventories of all capital assets will be taken annually and the inventory completed prior to June 30. However, when a capital asset is acquired, it will be added to the Commission's inventory list at the time of acquisition. Inventory includes listing the item number, manufacturer, date of acquisition, purchase price, and to which staff member the asset is allocated for Commission use. When an asset is sold or otherwise removed from the inventory, the date of this occurrence and the method of disposal shall be recorded on the inventory.

Records Retention Policy

CVRPC adopted a Record Retention Policy as a standalone policy on March 4, 2019. The goals of this policy are to:

- Assist employees in complying with the Vermont Public Records Act (1 VSA Subchapter 3);
- Retain important documents for reference and future use;
- Delete documents that are no longer necessary for the proper functioning of CVRPC;
- Organize important documents for efficient retrieval; and
- Ensure that CVRPC employees know what documents should be retained, the length of their retention, means of storage, and when and how they should be destroyed.

The Policy includes a records retention schedule to comply with Vermont Public Records Law.

Internal Controls

The Executive Committee adopts Internal Controls to define segregation of responsibilities. The Administrative and Financial Policies and Procedures is updated automatically without adoption when new or revised controls are adopted.

The Executive Director is authorized to sign checks, transfer funds from one Commission account to another Commission account, and draw funds from the Commission's Line of Credit on behalf of the Commission. No other staff member has authority to sign checks, transfer funds, or receive cash back from a bank deposit. Banking institutions will not allow cash back to anyone other than the duly authorized account signatories. The Chair and Secretary/Treasurer of the Commission also have check signing and Line of Credit authority. In the absence of the Executive Director, the Chair or Secretary/Treasurer will be asked to approve invoices, payroll, and sign checks.

The Commission has credit accounts in its name. The Executive Committee adopted an Employee Use of Credit Cards or Charge Accounts Policy and Procedure to provide controls govern opening accounts and their use. The Commission does not have a debit card in its name. Receipts are paid to the Commission by check or ACH. On rare occasions, a customer will pay Fee For Service charges in cash. CVRPC does not maintain petty cash.

The Contracted Accountant is responsible for maintaining the following financial records with oversight by the Executive Director: accounts receivable, accounts payable, payroll, and reconciliation of the general ledger and bank accounts.

Deposits are made by the Office Manager or Executive Director. Transfers between Commission accounts are authorized by the Executive Director, or in the absence of the Executive Director, by the Chair or Secretary/Treasurer.

Employee Use of Credit Cards or Charge Accounts Policy and Procedure

Use of the CVRPC credit card by employees is with Executive Director's permission only, and is governed by CVRPC's *Employee Use of Credit Cards or Charge Accounts Policy*.

- Credit card charge receipts are provided to Executive Director, or in the case of Executive Director, are provided to the Chair or Secretary/Treasurer
- Receipts are stamped (similar to bills), marked with billing codes/accounts, and approved by Executive Director.
- Receipts are entered into QB by Office Manager. If Office Manager has used the card, receipts are scanned by Executive Director and provided to and entered by Accountant.
- Office Manager reconciles credit card statements and notifies Accountant when completed.
- Accountant quality controls/proofs QB data entry work prior to issuing payment or initiating invoicing process.

- Executive Director reviews and approves the credit card reconciliation and authorizes payment.

Contracts, Grant Agreements, and Grant Applications

CVRPC adopted a Grants Management Policy on April 1, 2019. Consultant contracts are awarded following CVRPC's procurement policies. The authorization to award a contract with the selected consultant is given by the Executive Committee, unless delegated by the Committee. The Executive Committee authorizes the Executive Director, or in the Executive Director's absence the Chair or another officer, to sign contracts that are \$25,000 or more. The Executive Director is authorized to sign contracts that are less than \$25,000.

The Executive Committee has delegated the following contract signing to the Executive Director:

Duty	Meeting Minutes
Authorized the Executive Director to sign site specific contract addendums in the form of the engagement letter template for the Brownfields Program	November 1, 2016
Increased authorization for the Executive Director to sign contracts from \$10,000 or less to \$25,000 or less.	April 3, 2017
Began authorizing the Executive Director to sign contracts, rather than an officer.	January 2, 2018
Authorize the Executive Director to sign task specific contract addendums for the transportation planning and engineering services master agreements	April 2, 2018
Authorized the Executive Director to sign future change orders with G&N Construction for the Northfield Stormwater Construction contract provided any cost increase is within the approved grant agreement budget and the change order is reported to the Executive Committee at its next regular meeting.	August 5, 2019

As delegations occur, they are added to this document without the need for adoption.

Grant agreements and contracts with funding agencies are approved by the Executive Committee which authorizes the Executive Director, or in the Executive Director's absence the Chair or another officer, to sign said documents.

Grant funds are drawn down as costs are incurred or quarterly depending on the amount affecting CVRPC's cash flow and/or the requirements of the grantor. Costs associated with a grant are documented by personnel timesheets, travel expenses associated with doing the work of the specific grant, and indirect expenses when reimbursement is allowed by the grantor. Funds are drawn down based on accurate documentation and where applicable, sub-consultant/contractor invoices. Payments to such sub-consultants/contractors are made based on approval by the Executive Director of accurate invoices and confirmation by the CVRPC staff person responsible for the project that the invoiced work

has been completed satisfactorily and the charge is appropriate.

Costs charged to grants are reviewed for allowability, appropriateness, and accuracy by the project manager and Executive Director, signed by the project manager, and approved for payment by the Executive Director. The required grant reporting is provided to the grantor accurately and in a timely manner per the requirements of the grant.

Accounts

Checking Account, Certificates of Deposit, and Other Accounts in CVRPC's Name

The signatories on the Commission's accounts are the Executive Director, Chair, and Secretary/Treasurer. The Executive Director reviews and approves all transactions against previously approved vendor invoices.

The Executive Director is authorized to sign checks and transfer funds from one Commission account to another Commission account on behalf of the Commission. No other staff member has authority to sign checks, transfer funds, or receive cash back from a bank deposit. The other account signatories are the Chair and the Secretary/Treasurer.

The Contracted Accountant is provided with view-only access to CVRPC's accounts at the Executive Director's discretion. View-only access allow the Accountant to record deposits and reconcile accounts in a timely manner.

Deposits

Unless otherwise instructed, all deposits will be made to the checking account. The process used for deposits is as follows:

- When a check is received, the Office Manager stamps the check with the restricted stamp provided by the banking institution, records the check in the check log, and notifies the Executive Director and Contracted Accountant via email.
- For ACH transactions, the Executive Director prints two copies of the transaction and provides them to the Office Manager.
- The Contracted Accountant records the check/transaction in QuickBooks and prepares the deposit as needed.
- The Office Manager makes the deposit. The payment is noted on the invoice that it has been paid and any available check stub is attached.
- The Office Manager attaches the bank deposit receipt to the CVRPC copy of the bank deposit slip.

Timesheets

- Staff completes timesheet, digitally signs it, and saves it in their timesheet folder.

- Staff emails Executive Director to alert her that timesheet is complete. Staff without server access emails their completed timesheet to Executive Director.
- Executive Director reviews and approves or returns to staff for corrections.
- When approved, Executive Director emails Office Manager to notify her that QuickBooks entry can occur.
- Office Manager enters timesheets into QB, prints QB cover, and attached it to timesheet. Office Manager files completed timesheets in finance office files.
- Office Manager notifies Accountant and Executive Director via email that all timesheets are entered.

