



EXECUTIVE COMMITTEE

Tuesday, September 3, 2024 @ 4:00 pm

29 Main Street, Suite 4, Montpelier, VT 05602

Hybrid Meeting with Remote Participation via Zoom¹

<https://us02web.zoom.us/j/88230172343?pwd=ZjNySGM0aG1waEIVRzMremVsamZ0Zz09>

Dial in via phone: +1 929 436 2866 | Meeting ID: 882 3017 2343 | Passcode: 927199

Download the app at least 5 minutes before the meeting starts: <https://zoom.us/download>.

Page **AGENDA**

- 4:00² Adjustments to the Agenda**
- Public Comment**
- 4:05 Financial Report (Action - enclosed)³**
- 4:15 FY25 Budget Amendment (Action - enclosed)³**
- 4:25 Contract/Agreement Authorization (Action - enclosed)³**
- 4:35 Procurement | Admin-Finance Policies Amendments (Action - enclosed)³**
- 4:50 Personnel Policy Amendment (Action - enclosed)³**
- 5:05 Municipal Dues (Action - enclosed)³**
- 5:20 Meeting Minutes – 8/5/24 (Action - enclosed)³**
- 5:25 Commission Meeting Agenda (Action - enclosed)³**
- 5:35 Committee Round Table**
- 5:45 Adjourn**

Next Meeting: September 30, 2024

Persons with disabilities who require assistance or alternate arrangements to participate 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 Dial-in telephone numbers are “Toll” numbers. Fees may be charged to the person calling in dependent on their phone service.

² All times are approximate unless otherwise advertised

³ Anticipated action item.



MEMO

Date: August 27, 2024,
To: Executive Committee
From: The Ijaz Group, Contracted Accountant
Re: Financial Report as of 07/31/2024

☒ **ACTION REQUESTED:** Accept July 31, 2024, unaudited financial reports.

FY25 Summary: CVRPC's FY25 surplus is \$137,764 through July 31st, 2024. The fiscal year-to-date surplus is within the budget. This surplus is primarily due to the FY25 Town Dues which are billed at the start of each Fiscal year. In FY24, CVRPC had a YTD surplus of \$123,649 through July 31st, 2024.

Balance Sheet

- **Assets** – Billing is substantially complete through 07/31/2024. Aging receivables are at \$559,881. This is higher than usual because of the ACCD FY25 Q1 Invoice of \$159,301 and recent quarter outstanding billing. Operating cash is \$103,197, whereas the Savings and CD balance is \$759,541 and Union Bank including Sweep balance is \$393,776, totaling the cash balance to \$1,256,522. CVRPC works to maintain at least \$100,000 in operating funds for cash flow purposes. We also have \$37,759.95 for MRC in a separate account.
- **Current Liabilities** –
 - CVRPC maintained an average payable balance of \$24,006.
 - Accrued vacation and compensatory time balances are \$25,449 and \$1,451 respectively.
 - ACCD Deferred Income for FY24 & FY25 combined stands at \$258,006. Other Deferred Income consists of MARC Brownfields \$40,760, VCRD – Climate Catalyst \$3,801, BGS MERP \$130,717.59, and CWSP Formula \$348,717. Total Deferred Revenue is \$819,762.
- **Equity** – Equity is assets minus liabilities – the company's value. CVRPC's Total Equity as of 07/31/2024 is \$991,628 and it was \$677,312 and \$818,692 on the same date in 2023 and 2022, respectively.
- **Surplus** of \$137,764.26 reflects retainage of Town Dues earned in July 2024.

Budget vs. Actual (a.k.a. Profit & Loss Statement or Net Income Statement)

In reviewing Income and expenses through 07/31/2024, the benchmark used is a percentage of the budget expected to be earned/spent if all income/expenses were earned/spent equally over 12 months. The benchmark for 07/31 is 8.33%.

- *Income* – Total revenue stands at 8.11% earned, which is in line with the budget.
- *Expenses* – Total expenses stand at 3.62%, about 4.7% below the benchmark. Wages, CVRPC's most significant expense, is also under budget at 6.17% of the budget.