Expense Reimbursement

- Staff completes their expense form, digitally signs it, and saves the digital copy in their respective expense folder.
- Staff emails Executive Director to notify her that the expense form is complete (Grace emails form to Executive Director).
- Executive Director reviews and approves or returns for corrections.
- When approved, Executive Director emails Office Manager to notify her that QB entry can occur.
- Office Manager enters expenses (Note: Accountant or Executive Director will train Office Manager on expense versus item entry).
- Office Manager notifies Accountant when all entered, scans all forms, and emails them to Accountant. Originals are filed in *Payables to be Scanned* folder. Office Manager makes copies of expense forms and backup as needed for job billing and files information in accordion folder in finance office by job.
- Accountant quality controls/proofs QB data entry work prior to issuing payment or initiating invoicing process.

Payables

Payables are prepared as follows:

- All bills are reviewed as they are received (via mail or email)
- Project bills may arrive via mail to CVRPC office or via email to project manager. If arrive via mail, Office Manager or Executive Director scans bill and emails to project manager.
- Project manager reviews bill and initials to signify the bill is appropriate, the amount is appropriate, any required bill back up or work product has been provided, and work completed is acceptable. Project manager prints bill to CVRPC copier or if no serve access, emails or mails approved bill to Office Manager. Project manager emails Office Manager notice of bill, including job/sub-job name. Bills for IT services or for purchases made directly by staff also must be reviewed and approved by IT staff or staff making the purchase and sent to Office Manager.
- Office Manager or Executive Director stamps bills with bill date received and the bill stamp, and codes the bill appropriately with customer information, job name, and expense code. If Office Manager, bill is placed in *Executive Director Approval* folder.
- Executive Director reviews bill, initials to signify bill is ready for payment, Bills are filed in *Bills to*

be Entered folder.

- Office Manager or Executive Director scans bills and emails them to Office Manager, Executive Director, and Accountant on Thursday or Friday. Scanned bills are filed in *Scanned Payables* folder.
- Office Manager enters bills into QB (including credit card receipts) and notifies the Accountant and Executive Director via email when all bills are entered.
- Accountant quality controls/proofs QB data entry work prior to issuing payment or initiating invoicing process, including verifying that vendor invoices are incurred in the proper timeframe.
- Generally within 30 days, checks for payment of vendor invoices are prepared by the Contracted Accountant with checks generated by QuickBooks or Bills.com payments initiated by the Contracted Accountant.
- Checks are signed and Bills.com payments are executed by the Executive Director. In the rare case the Executive Director is not available, the Secretary/Treasurer, or in the Secretary/Treasurer's absence, the Chair, as signers on CVRPC bank accounts, will be asked to sign. The Executive Director will monitor the checking account register online to note when payments have been deducted from the checking account. It is inferred that once the Executive Committee has authorized signing a contract, the contract amount is approved for payment based on invoicing and provided the contract amount is not exceeded and work is completed satisfactorily.
- The Office Manager mails checks as needed.
- The Office Manager files the check stubs/payment proof with copies of the invoice in the vendor files or placed in the appropriate contract file.

Invoices for Contracts

For invoices for work generated by staff, the following procedures apply:

- The Contracted Accountant prepares invoices in QuickBooks as accounts receivable.
- All supporting documentation for staff charges (timesheets), direct or other pass-through charges are attached to the invoice by the Office Manager.
- A copy of the complete invoice package is provided to the Executive Director for review and if appropriate, approve.
- The Executive Director is copied when invoice packages are submitted to funders for payment.
- The Office Manager retains a copy of the invoice in the appropriate contract folder.
-

Monthly Processing

The following information is collected at least monthly in order to complete month-end processing and invoices:

- Timesheets are completed by all employees daily and collected weekly. Each employee signs their timesheet which is then passed to the Executive Director for approval. Once approved, the Office Manager enters the timesheet information into QuickBooks. Timesheets are filed by the

Office Manager, and Paid Time Off (PTO) data is recorded in the employee's Paid Time Off spreadsheet. Expense reports are prepared by each employee and approved by the Executive Director before being entered as an accounts payable in QuickBooks.

- All bank statements are reconciled in QuickBooks by the Contracted Accountant. Reconciliations are provided to the Executive Director, who initials to indicate review. Reconciliations are filed by the Office Manager.
- The Contracted Accountant completes any month end journal entries that are required and verifies that monthly automatic entries (tax and other payroll liabilities generated directly from the payroll process by QuickBooks) have occurred properly and are for the correct amounts. Journal entries are provided to Executive Director for review and approval and are filed by the Office Manager.
- The Contracted Accountant prepares, verifies, executes after the Executive Director's approval, records, and prints payroll deduction contributions (such as Health Savings Account and pension plan contributions which are calculated from payroll by QuickBooks).
- The Office Manager files retirement account and employee payroll deduction contributions.
- The Executive Director reviews budget reports, open invoices report, etc. and emails Accountant with any questions.
- Balance sheet, open receivables report, and budget to actuals statement are provided to the Executive Committee monthly; Paid Time Off summary is provided quarterly.

Payroll

Employees are paid bi-weekly. The following procedures occur as noted:

- Weekly: Staff completes the timesheet process noted under *Timesheets*
- Bi-weekly: Accountant generates payroll for salaried staff or, for hourly staff, from the hours that have been entered into Excel timesheets and based on wage data.
- Bi-weekly: Accountant provides payroll reports: Payroll Item Detail, Payroll Transaction Detail, Payroll Transactions by Payee, and pay stubs.
- Bi-weekly: Executive Director reviews and initials payroll reports.
- Bi-weekly: Accountant writes/initiates payroll.
- As Needed: Accountant prepares transfers. Transferred must be approved in advance via email by the Executive Director. Executive Director or Office Manager completes transfers. Office Manager files transfer deposit slip.
- Payroll is deposited via direct deposit into an employee's bank account or paychecks are signed by the Executive Director. Office Manager emails pay stubs to all staff (direct deposit choice) or provides staff with a printed check and stub (hard copy check choice) on the Friday after closure of the pay period.
- Bi-weekly or as required by law or CVRPC's policies: Accountant processes payroll liabilities and prints a payroll liabilities confirmation.
- Executive Director reviews and signs payroll liabilities confirmation.

- 1 • Monthly: Office Manager posts compensatory time, sick leave, and vacation time to the
- 2 Paid Time Office spreadsheet.
- 3 • As required:
- 4 – In the event of a new hire:
- 5 ▪ The Executive Director develops an offer letter with position title, salary or hourly
- 6 rate, and start date.
- 7 ▪ W4 and INS forms are completed and referenced for tax withholding and general
- 8 employee information. When applicable, the employee completes benefit
- 9 enrollment forms and payroll reduction agreements which reference voluntary
- 10 payroll deductions. Relevant employee information is entered into QuickBooks and
- 11 is updated as needed.
- 12 ▪ The Office Manager completes the Vermont Department of Labor New Hire Report.
- 13 – Accountant completes quarterly reports, taxes and W-2's with hard copies printed.
- 14 The Office Manager files these reports in the financial files.
- 15 – The Office Manager distributes tax documents within time periods defined by law. Copies
- 16 of W2's, W3, 1099's, and 1096 are retained in the tax folder for the appropriate year.
- 17 – In the event of a termination, the payroll information is updated accordingly in QuickBooks,
- 18 as well as the terminated employee's personnel file.
- 19

20 Financial System Security

21
22 Security of the CVRPC's financial and personnel records shall be maintained through password
23 protected files and lockable file drawers. Use of the CVRPC's financial management system
24 shall be password protected with permissions access grant to users as follows:

- 25
- 26 • Administrative full access with permission to make user changes (Executive Director,
- 27 Accountant)
- 28 • Full access, without the ability to grant permissions (Executive Director, Accountant)
- 29 • View and print access (All Staff)
- 30 • View access for account balance and statement (All Staff)
- 31 • Weekly timesheet (All Staff)
- 32

33 Keys to lockable file drawers holding the CVRPC's financial and personnel records and lock box
34 shall be provided as follows:

- 35
- 36 • Personnel files (Executive Director)
- 37 • Financial files (Executive Director, Office Manager, Accountant)
- 38 • Lock box (Executive Director, Office Manager)
- 39
- 40

**CENTRAL VERMONT REGIONAL PLANNING COMMISSION
ADMINISTRATIVE AND FINANCIAL MANAGEMENT
POLICIES AND PROCEDURES**

As adopted March 5, 2012

Updated April 8, 2020

CVRPC's Accounting System

CVRPC uses a method of accounting known as “fund accounting.” Fund accounting groups assets and liabilities according to the specific purpose for which they are to be used. For-profit organizations have one set of accounts, the general ledger. Non-profit organizations have multiple funds because restricted and unrestricted funds must be tracked separately. CVRPC has two funds: the general fund and the reserve fund. CVRPC’s accounting practices are performed according to the generally accepted accounting principles (GAAP) for local government as established by the Government Accounting Standards Board (GASB).

CVRPC’s financial system is a modified accrual system. Revenue is recognized when earned and measurable (usually evidenced by delivery of goods or services to a customer and issuance of an invoice for same). Expenditures are recognized when the liability is incurred (usually measured by receipt of goods or services rendered and an invoice for same).

CVRPC’s financial accounts are audited annually by a certified public accountant (CPA). This audit is to confirm that the financial statements are free of “material misstatement” and give an accurate accounting of CVRPC’s funds.

CVRPC's Revenue Sources

CVRPC is a service-based organization; our employees and their knowledge and skills are our primary assets. CVRPC generates revenues through grant agreements and contracts, member town appropriations, interest, and non-contractual services. Typically, CVRPC manages as many as 20 contracts simultaneously. Contract sources include:

Federal Grants and Agreements: These agreements come with significant contractual requirements that CVRPC must honor. For instance, if CVRPC expends more than \$500,000 in Federal funds in a fiscal year, it must complete a single audit. This audit focuses special attention on the contract/agreement in which the most funding was expended.

State Grants and Contracts: These also come with contractual requirements. The State has standard requirements that apply to all of its contracts. Some State contracts are funds that the State has received from the Federal government. Therefore, these contracts include both State and Federal contractual requirements.

Municipal Contracts: CVRPC provides planning and special project management services to towns and villages upon request.

Member Town Appropriations: Annual appropriations are a critical component of CVRPC's budget. They are used to support match requirements for State, regional and municipal projects, especially those funded through grants and the Transportation Planning Initiative with the Vermont Transportation Agency.

Other Revenue Sources: CVRPC performs non-contractual work for municipalities, non-profit organizations, regional partners, and, as time permits, private companies. This work is typically GIS services. Other revenue also includes interest earned and special duties, such as administrative work done for the Mad River Valley Planning District and the Wrightsville Beach Recreation District.

CVRPC's financial system tracks revenues and expenses through job codes. Each contract is assigned a name, such as VTrans TPI. Every expense at CVRPC is assigned a job code. Monthly invoices are written to bill the contract source for the expenses of each job.

No contract job code applies when a cost is incurred for a common purpose benefiting or supporting all Commission programs and activities. These expenses are considered administrative or indirect expenses. These expenses are pooled together through an indirect rate applied as a percentage to salary and fringe benefit costs for staff. The indirect rate allows all program/jobs to share these expenses equitably. Audited costs for the prior fiscal year serve as the basis for the indirect rate applied to the current year.

Monthly Reports

Financial statements are provided to the Executive Committee prior to their monthly meeting, including the following reports:

Balance Sheet - The Balance Sheet is a statement showing the assets and liabilities of the organization as of a particular date. It reflects a snapshot view of CVRPC's financial position - what it owns and owes at that point in time.

Budget to Actual – Compares the adopted budget with actual revenue and expenditures.

General Fund Accounts

The General Fund is CVRPC's primary operating fund. Our daily activities are supported by the general fund, such as the purchase of supplies and meeting operating expenditures.

Reserve Fund Accounts

Reserve funds are set aside to:

- a) ensure that the Commission can continue to provide a useful level of services in times of tight budget years;
- b) provide for emergency funds since it is unclear whether RPCs can take on debt; and
- c) ensure sufficient funding to close down should that ever be the case. CVRPC has an adopted

Capital Assets policy to guide management and use of these funds.

The general practice by CVRPC has been to have 3 months of operating funds set aside as reserves. The dollar value varies in any given year based on changes in operating costs, such as increases or decreases in rent, staffing, and general expenses. However, the National Association of Development Organizations (NADO) recommended in 2011 that the 3-month practice should be updated to 6 months. NADO also acknowledged that the current political and fiscal environment might not be appropriate for building reserves to 6 month levels.

Accounts Receivable: A summary of billings for work completed by CVRPC for which payment has not yet been received. Receivables represent the amount *owed to* CVRPC by outside parties. Receivable amounts are tracked in relationship to Accounts Payable amounts.

Accounts Payable: A summary of bills received by CVRPC for which payment is due. Payables represent the amount *owed by* CVRPC to outside parties.

Deferred Revenue: Advances received on contracts and grants. These funds are considered a liability because CVRPC would need to pay back this funding at the grant/contract close if the funds weren't fully utilized.

Payroll Liabilities: Amounts withheld from bi-weekly staff payroll for which future payments are due. This includes fringe benefits and state and federal taxes. These funds are considered a liability because they are being held in trust by CVRPC on behalf of the employee until the payments are due.

In a for-profit business, equity includes assets financed by an owner or net profit that is retained in the business. In a non-profit organization, equity reflects the fund balance.

Fund Balance: Net worth measured by total assets minus total liabilities.

Net Income: Often referred to as "the bottom line," net income is the profit or loss (if negative number) for a reporting period.

Profit and Loss Statement

This financial statement summarizes the revenue and expenses incurred during a specific period. These records provide information that shows CVRPC's ability to generate profit by increasing revenue and reducing costs. The Profit and Loss (P&L) statement is also known as a "statement of profit and loss," an "income statement" or an "income and expense statement."

Revenue is CVRPC's income. Revenue shown is the amount of income.

Operating expenses are the costs associated with daily operations at CVRPC. These are the expense categories defined in our budget.

Net income is revenue minus total expenses. Net income demonstrates the financial health of

CVRPC and should be a positive number. If expenses are greater than income, the amount will be negative.