Financial Statement Acronyms & Abbreviations Guide

604b	Planning funds originating in Section 604b of the federal Clean Water Act
ACCD	Vermont Agency of Commerce and Community Development
ARPA	American Rescue Plan Act (pandemic recovery funds)
BCRC	Bennington County Regional Commission
BMP	Best Management Practice
BGS MERP	Building and General Services: Municipal Energy Resilience Program
BWQC	Basin Water Quality Council
CCRPC	Chittenden County Regional Planning Commission
CD	Certificate of Deposit
CEDS	Comprehensive Economic Development Strategy
CVTA	Cross Vermont Trail Association
CW	Clean Water
CWSP	Clean Water Service Provider
DEC	Vermont Department of Environmental Conservation
DIBG	Design/Implementation Block Grant
DPS	Vermont Department of Public Safety
DCRA	Dependent Care Reimbursement Account
EAB	Emerald Ash Borer
EMPG	Emergency Management Performance Grant
EPA	US Environmental Protection Agency
ERP	Ecosystem Restoration Program
FICA	Federal Insurance Contributions Act (federal payroll tax)
GIS	Geographic Information Systems (computer mapping/analysis program)
GMCU	Green Mountain Credit Union
HMGP	Hazard Mitigation Grant Program
LCBP	Lake Champlain Basin Program
LCPC	Lamoille County Planning Commission
LGER	Local Government Expense Reimbursement
LEMP	Local Emergency Management Plan

LEPC SERC	Local Emergency Planning Committee 5's State Emergency Response Commission
LHMP	Local Hazard Mitigation Plan
MARC	Mount Ascutney Regional Commission (formerly Southern Windsor Co. RPC)
MPG	Municipal Planning Grant
MOA	Memorandum of Agreement (disaster response and recovery assistance)
MRGP	Municipal Roads General Permit
NBRC	Northern Borders Regional Commission
NCFCU	North Country Federal Credit Union
QAPP	Quality Assurance Project Plan
REMC	Regional Emergency Management Committee
RRPC	Rutland Regional Planning Commission
SW	Stormwater
SWCRPC	Southern Windsor County Regional Planning Commission
TBP	Tactical Basin Plan
TPI	VTrans Transportation Planning Initiative
VAPDA	Vermont Association of Planning & Development Agencies (RPCs together)
VCRD	Vermont Council on Rural Development
VOBCIT	Vermont Online Bridge & Culvert Inventory Tool
VOREC	Vermont Outdoor Recreation Economy Collaborative
VDT	Vermont Department of Taxes
VEM	Vermont Emergency Management
WBRD	Wrightsville Beach Recreation District

Central Vermont Regional Planning Commission
 Executive Committee
 Balance Sheet

As of July 31, 2024
 Jul 31, 24

ASSETS

Current Assets

Checking/Savings

1012 · Community National Bank (1801)	103,197.40
1013 · CNB ICS (1816)	514,603.03
1017 · Northfield Savings Bank (7906)	40,832.02
1026 · Union Bank (4794)	250,264.69
1027 · Union Bank ICS Clearing (4794)	143,511.45
1028 · NCFCU Share (1493)	7.30
1030 · Northfield Savings CD	204,105.74
1031 · CNB Checking MRC (7301)	37,759.95
1072 · Bill.com Money Out Clearing	71.85

Total Checking/Savings 1,294,353.43

Accounts Receivable

1200 · Accounts Receivable	559,880.79
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Total Accounts Receivable 559,880.79

Total Current Assets 1,854,234.22

Fixed Assets

1501 · Equipment	47,240.93
1502 · Equipment - Accum. Depreciation	-44,893.34
1505 · Leasehold Improvements	2,597.07
1510 · Lease Asset - Facility	335,121.56
1511 · Lease Asset - Acc. Dep	-92,158.44

Total Fixed Assets 247,907.78

Other Assets

1301 · Prepaid Expenses	24,006.48
1320 · Deposits	4,415.00

Total Other Assets 28,421.48

TOTAL ASSETS 2,130,563.48

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

2000 · Accounts Payable	20,068.36
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Total Accounts Payable 20,068.36

Credit Cards

2030 · NCFCU VISA	1,051.59
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Total Credit Cards 1,051.59

Other Current Liabilities

2102 · Accrued Vacation	25,449.71
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2103 · Accrued Compensatory Time	1,450.80
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2105 · Accrued Interest Payable	2,319.55
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2200 · Deferred Income	
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2201 · ACCD	
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2214 · Housing Navigator	20,309.92
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Central Vermont Regional Planning Commission
 Executive Committee
 Balance Sheet