Accounts Receivable

Accounts Receivable are services rendered by CVRPC and invoiced, but payment has not yet been received. In for-profit businesses, owners know that some customers who receive credit will never pay their account balances. These uncollectible accounts are also called bad debts. For CVRPC, “bad debt” could take two forms: disallowed costs by funding agencies or non-payment of bills by private customers. Bad debt is extremely rare for CVRPC. Disallowed costs usually take the form of budget overruns or ineligible costs. Disallowed costs are unusual and can often be absorbed by other CVRPC revenue sources, such as CVRPC’s state allocation or its municipal appropriations. If the costs are ineligible under either source, CVRPC must use its general operating reserves to cover the costs. Because of the rarity of this event, the organization has elected not to list bad debt as an item in its general ledger.

Accounts Payable

Accounts payable are services that CVRPC has received and been invoiced, but the invoice has not yet been paid.

Receivables and payables are monitored by the Office and Grants Manager and the Executive Director so as to be received and paid within 30 days of invoicing.

Note: CVRPC’s Office and Grants Manager position has been replaced by an Office Manager and a Finance Manager. CVRPC fulfills the Finance Manager duties through a professional services contract with Nicole Sancibrian CPA. The party currently fulfilling the Office and Grants Manager duties in this document is the contracted Accountant unless otherwise noted in parenthesis.

Conflict of Interest

CVRPC’s conflict of interest policy is contained in CVRPC’s Personnel Policies and states,

“Employee Conduct and Conflict of Interest: A. The Commission expects and requires employees to adhere to standards of conduct that are required for the effective functioning of the Commission. Failure to observe these standards can result in disciplinary actions and, in some situations, termination of employment. Conduct off the job is not specifically covered by these policies, and may not be a subject of disciplinary action unless such conduct affects on the job ability and/or performance. B. Employee Conflict of Interest: As public employees, Commission employees should avoid any conflict of interest or appearance of conflict of interest in their job. A conflict of interest may occur whenever an employee: uses his or her position as an employee to provide a financial advantage to him/herself, a friend, family member, or business or institution with which s/he is affiliated; engages in activities that directly compete or conflict with the Commission’s mission, values, or actions; or uses for him/herself, a friend, or family member an opportunity originally offered to the Commission. Examples may include an

employee who sells goods or services to the Commission at above-market prices or an employee who learns, through his/her work, of property being offered to someone and uses that information to purchase the property for him/herself. An employee or his/her immediate family may not provide services to or receive services from the Commission unless the Commission determines that those services are provided or received under circumstances that do not create a conflict of interest or the appearance of a conflict of interest. Employees who are uncertain whether a conflict of interest exists or may be created may seek written guidance from the Executive Director and/or Executive Committee. In seeking guidance, the employee shall submit a one paragraph statement describing the nature of the potential conflict of interest. The Executive Director or Executive Committee will provide the employee with a written interpretation as to whether a conflict of interest or a potential conflict of interest exists.”

Note: This conflict of interest statement has been superseded by a standalone Code of Conduct and Conflict of Interest Policy adopted by the Board of Commissioners on December 11, 2018.

Segregation of Responsibilities

The Executive Director is authorized to sign checks and transfer funds from one Commission account to another Commission account on behalf of the Commission. No other staff member has authority to sign checks, transfer funds, or receive cash back from a bank deposit. Banking institutions will not allow cash back to anyone other than the duly authorized account signatories. The Chair and Treasurer of the Commission also have check signing authority. In the extended absence of the Executive Director, the Chair or Treasurer will be asked to approve invoices, payroll, and sign checks.

It should be noted that the Commission has no credit or debit card in its name and that receipts are paid to the Commission by check.

The Office and Grants Manager is responsible for maintaining the following financial records with oversight by the Executive Director: accounts receivable, accounts payable, payroll, and reconciliation of the general ledger and bank accounts.

Deposits are made by the Office and Grants Manager (Office Manager) or Executive Director, but transfers between Commission accounts are authorized by only the Executive Director, or in the absence of the Executive Director, by the Chair or Treasurer.

Note: Update Internal Controls were adopted by the Executive Committee on April 8, 2020 to reflect segregation of responsibilities during the COVID 19 pandemic when staff and CVRPC’s Accounting Contractor are working remotely.

Contracts, Grant Agreements, and Grant Applications

Consultant contracts are awarded following CVRPC’s procurement policies. The authorization to

award a contract with the selected consultant is given by the Executive Committee. The Executive Committee authorizes the Chair, or in the Chair's absence another officer, to sign contracts that are over \$10,000. The Executive Director is authorized to sign contracts that are less than \$10,000.

Grant agreements and contracts with funding agencies are approved by the Executive Committee which authorizes the Chair, or in the Chair's absence another officer, to sign said documents.

Applications for grant funding are approved for submittal by the Executive Director to the relevant funding entity.

Grant funds are drawn down as costs are incurred or quarterly depending on the amount affecting CVRPC's cash flow and the requirements of the grantor. Costs associated with a grant are documented by personnel timesheets, travel expenses associated with doing the work of the specific grant, and indirect expenses when reimbursement is allowed by the grantor. Funds are drawn down based on accurate documentation and where applicable, sub-consultant/contractor invoices. Payments to such sub-consultants/contractors are made based on approval by the Executive Director of accurate invoices and confirmation by the CVRPC staff person responsible for the project that the invoiced work has been completed satisfactorily.

Costs charged to grants, such as EPA grants, are reviewed for accuracy and satisfactory work by the Office and Grants Manager, signed by the project manager, and approved for payment by the Executive Director. The required grant reporting is provided to the grantor accurately and in a timely manner per the requirements of the grant.

Financial Statements

The Office and Grants Manager will provide the following financial statements each month:

- Budget to actual statement of revenue and expenses
- Balance Sheet

All month end accounting entries will be completed, and all financial statements for month end will be provided to the Executive Committee prior to its monthly meeting.

The Office and Grants Manager may periodically prepare other internal financial reports such as Trial Balances or Statements of Cash Flow as needed to ensure effective and transparent financial management.

Accounts

Checking Account, Certificates of Deposit, and other Accounts in CVRPC's name: The signatories on the Commission's accounts are the Executive Director, Chair, and Treasurer. The Executive Director reviews and approves all transactions against previously approved vendor invoices.

The Executive Director is authorized to sign checks and transfer funds from one Commission account to another Commission account on behalf of the Commission. No other staff member has authority to sign checks, transfer funds, or receive cash back from a bank deposit. The other account signatories are the Chair and the Treasurer.

Note: The Executive Committee has delegated the following contract signing to the Executive Director:

Duty	Meeting Minutes	Delegated By
Authorized the Executive Director to sign site specific contract addendums in the form of the engagement letter template for the Brownfields Program	November 1, 2016	Executive Committee
Increased authorization for the Executive Director to sign contracts from \$10,000 or less to \$25,000 or less.	April 3, 2017	Executive Committee
Began authorizing the Executive Director to sign contracts, rather than an officer.	January 2, 2018	Executive Committee
Authorize the Executive Director to sign task specific contract addendums for the transportation planning and engineering services master agreements	April 2, 2018	Executive Committee
Authorized the Executive Director to sign future change orders with G&N Construction for the Northfield Stormwater Construction contract provided any cost increase is within the approved grant agreement budget and the change order is reported to the Executive Committee at its next regular meeting.	August 5, 2019	Executive Committee

Deposits

Unless otherwise instructed, all deposits will be made to the checking account. The process used for deposits is as follows:

- When a check is received, the Office and Grants Manager (Office Manager) stamps the check with the restricted stamp provided by the banking institution, (Finance Manager) records the check in QuickBooks and prepares the deposit.
- The Office and Grants Manager (Office Manager) makes the deposit. The payment is noted on the invoice that it has been paid and any available check stub is attached.
- The Office and Grants Manager attaches the bank deposit receipt to the CVRPC copy of the bank deposit slip.

Payables

All bills are reviewed upon receipt by the Office and Grants Manager (Office Manager) for accuracy and that they represent services received or products purchased. Vendor invoices for a particular project (project consultant invoices) are reviewed and signed by the Project Manager for that project for payment approval before being reviewed and approved by the Executive Director and processed for payment by the Office and Grants Manager.

Payables are prepared as follows:

- Invoices are reviewed to ensure billing is accurate and to the correct accounts. The Executive Director approves all invoices to be paid prior to the invoice being entered into QuickBooks accounts payable by the Office and Grants Manager.
- Consultant invoices are reviewed for accuracy and satisfactory work completion and signed by the CVRPC project manager and verified by the Office and Grants Manager (project manager) that they do not exceed the contract amount.
- Vendor invoice dates are noted to ensure expenses are incurred in the proper timeframe.
- Generally within 30 days, checks for payment of vendor invoices are prepared by the Office and Grants Manager with checks generated by QuickBooks and signed by the Executive Director.
- Checks are signed by the Executive Director. In the rare case the Executive Director is not available, the Chair or Treasurer, as signers on CVRPC bank accounts, will be asked to sign.
- Any check for consultants who have contracts with CVRPC will be signed by the Executive Director and needs only one signature. It is inferred that once the Executive Committee has authorized signing the contract, the contract amount is approved for payment based on invoicing and provided the contract amount is not exceeded and work is completed satisfactorily.
- The Office and Grants Manager mails checks (Office Manager).
- The Office and Grants Manager (Office Manager) files the check stubs with copies of the invoice in the vendor files or placed in the appropriate contract file.
- Should online payment become something CVRPC utilizes, the Executive Director will authorize payment of the vendor invoice and execute the payment online. The Office and Grants Manager (Executive Director) will monitor the checking account register online and note the payment being deducted from the checking account. A copy of the checking account statement with the payment shown will be generated and attached to the approved vendor invoice. The documentation will then be placed in the appropriate vendor file.

Invoices for Contracts

For invoices for work generated by staff, (Office and Grants Manager, GIS Manager, or others as necessary) the following procedures apply:

- Invoices are recorded in QuickBooks as accounts receivable by the Office and Grants Manager with the proper date and amount as verified by the Office and Grants Manager

- and the project manager.
- All supporting documentation for staff charges (time sheets), direct or other pass-through charges are attached to the invoice by the Office and Grants Manager.
- The Office and Grants Manager retains a copy of the invoice in the appropriate contract folder.
- The Office and Grants Manager or appropriate staff person sends the invoice in the desired format.

Monthly Processing

The following information is collected at least monthly in order to complete month-end processing and invoices:

- Timesheets are completed by all employees daily and collected biweekly. Each employee signs their timesheet which is then passed to the Executive Director for approval. Timesheets are filed by the Office and Grants Manager and Paid Time Off (PTO) data is recorded in the employee's vacation spreadsheet. Expense reports are prepared by each employee and approved by the Executive Director before being entered as an accounts payable in QuickBooks.

Note: CVRPC moved to weekly collection and approval of timesheets in May 2015. On July 1, 2017, CVRPC transitioned to entering timesheet information into QuickBooks.

- All bank statements are reconciled in QuickBooks and filed by the Office and Grants Manager.
- The Office and Grants Manager completes any month end journal entries that are required and verifies that monthly automatic entries (tax and other payroll liabilities generated directly from the payroll process by QuickBooks) have occurred properly and are for the correct amounts.
- Monthly, the Office and Grants Manager prepares, verifies, executes after the Executive Director's approval, records and files retirement account and employee payroll deduction contributions (such as Health Savings Account and pension plan contributions which are calculated from payroll by QuickBooks).

Payroll

Employees are paid bi-weekly:

- Staff enters their daily time onto their timesheets. For hourly employees, time must be entered completely by the end of each pay period. Salaried employees' hours are checked to ensure salary basis and actual hours worked are in alignment.
- Bi-weekly timesheets are prepared and certified by staff and approved by the Executive Director.
- The Office and Grants Manager (Office Manager) enters employee hours and other necessary data into CVRPC's employee records.

- The Office and Grants Manager runs payroll from QuickBooks based on salary data (as determined annually by the Executive Director) or hourly wage and hours worked as determined by the Executive Director at the time of hiring.
- Checks are signed by the Executive Director.

Note: As of the December 23, 2016 payroll, CVRPC employees can elect to have payroll deposited directly into their personal accounts. If an employee elects Direct Deposit, the Office Manager emails a payroll stub to the employee's CVRPC email address.

- The Office and Grants Manager distributes the checks to employees.
- Federal taxes are submitted online through the IRS' EFTPS payment system. State tax withholding is submitted monthly to the VT Tax Department using the form they provide and by the date due. Quarterly Federal and State payroll tax reports are prepared by the Office and Grants Manager through QuickBooks and copies are filed in the tax folder for the appropriate time period. At the end of each calendar year, payroll tax documents, including W2's, a W3, 1099's and a 1096, are prepared and submitted to the IRS and the State by the Office and Grants Manager.

Note: As of the August 7, 2017 payroll, CVRPC submits State of Vermont payroll taxes online to the Vermont Tax Department.

- The Office and Grants Manager distributes tax documents within time periods defined by law. Copies of W2's, W3, 1099's, and 1096 are retained in the tax folder for the appropriate year.

In the event of a new hire:

- An offer letter is referenced for position title, salary or hourly rate and start date. W4 and INS forms are completed and referenced for tax withholding and general employee information. When applicable, the employee completes benefit enrollment forms and payroll reduction agreements which reference voluntary payroll deductions. Relevant employee information is entered into QuickBooks and is updated as needed.
- Vermont Department of Labor New Hire Reporting is completed.

In the event of a termination, the payroll information is updated accordingly in QuickBooks, as well as the terminated employee's personnel file.

Commission Financial Policies

These policies (Investment and Deposit Risk Policy and Capital Assets Policy) were adopted previously by the Commission and are now incorporated into this document.

Investment and Deposit Risk Policy

**Central Vermont Regional Planning Commission
Adopted February 2, 2009**

The primary objectives of CVRPC's investment and deposit risk policy are security of principal, liquidity as needed to meet expenditures, and return on investment.

The Executive Director, and in his/her absence the Chair or Treasurer, with the approval of the Executive Committee, shall be authorized to invest and re-invest the Commission's funds.

The investment of all Commission funds will be made with financial institutions that have offices in Vermont and are registered to do business in Vermont. The financial institutions shall provide deposit insurance and be regulated by the FDIC.