As of July 31, 2024

	<u>Jul 31, 24</u>
2217 · Pandemic Response	37,412.53
2219 · RPC Annual - FY24	40,982.19
2221 · RPC Annual - FY25	159,301.23
Total 2201 · ACCD	258,005.87
2225 · MARC	40,759.90
2240 · VCRD - Climate Catalyst	3,801.18
2245 · BGS MERP Deferred Revenue	130,717.59
2250 · CWSP Formula Deferred Revenue	348,717.24
2257 · Medical Reserve Corps	37,759.95
Total 2200 · Deferred Income	819,761.73
2302 · State withholding	6.64
2303 · HSA deductible withholding	2,116.00
2304 · Dependent Care Deductions	-0.10
2306 · Pension Liability- Edward Jones	6,438.67
2309 · Lease Liability - Facility	260,272.97
Total Other Current Liabilities	1,117,815.97
Total Current Liabilities	1,138,935.92
Total Liabilities	1,138,935.92
Equity	
3100 · Unrestricted Net Position	444,974.11
3300 · Invested in Fixed Assets	11,191.60
3900 · Retained Earnings	397,697.59
Net Income	137,764.26
Total Equity	991,627.56
TOTAL LIABILITIES & EQUITY	<u><u>2,130,563.48</u></u>

Central Vermont Regional Planning Commission
Executive Committee
A/R Aging Summary

As of July 31, 2024

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
USDOT						
SS4A	158.77	-	-	-	-	158.77
Total USDOT	158.77	-	-	-	-	158.77
NVDA						
Vulnerability Index Tool	440.60	-	325.71	94.63	-	860.94
Total NVDA	440.60	-	325.71	94.63	-	860.94
Neck of the Woods						
NBRC LDD	245.99	-	108.16	312.57	-	666.72
Total Neck of the Woods	245.99	-	108.16	312.57	-	666.72
Addison County Regional Commission						
Water Quality Project Development	10,651.94	-	1,685.84	3,473.57	2,104.49	17,915.84
Total Addison County Regional Commission	10,651.94	-	1,685.84	3,473.57	2,104.49	17,915.84
Preservation Trust of Vermont, Inc						
Building and General Services (BGS)	-	-	-	-	-	-
Municipal Energy Resilience	3,764.78	-	1,323.20	5,772.15	4,346.12	15,206.25
Total Building and General Services (BGS)	3,764.78	-	1,323.20	5,772.15	4,346.12	15,206.25
Vermont Council on Rural Development.						
Community Visits	-	-	-	-	1,977.46	1,977.46
Total Vermont Council on Rural Development.	-	-	-	-	1,977.46	1,977.46
ACCD Parent						
ACCD	-	159,301.23	-	-	2,033.54	161,334.77
ACCD 21	-	-	-	-	-	-
ACCD 22	-	-	-	-	0.01	0.01
ACCD Parent - Other	-	-	-	-	(0.11)	(0.11)
Total ACCD Parent	-	159,301.23	-	-	2,033.44	161,334.67
Administration						
Administration	-	-	-	-	1,321.60	1,321.60
Administration - Other	-	(6,217.00)	6,217.00	-	-	-
Total Administration	-	(6,217.00)	6,217.00	-	1,321.60	1,321.60
Barre City						
Housing Infill Study	-	-	-	-	5,000.00	5,000.00
Barre City LHMP 23	793.52	-	942.91	690.17	3,682.12	6,108.72
Barre City - Other	11,293.03	-	-	-	-	11,293.03

Central Vermont Regional Planning Commission
Executive Committee
A/R Aging Summary

	As of July 31, 2024					
	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Total Barre City	12,086.55	-	942.91	690.17	8,682.12	22,401.75
Barre Town	10,537.59	-	-	-	-	10,537.59
Berlin	3,789.17	-	-	-	-	3,789.17
Cabot						
Cabot LHMP 23	-	-	-	25.61	9,714.09	9,739.70
Cabot - Other	105.95	-	-	-	-	105.95
Total Cabot	105.95	-	-	25.61	9,714.09	9,845.65
CCRPC						
TOD Planning	1,884.86	-	2,106.11	2,576.11	-	6,567.08
Clean Water						
TBP Implement	19.19	19.19	21.62	-	43.25	103.25
TBP Planning	333.01	691.71	424.62	1,485.68	1,288.55	4,223.57
Total Clean Water	352.20	710.90	446.24	1,485.68	1,331.80	4,326.82
Total CCRPC	2,237.06	710.90	2,552.35	4,061.79	1,331.80	10,893.90
Cross VT Trail	-	-	1,200.00	-	-	1,200.00
CVFiber - Fee for Service						
CVF - Admin	115.18	108.09	-	-	-	223.27
Total CVFiber - Fee for Service	115.18	108.09	-	-	-	223.27
Department of Environmental Conservation						
CWSP Formula						
O&M Activities	1,093.43	-	-	-	-	1,093.43
Administrative	6,904.07	8,778.72	6,628.64	8,194.56	-	30,505.99
Total CWSP Formula	7,997.50	8,778.72	6,628.64	8,194.56	-	31,599.42
Upper Winooski						
Calais Moscow Woods	121.21	-	252.52	420.86	853.02	1,647.61
Calais PO	678.73	364.75	1,071.81	533.09	1,383.68	4,032.06
Woodbury Elem	-	-	-	-	106.61	106.61
Upper Winooski - Other	-	17.89	-	-	-	17.89
Total Upper Winooski	799.94	382.64	1,324.33	953.95	2,343.31	5,804.17
CWSP Start-up						
O&M Start-up Activities	66.37	-	-	279.11	-	345.48
Implementation Prep	-	-	-	-	1,051.36	1,051.36
Total CWSP Start-up	66.37	-	-	279.11	1,051.36	1,396.84