The Executive Director, and in his/her absence the Chair or Treasurer, will make decisions regarding the types of collateralization of deposits required or remove the Commission's exposure to custodial credit risk after consultation with the Executive Committee. The form of collateral may include, but not be limited to, securities of the United States of America. Securities may be held by a third party custodian designated by the Executive Director and approved by the Executive Committee and evidenced by insured receipts.

**Capital Assets Policy
Central Vermont Regional Planning Commission
Adopted January 31, 2005**

The purpose of a capital assets policy is to provide control and accountability over the Commission's capital assets.

Capital assets are defined as those assets (equipment, computers, computer software, furnishings, buildings, land, etc) owned by CVRPC that have a useful (working) life greater than one year and a unit cost of \$500 or more.

All capital assets will be recorded at historical cost. Assets acquired through donation will be recorded at their estimated fair market value, including incidental costs necessary to place the asset in condition for its intended use, on the date of donation. In addition to purchase price or construction cost, capital costs may include incidental costs, such as bond interest and issuance costs, insurance during transit, freight, duties, title search, title registration, legal and professional fees, installation, taxes, extended warranty and/or maintenance contracts purchased at the same time as the asset, and breaking-in costs; i.e. costs that are necessary to place the asset in its intended location and condition for use. Should the Commission be in a position to purchase land, the capitalized cost of land will include the purchase price plus costs such as legal fees, fill, excavation, etc incurred to put the land in condition for its intended use.

The straight line depreciation method will be used.

Physical inventories of all capital assets will be taken annually and the inventory completed prior to June 30. However, when a capital asset is acquired, it will be added to the Commission's

inventory list at the time of acquisition. Inventory includes listing the item number, manufacturer, date of acquisition, purchase price, and to which staff member the asset is allocated for Commission use. When an asset is sold or otherwise removed from the inventory, the date of this occurrence and the method of disposal shall be recorded on the inventory.

Note: This Record Retention Policy has been superseded by a standalone policy adopted by the Executive Committee on March 4, 2019.

Record Retention Policy

~~Regarding record retention, CVRPC's computers are all networked to CVRPC's onsite server. The server has sufficient capacity to store all records, emails, map data, etc that is used in doing the business of the Commission. The server is backed up daily and a back up tape is made monthly that is then kept off site. All backups are a complete backup of the entire contents of the server; emails, documents, records, software, and provide CVRPC with the ability to retrieve any and all information and data at will. Because of the size of the storage space on the server, it is not necessary to periodically delete any of the data in order to make room for more. As a result, all digital data is maintained. This includes all financial data and Quick Books financial management software. However, should there be a need to delete data, the following retention time frames will be followed:~~

~~The following documents (paper and digital) shall be kept for a minimum of three years:~~

~~Bank Reconciliations and Statements
Canceled Checks
Correspondence
Duplicate bank deposit slips
Employment applications
Monthly accounts receivable and accounts payable aging reports
Petty cash vouchers
Inventory records—or the life of the inventoried item
Purchase orders and receiving reports
Sales Records and Journals~~

~~The following (paper and digital) documents shall be kept for a minimum of seven years:~~

~~Accounts receivable and accounts payable ledgers
Accounts receivable and accounts payable year end aging reports
Bank statements
Canceled checks
Customer invoices
Expired Contracts & Leases
Interim financial statements (monthly or quarterly)
Loan payments and schedules
Payroll Records & Tax Returns
Time Sheets~~

~~Personnel records after termination~~

~~Vendor invoices~~

~~Vouchers for Payment to Employees for Reimbursements, Allowances, etc.~~

~~Sales Tax Returns~~

~~The following (paper and digital) documents shall be kept indefinitely:~~

~~Annual financial statements~~

~~Contracts & Leases Still in Effect~~

~~Articles of Incorporation and Bylaws~~

~~Company Policy & Practice Manuals~~

~~Board meeting minutes~~

~~Employee pension records~~

~~Insurance Policies (including expired policies)~~

~~Charts of Account~~

~~General ledger~~

~~Depreciation Schedules~~

~~IRS audit reports~~

~~Documents not to be saved, or where the need to be saved has expired, will be thrown away or shredded, whichever is appropriate.~~

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Executive Committee
DRAFT MINUTES
April 6, 2020

Present:

<input checked="" type="checkbox"/> Julie Potter	<input checked="" type="checkbox"/> Laura Hill-Eubanks	<input checked="" type="checkbox"/> Michael Gray
<input checked="" type="checkbox"/> Dara Torre	<input checked="" type="checkbox"/> Steve Lotspeich	<input checked="" type="checkbox"/> Janet Shatney
<input checked="" type="checkbox"/> Jerry D'Amico		

Staff: Bonnie Waninger, Nancy Chartrand, Pam DeAndrea

CALL TO ORDER

Chair L. Hill-Eubanks called the meeting to order at 4:04 pm. Quorum was present to conduct business.

ADJUSTMENTS TO THE AGENDA

Waninger advised the Accounting Services contract is pending reference checks so will be removed from the agenda. The leave donation program agenda item also was removed from the agenda.

PUBLIC COMMENTS

None.

CONTRACT/AGREEMENT AUTHORIZATION

Waninger noted CVRPC is the grant manager. The Town is responsible for project construction. ANR is still developing its guidance regarding COVID-19 and grant agreements. When guidance is released, SWCRPC will either sign the agreement or cancel it. Approval is being sought in case work can progress.

J. D'Amico moved to authorize the Executive Director to sign the agreement with the Southern Windsor County RPC for the DIBG Berlin Town Office and Garage Stormwater Implementation project; J. Potter seconded. Motion carried.

Waninger provided a brief overview of informational contracts at the Chair's request.

TRANSPORTATION PROJECT PRIORITIZATION

Waninger noted TAC did not have quorum at its meeting and could not vote on this item. TAC members present were in consensus agreement on priorities and requested the Executive Committee approve final priorities. Lotspeich advised TAC had good discussion surrounding the recommendation with nine members present. He confirmed a mistake under the roadways has been corrected. He advised that TAC member Dona Bate had a comment regarding ranking of pre-candidate bridge projects. Montpelier projects were top 3 out of 4 on the pre-candidate bridge list. Potter inquired if the Montpelier State Street Bridge was the bridge next to Capitol Grounds. Waninger confirmed it was.

S. Lotspeich moved to forward recommended priorities for the Capital Program and Pre-Candidate Program to VTrans as presented; J. Potter seconded. Motion carried.

COVID-19 RESPONSE

Waninger advised the US EDA held a call to talk with economic development districts and RPCs about its grant funding. It is developing guidelines regarding release of these funds. EDA requested advanced assistance lining up projects. Projects could include developing an economic strategy, funding a staff person to be an economic response officer, a CDBG project, design of a project, implementation of a project, business incubator project. Projects must create new capacity or create new business.

Hill-Ebanks directed the Committee to updated Internal Controls, which will assist with online bill pay. Waninger noted potential for post offices to close at some point. Staff is setting up online bill pay thought auto-debit of CVRPC's account or bank bill pay. Waninger noted she is staffing the office on Tuesdays and Thursdays to authorization payments and sign checks as needed.

D. Torre moved to approve the Internal Control Policies; S. Lotspeich seconded. Motion carried.

CLEAN WATER SERVICE PROVIDER PROPOSAL

P. DeAndrea discussed the Clean Water Service Provider (CWSP) proposal which has been drafted to submit to ANR. CVRPC would be the CWSP for Winooski Basin. CCRPC would assist by handling projects within Chittenden County. LCPC does not want to be part of the service provider provider team; it is interested in being a project-based subcontractor. CVRPC would initiate an Request For Qualifications process with known project implementation organizations and use Master Agreements to create an efficient subcontracting process. Other entities could still apply for project funding and would need to be vetted. All RPCs are working to use similar proposals and present a statewide program process. CCRPC intends to submit a proposal for the direct to Lake Basin. NRPC will submit for the Lamoille Basin.

Potter advised she was glad to see it was a team proposal with CCRPC. She noted a correction to the spelling of Pam Brangan's name. Hill-Ebanks inquired if CVRPC would have a seat on the Basin Council for our region. DeAndrea noted that guidelines currently are being established. The current draft suggests the CWSP would not have a seat on the Council to avoid conflict of interest.

There was also question about the financing and how it would be handled between the teams. CCRPC would bill CVRPC for all Chittenden County projects. It would request reimbursement from CVRPC and present invoice and project backup materials. Another question was raised regarding whether CVRPC be held accountable if a project did not meet target projections, etc. Staff noted nothing is settled at this point. Charlie Baker of CCRPC participates on the Act 76 Advisory Council and has advised that clear roles need to be defined by ANR regarding who is responsible for enforcement. If the solution found is not acceptable, CVRPC could refrain from signing a contract. Question was also raised as to whether a CWSP will have adequate funding to administer this program. Waninger confirmed CWSPs would receive 15% of the approved funds to administer the program. The total dollar amount is not available yet. She confirmed this is an ongoing concern. DeAndrea asked if there were specific questions that the Committee would like her to submit during the RFP Q&A period. There were none. Waninger reminded the Committee the proposal in the packet is not final. Staff is requesting approval from Committee as to whether CVRPC should move forward with submitting the proposal.

1 *S. Lotspeich moved to authorize staff to submit a Clean Water Service Provider proposal for the Winooski*
2 *River Basin; M. Gray seconded. Motion carried.*

4 **CONSENT ITEMS**

5 *J. D'Amico moved to approve the minutes of March 2, March 10, and March 30; J. Potter seconded.*
6 *Motion carried.*

8 **BOARD OF COMMISSIONERS**

9 Waninger spoke with Hill-Eubanks and Lotspeich, who elected to cancel the April Board of
10 Commissioners meeting due to no essential agenda items. Significant discussion ensued on whether the
11 May or June meetings would be held to address ANR's Basin 14 Plan and Board nominations/elections.
12 The Board would need to be convened virtually, dependent on COVID-19 status.

13
14 The Executive Committee concurred it could convene to approve a recommendation of the CWAC
15 regarding Basin 14 Plan, and that it would invite Orange and Washington (which are in the Basin) to the
16 meeting. With regard to nominations and elections, the following process was agreed upon: The
17 Nominating Committee would present a slate to the Board via email with posting on the website for
18 transparency in April. A short Board meeting would be held in May to move the slate, accept
19 nominations from the floor, and close nominations. Balloting would be done by mail as normal.

20
21 The Committee discussed whether a remote May meeting should include a presentation of the Basin 14
22 Plan. It was suggested that DeAndrea request an online presentation from ANR. Board members could
23 access it on their own and provide comment to the Executive Committee for submission to ANR. There
24 was mutual agreement that the conformance letter as determined by CWAC and Regional Plan
25 Committee could be delayed. The Committee requested staff move forward with organizing as outlined.

26
27 The Committee confirmed it would hold a special meeting on April 8 if TAC does not have quorum for
28 paving project prioritization and to approve the accounting contract. Waninger is unavailable. Gray
29 noted a conflict with 1 pm on Mondays for special meetings. Chartrand will repoll members.

31 **EXECUTIVE SESSION**

32 *J. D'Amico moved to enter Executive Session for personnel at 5:12 pm; M. Gray seconded. Motion*
33 *carried.*

34
35 *S. Lotspeich moved to exit Executive Session at 5:58 pm; M. Gray seconded. Motion carried.*

36
37 No action was taken as a result of the Executive Session.

39 **ADJOURN**

40 *J. Potter moved to adjourn at 5:59 pm; M. Gray seconded. Motion carried.*

41
42 Respectfully submitted,

43
44 Nancy Chartrand, Office Manager

1 **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**2 **Executive Committee**3 **DRAFT MINUTES**4 **April 8, 2020 Special Meeting**

5 Present:

☒ Julie Potter☒ Laura Hill-Eubanks☒ Michael Gray☒ Dara Torre☒ Steve Lotspeich☒ Janet Shatney☒ Gerry D'Amico6
7 Staff: Ashley Andrews, Nancy Chartrand8
9 **Call to Order**

10 Chair Hill-Eubanks called the meeting to order at 3:05 pm.

11
12 **Adjustments to the Agenda**

13 None

14
15 **Public Comment**

16 None

17
18 **Contract/Agreement Authorization**19 Accounting Services, Ijaz & Associates: Chartrand provided an overview of the proposal evaluation
20 process and the recommendation to move forward with a contract with Ijaz & Associates. Committee
21 members requested the following be addressed prior to finalizing the contract. Does a CPA need to be
22 licensed in Vermont to perform their work, and if so, is Ijaz a CPA? Is Ijaz familiar with any applicable
23 state laws that govern CPAs in Vermont? Would the Executive Director conduct an interview with
24 Ahsan Ijaz to ensure compatibility?25
26 The Committee also discussed whether performance measures should be strengthened given the
27 challenges with current contractor. It concurred CVRPC could enter this contract with a greater
28 willingness to default if measures are not being met.29
30 *D. Torre moved to authorize the Executive Director to sign the accounting contract with Ijaz Associates; J.*
31 *Shatney seconded. Motion carried.*32
33 **Transportation Project Prioritization**

34 Andrews provided details as a result TAC meeting last night:

35 District 4

36 Project A: Route 14 Williamstown to Barre Town – District Priority 3 – RPC Priority 1

37 District 5

1 Project B: US 2 in Middlesex – District Priority 1 – RPC Priority 1

2 Project C: US 2 in Moretown – – District Priority 2 – RPC Priority 2

3 Project D: US 2 in Middlesex – – District Priority 3 – RPC Priority 3 (Combining B, C & D together)

4 District 7

5 Project E – Route 14 E Calais to Woodbury Town Clerk – District Priority 1 – RPC Priority 1

6 Project F – Vermont 110 East Barre to Washington – District Priority 2 – RPC Priority 2

7 Project G – Vermont 214 Plainfield to North Montpelier – – District Priority 5 – RPC Priority 3

8
9 Questions ensued regarding how the priorities are determined. This is input into VTrans decision
10 making process. Lotspeich advised TAC had good participation and had quorum for the vote. TAC
11 requested the Executive Committee agree to move this prioritization list along.

12
13 *J. D’Amico moved to approve the prioritization for district leveling; M. Gray seconded. Motion carried.*

14
15 **Adjourn**

16 *J. Shatney moved to adjourn at 3:34 pm; M. Gray seconded. Motion carried.*

17
18 Respectfully submitted,

19
20 Nancy Chartrand, Office Manager

CENTRAL VERMONT REGIONAL PLANNING COMMISSION**Executive Committee****DRAFT MINUTES****April 20, 2020 Special Meeting**

Present:

☒ Julie Potter

☒ Laura Hill-Eubanks

☒ Michael Gray

☒ Dara Torre

☒ Steve Lotspeich

☒ Janet Shatney

☒ Jerry D'Amico

Staff: Bonnie Waninger, Nancy Chartrand

CALL TO ORDER

Chair L. Hill-Eubanks called the meeting to order at 3:03 pm. Quorum was present to conduct business.