Central Vermont Regional Planning Commission
Executive Committee
A/R Aging Summary

	As of July 31, 2024					
	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Moretown Elem SW Final Design	-	-	-	-	0.03	0.03
Plainfield Gully Construction	-	-	-	-	22,475.90	22,475.90
Total Department of Environmental Conservation	8,863.81	9,161.36	7,952.97	9,427.62	25,870.60	61,276.36
Department of Public Safety						
HMPG TA	31.37	-	-	-	-	31.37
VDH						
Hot Weather Emergency	-	249.53	-	25.61	969.26	1,244.40
Total VDH	-	249.53	-	25.61	969.26	1,244.40
EMPG						
Technical Assistance	5,008.38	3,626.30	6,740.24	8,298.61	-	23,673.53
Response	1,469.20	-	-	-	-	1,469.20
REMC	66.16	-	486.38	153.61	-	706.15
LEMP	132.30	281.59	332.80	563.20	0.01	1,309.90
Total EMPG	6,676.04	3,907.89	7,559.42	9,015.42	0.01	27,158.78
EMPG Supplemental						
WiFi	-	-	-	-	(0.01)	(0.01)
Total EMPG Supplemental	-	-	-	-	(0.01)	(0.01)
Total Department of Public Safety	6,707.41	4,157.42	7,559.42	9,041.03	969.26	28,434.54
DPS MOA						
July 11, 2024 Event	4,532.19	-	-	-	-	4,532.19
Total DPS MOA	4,532.19	-	-	-	-	4,532.19
East Montpelier						
East Montpelier LHMP 24	44.10	94.82	247.43	-	-	386.35
East Montpelier - Other	3,455.34	-	-	-	-	3,455.34
Total East Montpelier	3,499.44	94.82	247.43	-	-	3,841.69
EMPG						
EMPG 21						
Technical Assistance	-	-	-	-	0.01	0.01
Total EMPG 21	-	-	-	-	0.01	0.01
EMPG - Other	-	-	-	-	(0.04)	(0.04)
Total EMPG	-	-	-	-	(0.03)	(0.03)
Friend of the Winooski River						
Water Wise Woodlands	-	-	-	-	3,752.32	3,752.32

Central Vermont Regional Planning Commission
Executive Committee
A/R Aging Summary

	As of July 31, 2024					
	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Total Friend of the Winooski River	-	-	-	-	3,752.32	3,752.32
GIS Fee For Service	-	-	897.84	729.50	-	1,627.34
Lamoille County PC						
Flood Bylaw	-	-	417.22	3,007.06	1,413.29	4,837.57
Health Equity						
Projects	-	-	-	361.08	5,239.36	5,600.44
Stipends	-	-	-	-	1,418.89	1,418.89
Toolkit	-	-	-	-	314.73	314.73
Total Health Equity	-	-	-	361.08	6,972.98	7,334.06
Lamoille County PC - Other	-	-	-	-	(2.25)	(2.25)
Total Lamoille County PC	-	-	417.22	3,368.14	8,384.02	12,169.38
Marshfield	2,105.39	-	-	-	-	2,105.39
Middlesex						
Middlesex LHMP 24	1,710.74	423.07	282.65	-	-	2,416.46
Total Middlesex	1,710.74	423.07	282.65	-	-	2,416.46
Misc Income	-	-	-	-	(1.00)	(1.00)
Montpelier						
VOREC	-	-	-	-	-	-
Montpelier - Other	135.00	-	-	-	-	135.00
Total Montpelier	135.00	-	-	-	-	135.00
Moretown	2,331.49	-	-	-	-	2,331.49
Mount Ascutney Regional Commission						
Brownfields	-	-	-	-	10,070.50	10,070.50
DIBG - Barre Auditorium SW Design	-	6,260.00	7,645.00	-	-	13,905.00
DIBG - Moretown School SW Implementation	-	1,190.00	-	3,990.00	-	5,180.00
Total Mount Ascutney Regional Commission	-	7,450.00	7,645.00	3,990.00	10,070.50	29,155.50
Northfield	7,870.94	-	-	-	-	7,870.94
Northwest Regional Comm'n						
NBRC Grant Admin						
CVTA - NBRC21GVT11	-	-	-	-	577.31	577.31
Total NBRC Grant Admin	-	-	-	-	577.31	577.31
Total Northwest Regional Comm'n	-	-	-	-	577.31	577.31
Orange						