ADJUSTMENTS TO THE AGENDA

None.

PUBLIC COMMENTS

None.

COMMUNITY NATIONAL BANK ACCOUNT SIGNATORY RESOLUTION

Chartrand noted the resolution was to update the signatories on the checking account due to the recent Bylaw change. Three officers need to sign the resolution once approved. Lotspeich agreed to be the third signature in addition to Torre and Hill-Eubanks.

S. Lotspeich moved to pass the resolution with Community National Bank and approve the Chair, Secretary/Treasurer, and Executive Director as signatories; M. Gray seconded. Motion carried.

CLEAN WATER ADVISORY COMMITTEE LETTER OF CONCERN

Waninger advised this is the Clean Water Advisory Committee's revised letter per the Board's request. If Executive Committee is comfortable with moving this letter to the Board, it will be placed on the next Board agenda. Discussion ensued with regard to suggested amendments to the letter: ensure all acronyms are spelled out (i.e. on 2nd page - PFAs and PFOA); first sentence on 1st page – add “for” before “which”; and it was suggested to use a colon instead of a comma in the last sentence of the 2nd paragraph to indicate a list of items. Additional discussion ensued regarding what the word ‘effectiveness’ refers to on Page 2 – Policies and regulation (Recommendation). It was concurred that this needs to be clarified by the CWAC. Waninger noted she would request the discussed edits be made before the letter goes before the Board and that CWAC would need to discuss the effectiveness question at its next meeting. Therefore, the letter will go before the June Board meeting.

J. D'Amico moved to move the letter to the Board. A point of clarification was requested regarding the final adjustments that are being requested and whether the motion should be contingent on those

1 *adjustments being made. D'Amico amended his motion to move the letter to the Board following*
2 *clarification of the statement on effectiveness under Policies and Regulations – Point 1; S. Lotspeich*
3 *seconded. Motion carried.*

5 **FISCAL SPONSOR REQUEST**

6 Waninger advised that the East Calais Community Trust (ECCT) currently uses Preservation Trust of
7 Vermont as its fiscal sponsor because ECCT does not have its federal 501(3) designation. Since both the
8 ECCT and the Preservation Trust are applying for a Northern Borders Grant, ECCT has requested CVRPC
9 act as its fiscal sponsor.

10
11 Staff is generally supportive of the request. Other RPCs have been fiscal sponsors for such purposes.
12 With regards to the Northern Borders grant, a key challenge is the grant appears to require that
13 grantees own any structures purchased with grant funds until fully depreciated (~27-39 years).
14 Waninger is confirming this applies to fiscal sponsors; and expects the answer will be affirmative.

15
16 Considerable discussion ensued and several concerns were raised. It was confirmed the RPC would be
17 responsible for maintenance, and could assign that responsibility to ECCT using an operation and
18 maintenance agreement. It was confirmed the grant recipient would be the RPC not ECCT. There was
19 question as to what this would mean in terms of supporting other towns; specifically could CVRPC be a
20 fiscal sponsor for multiple towns? Waninger confirmed it could, but would not want to be fiscal sponsor
21 for the same grant in the same year for different towns. It was also noted that a fiscal sponsor is
22 different than fiscal agent (see meeting packet). Concern was raised with regard to being a property
23 owner, not necessarily being a fiscal sponsor. Question was raised as to whether the RPC could be an
24 interim fiscal sponsor, and upon project completion do a quick claim deed to the Town of Calais and
25 pass ownership on. Waninger noted that according to grant guidance she believes we must maintain
26 ownership/control. The Committee concurred that the ownership/control question needs to be clarified
27 before a decision is made. The Committee otherwise was supportive of CVRPC acting as ECCT's fiscal
28 sponsor. The Committee identified that if other towns wanted to pursue this type of sponsorship,
29 CVRPC could have a lot of buildings under its ownership. A question was raised about administration
30 costs. Waninger confirmed costs would be built into the application to the RPC for its services.

31
32 The Committee requested Waninger define the ownership issue, follow up with ECCT, and place the
33 item on the May 4th agenda if needed.

35 **OFFICE UPDATES**

36 Waninger followed up on Accounting Services contract. She confirmed she has spoken with the Ijaz
37 owner and the accountant assigned to CVRPC. She is comfortable moving forward. They are currently
38 reviewing CVRPC's QuickBooks file and will meet with CVRPC's current accountant. They believe they can
39 bring CVRPC's files to current (through March 31st) by mid-May.

40
41 Waninger discussed the impact of COVID on current and future budgets. Currently RPC funding is not
42 part of the Legislature's COVID-reduction package; it may be in the future. FY21 budget impacts are
43 more about construction projects that may not move forward. The Agency of Natural Resources has

1 stated that awarded projects not under contract will have awards rescinded. Staff is exploring needs in
2 municipalities. Some municipalities have expressed they will not have match funds available.

3
4 A number of communities requested CVRPC host a Selectboard/Town Manager/Town Administrator
5 roundtable to share and discuss what towns are currently doing and how they are going to move
6 forward; She expects this will be organized in the next 7-10 days with a day and evening sessions.

7
8 Waninger noted that two staff members have requested a reduction in hours, which will likely be put
9 into place next week. Additional furloughs may be needed if workload or funding declines. With COVID-
10 related furloughs, CVRPC still pays for benefits; however, employees are eligible for unemployment for
11 the reduced hours. Furloughs initially are expected to be through May 15th.

12
13 Chartrand provided an update on CVRPC's lease. CVRPC's current landlord explored whether CVRPC
14 would be willing to contribute a lump sum towards construction and be willing to invest in a 10-year
15 versus 5-year lease.

16
17 **ADJOURN**

18 *S. Lotspeich moved to adjourn at 3:52 pm; J. D'Amico seconded. Motion carried.*

19
20 Respectfully submitted,

21
22 Nancy Chartrand, Office Manager
23



Central Vermont Regional Planning Commission

BOARD OF COMMISSIONERS

May 12, 2020 at 6:30 pm

Remote Participation via GoToMeetings:

(to be inserted)

<u>Page</u>	<u>Time</u>	<u>AGENDA</u>
	6:30 ¹	Adjustments to the Agenda Public Comments
	6:35	Nominating Committee Report, Janet Shatney, Committee Chair Final slate of candidates for Executive Committee and Committees; additional nominations.
	6:45	Basin 14 Basin Plan Brief discussion of review and comment process.
	6:55	Meeting Minutes – December 10, 2019 (enclosed) ²
	7:00	Reports (enclosed) Updates and questions on Staff, Executive Director, and Committee Reports
	7:15	Adjournment

Next Meeting: June 9, 2020

Persons with disabilities who require assistance or special arrangements to participate in programs or activities are encouraged to contact Nancy Chartrand at 802-229-0389 or chartrand@cvregion.com at least 3 business days prior to the meeting for which services are requested.

¹ Times are approximate unless otherwise advertised.

² Anticipated action item.