Central Vermont Regional Planning Commission
Executive Committee
A/R Aging Summary

	As of July 31, 2024					
	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
MPM Sidewalks Design	44.10	-	230.40	-	-	274.50
LHMP	-	-	-	-	3,136.47	3,136.47
Orange - Other	1,393.84	-	-	-	-	1,393.84
Total Orange	1,437.94	-	230.40	-	3,136.47	4,804.81
Roxbury	901.74	-	-	-	-	901.74
Rutland Regional Comm'n						
ARPA	-	-	-	-	102.40	102.40
Total Rutland Regional Comm'n	-	-	-	-	102.40	102.40
Two Rivers Ottauquechee Comm'n						
River Program	3,066.78	-	-	-	-	3,066.78
MTAP						
TRORC MTAP Middlesex EWP	602.07	-	923.06	-	-	1,525.13
TRORC MTAP Marshfield EWP	91.64	-	405.59	-	-	497.23
TRORC MTAP Cabot Brella	137.47	-	270.41	-	-	407.88
Total MTAP	831.18	-	1,599.06	-	-	2,430.24
Total Two Rivers Ottauquechee Comm'n	3,897.96	-	1,599.06	-	-	5,497.02
VAPDA_	-	-	-	-	500.00	500.00
VTrans						
TA Set-aside						
MRP Corridor Study	1,309.87	-	-	-	-	1,309.87
Total TA Set-aside	1,309.87	-	-	-	-	1,309.87
TPI						
TPI Special Bike/Ped	1,190.79	2,511.13	221.46	1,222.34	334.65	5,480.37
TPI Planning	3,820.90	4,094.65	3,860.64	4,183.29	2,901.64	18,861.12
TPI Data Collect/Manage	15,528.68	13,764.57	3,263.86	585.35	1,717.89	34,860.35
TPI Admin	2,968.33	4,175.36	5,299.84	2,691.63	1,637.07	16,772.23
TPI Coordination	2,091.25	2,541.23	6,115.44	4,105.50	1,041.58	15,895.00
TPI MRGP Support	39.69	-	-	23.05	-	62.74
TPI Project Develop	339.38	214.73	201.51	536.10	0.23	1,291.95
Total TPI	25,979.02	27,301.67	18,962.75	13,347.26	7,633.06	93,223.76
VTrans - Other	-	-	-	-	(0.43)	(0.43)
Total VTrans	27,288.89	27,301.67	18,962.75	13,347.26	7,632.63	94,533.20
Waitsfield						

Central Vermont Regional Planning Commission
Executive Committee
A/R Aging Summary

As of July 31, 2024						
	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Waitsfield LHMP 23	1,377.63	584.51	1,280.51	1,027.31	(167.79)	4,102.17
Total Waitsfield	1,377.63	584.51	1,280.51	1,027.31	(167.79)	4,102.17
Warren	2,629.41	-	-	-	-	2,629.41
Washington	-	-	-	-	(0.50)	(0.50)
Waterbury						
Waterbury LHMP 23	917.63	-	957.00	2,166.80	2,590.21	6,631.64
Waterbury - Other	7,090.23	-	-	-	-	7,090.23
Total Waterbury	8,007.86	-	957.00	2,166.80	2,590.21	13,721.87
Williamstown	4,674.95	-	-	-	-	4,674.95
Worcester						
Worcester LHMP 24	6,316.14	-	1,680.86	576.14	-	8,573.14
Worcester - Other	1,282.12	-	-	-	-	1,282.12
Total Worcester	7,598.26	-	1,680.86	576.14	-	9,855.26
TOTAL	139,704.63	203,076.07	64,068.28	58,104.29	94,927.52	559,880.79

July 2024

	Jul 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4100 · ACCD				
4101 · ACCD Direct	59,122.38	733,468.00	(674,345.62)	8.06%
Total 4100 · ACCD	59,122.38	733,468.00	(674,345.62)	8.06%
4200 · Community Development				
4220 · MARC Brownfields	1,579.14	50,000.00	(48,420.86)	3.16%
4230 · NBRC Grant Admin	-	2,500.00	(2,500.00)	0.0%
4248 · LCPC - Flood Bylaw	-	8,500.00	(8,500.00)	0.0%
4249 · VCRD	-	7,300.00	(7,300.00)	0.0%
4251 · TRORC	831.18	14,000.00	(13,168.82)	5.94%
4254 · NRC CPRG Inventory	-	2,500.00	(2,500.00)	0.0%
4255 · NBRC LDD	245.99	5,000.00	(4,754.01)	4.92%
Total 4200 · Community Development	2,656.31	89,800.00	(87,143.69)	2.96%
4300 · Fee for Services				
4302 · Cross VT Trail	-	1,200.00	(1,200.00)	0.0%
4304 · GIS Mapping	240.95	300.00	(59.05)	80.32%
4308 · WBRD Admin	-	5,000.00	(5,000.00)	0.0%
4315 · CVFiber	115.18	2,400.00	(2,284.82)	4.8%
Total 4300 · Fee for Services	356.13	8,900.00	(8,543.87)	4.0%
4400 · Municipal Contracts				
4471 · BGS - Municipal Energy	3,764.78	54,179.00	(50,414.22)	6.95%
4472 · MPM Sidewalks Design	44.10	12,318.00	(12,273.90)	0.36%
4473 · LHMP 23	9,404.92	-	9,404.92	100.0%
4475 · LHMP 24	1,754.84	32,788.00	(31,033.16)	5.35%
Total 4400 · Municipal Contracts	14,968.64	99,285.00	(84,316.36)	15.08%
4500 · Natural Resources				
4501 · 604B Water Planning	-	5,181.00	(5,181.00)	0.0%
4516 · Tactical Basin Planning	1,063.10	17,860.00	(16,796.90)	5.95%
4535 · DEC CWSP Start-up	66.37	87,316.00	(87,249.63)	0.08%
4545 · DEC CWSP Formula	7,997.50	855,273.00	(847,275.50)	0.94%
4565 · DEC Calais Moscow Woods	799.94	-	799.94	100.0%
4570 · Upper Winooski-Woodbury Calais	-	211,479.00	(211,479.00)	0.0%
4576 · ACRP Water Quality Project Dvp	10,651.94	-	10,651.94	100.0%
4577 · Vulnerability Index Tool	440.60	12,045.00	(11,604.40)	3.66%
Total 4500 · Natural Resources	21,019.45	1,189,154.00	(1,168,134.55)	1.77%
4600 · Public Safety				
4602 · EMPG	6,676.04	49,686.00	(43,009.96)	13.44%
4611 · VEM Emergency Operation MOA	-	1,600.00	(1,600.00)	0.0%
4612 · HMPG TA	31.37	15,000.00	(14,968.63)	0.21%
4635 · July Event	4,532.19	-	4,532.19	100.0%
4645 · VDH	-	16,000.00	(16,000.00)	0.0%
4647 · TRORC River Program	3,066.78	30,000.00	(26,933.22)	10.22%
Total 4600 · Public Safety	14,306.38	112,286.00	(97,979.62)	12.74%

July 2024

	Jul 24	Budget	\$ Over Budget	% of Budget
4700 · Town Dues (Parent)				
4701 · Town Dues	86,984.66	86,985.00	(0.34)	100.0%
Total 4700 · Town Dues (Parent)	86,984.66	86,985.00	(0.34)	100.0%
4800 · Transportation				
4804 · TPI	25,979.02	286,411.00	(260,431.98)	9.07%
4806 · TOD Planning	1,884.86	25,000.00	(23,115.14)	7.54%
4807 · TA Set-aside	1,309.87			
4808 · USDOT SS4A	158.77	120,000.00	(119,841.23)	0.13%
4800 · Transportation - Other	-	84,000.00	(84,000.00)	0.0%
Total 4800 · Transportation	29,332.52	515,411.00	(486,078.48)	5.69%
4900 · Other Income				
4901 · Interest Income	2,033.23	10,000.00	(7,966.77)	20.33%
4905 · Dividend Income	-	372.00	(372.00)	0.0%
4950 · Salaries To Be Allocated	-			
4955 · Indirect To Be Allocated	-			
Total 4900 · Other Income	2,033.23	10,372.00	(8,338.77)	19.6%
Total Income	230,779.70	2,845,661.00	(2,614,881.30)	8.11%
Gross Profit	230,779.70	2,845,661.00	(2,614,881.30)	8.11%
Expense				
5000 · Wages and Fringe Benefits				
5001 · Personnel	42,471.14	757,734.00	(715,262.86)	5.61%
5100 · Fringe Benefits				
5101 · FICA	3,666.40	57,967.00	(54,300.60)	6.33%
5110 · Health Insurance	14,661.70	202,368.00	(187,706.30)	7.25%
5112 · Dental Insurance	638.70	9,179.00	(8,540.30)	6.96%
5115 · Life Disability Insurance	314.79	4,375.00	(4,060.21)	7.2%
5118 · PTO/Comp Accrual	2,327.33	-	2,327.33	100.0%
5120 · Pension Plan - Edward Jones	1,603.92	29,636.00	(28,032.08)	5.41%
5125 · Technology Stipend	-	3,000.00	(3,000.00)	0.0%
5130 · Unemployment Insurance	-	900.00	(900.00)	0.0%
5135 · Worker's Comp	303.08	3,650.00	(3,346.92)	8.3%
Total 5100 · Fringe Benefits	23,515.92	311,075.00	(287,559.08)	7.56%
Total 5000 · Wages and Fringe Benefits	65,987.06	1,068,809.00	(1,002,821.94)	6.17%
5200 · Professional Services				
5201 · Accounting	5,000.00	30,000.00	(25,000.00)	16.67%
5202 · Audit	-	18,900.00	(18,900.00)	0.0%
5203 · IT/Computer	1,526.00	2,000.00	(474.00)	76.3%
5204 · Legal	-	3,500.00	(3,500.00)	0.0%
5200 · Professional Services - Other	24.00	300.00	(276.00)	8.0%
Total 5200 · Professional Services	6,550.00	54,700.00	(48,150.00)	11.97%
5305 · Advertising	-	3,600.00	(3,600.00)	0.0%
5315 · Consultants				
5317 · Stipends	462.50	-	462.50	100.0%
5315 · Consultants - Other	10,486.00	1,262,284.00	(1,251,798.00)	0.83%

July 2024

	Jul 24	Budget	\$ Over Budget	% of Budget
Total 5315 · Consultants	10,948.50	1,262,284.00	(1,251,335.50)	0.87%
5320 · Depreciation expense	112.45	17,340.00	(17,227.55)	0.65%
5325 · Copy				
5326 · Copier extra copies	147.96	1,000.00	(852.04)	14.8%
5327 · Copier Lease Payments	147.10	1,800.00	(1,652.90)	8.17%
Total 5325 · Copy	295.06	2,800.00	(2,504.94)	10.54%
5330 · Supplies				
5331 · Equipment/Furniture	-	21,550.00	(21,550.00)	0.0%
5332 · GIS Supplies	-	500.00	(500.00)	0.0%
5333 · Office Supplies	526.80	3,000.00	(2,473.20)	17.56%
5334 · Billable Supplies	-	5,000.00	(5,000.00)	0.0%
5335 · Subscriptions/Publications	-	1,698.00	(1,698.00)	0.0%
5330 · Supplies - Other	19.90			
Total 5330 · Supplies	546.70	31,748.00	(31,201.30)	1.72%
5344 · Insurance				
5345 · Liability Insurance	374.00	1,750.00	(1,376.00)	21.37%
5346 · Public Officials Insurance	292.25	3,507.00	(3,214.75)	8.33%
Total 5344 · Insurance	666.25	5,257.00	(4,590.75)	12.67%
5350 · Meetings/Programs	45.00	13,070.00	(13,025.00)	0.34%
5355 · Postage	-	800.00	(800.00)	0.0%
5360 · Dues/Memberships/Sponsorships				
5361 · Government Relations	545.45	-	545.45	100.0%
5360 · Dues/Memberships/Sponsorships	1,048.72	8,645.00	(7,596.28)	12.13%
Total 5360 · Dues/Memberships/Sponsors	1,594.17	8,645.00	(7,050.83)	18.44%
5370 · Office Occupancy				
5310 · Cleaning	180.00	3,540.00	(3,360.00)	5.09%
5371 · Rent/Utility Payments	3,531.95	42,383.00	(38,851.05)	8.33%
5370 · Office Occupancy - Other	-	200.00	(200.00)	0.0%
Total 5370 · Office Occupancy	3,711.95	46,123.00	(42,411.05)	8.05%
5375 · Software/Licenses/IT Sub	315.00	24,490.00	(24,175.00)	1.29%
5385 · Telephone/Internet	637.60	7,720.00	(7,082.40)	8.26%
5390 · Travel	1,501.67	22,784.00	(21,282.33)	6.59%
5999 · Miscellaneous Expenses				
5339 · Gifts	104.03	350.00	(245.97)	29.72%
5380 · Fees				
5382 · Bank Fees	-	50.00	(50.00)	0.0%
5383 · DRRA Fees	-	130.00	(130.00)	0.0%
Total 5380 · Fees	-	180.00	(180.00)	0.0%
5999 · Miscellaneous Expenses - Other	-	100.00	(100.00)	0.0%
Total 5999 · Miscellaneous Expenses	104.03	630.00	(525.97)	16.51%
8000 · Indirect Costs	-			
Total Expense	93,015.44	2,570,800.00	(2,477,784.56)	3.62%
Net Ordinary Income	137,764.26	274,861.00	(137,096.74)	50.12%

Paid Time Off Liability Balances - As of 08/02/2024

COMPENSATORY TIME

Employee	Wage Rate	Hours	Current Value	Maximum Hours ¹	Maximum Accrual ¹
Chartrand, N.	29.45	0.00	\$ -		
Cubbon, K.	27.35	0.00	\$ -		
Frasca, L	26.12	2.50	\$ 65.30		
Lash, S.	27.35	5.00	\$ 136.75		
MacMartin, R	33.65	7.00	\$ 235.55		
Meyer, C.	50.96	6.75	\$ 343.98		
Pitkin, Will	25.48	11.00	\$ 280.28		
Sabado, Niki	25.48	7.25	\$ 184.73		
Toohey, E	30.28	3.50	\$ 105.98		
Voigt, B.	35.72	2.75	\$ 98.23		
Total		45.75	\$ 1,450.80		

SICK LEAVE

Employee	Wage Rate	Hours	Current Value	Maximum Hours ²	Maximum Accrual
Chartrand, N.	29.45	255.74	\$ 7,531.54	270	\$ 7,951.50
Cubbon, Keith	27.35	127.55	\$ 3,488.49	201.17	\$ 5,502.00
Frasca, L	26.12	52.64	\$ 1,374.96	110.39	\$ 2,883.39
Lash, S.	27.35	131.82	\$ 3,605.28	230.69	\$ 6,309.37
MacMartin, R	33.65	10.79	\$ 363.08	62.79	\$ 2,112.88
Meyer, C.	50.96	106.30	\$ 5,417.05	325.05	\$ 16,564.55
Pitkin, Will	25.48	48.89	\$ 1,245.72	56.89	\$ 1,449.56
Sabado, Niki	25.48	35.91	\$ 914.99	39.91	\$ 1,016.91
Toohey, E	30.28	5.50	\$ 166.54	96.10	\$ 2,909.91
Voigt, B.	35.72	162.64	\$ 5,809.50	226.26	\$ 8,082.01
Total		937.78	\$ 29,917.15	1,619	\$ 54,782.07

VACATION LEAVE

Employee	Wage Rate	Hours	Current Value	Maximum Hours ²	Maximum Accrual
Chartrand, N.	29.45	105.31	\$ 3,101.38	150	\$ 4,417.50
Cubbon, K.	27.35	77.89	\$ 2,130.29	160.00	\$ 4,376.00
Frasca, L.	26.12	46.72	\$ 1,220.33	91.97	\$ 2,402.26
Lash, S.	27.35	31.45	\$ 860.16	160.00	\$ 4,376.00
MacMartin, R	33.65	20.37	\$ 685.45	52.37	\$ 1,762.25
Meyer, C.	50.96	185.00	\$ 9,427.60	200	\$ 10,192.00
Pitkin, Will	25.48	47.46	\$ 1,209.28	47.46	\$ 1,209.28
Sabado, Niki	25.48	17.34	\$ 441.82	33.34	\$ 849.50
Toohey, E.	30.28	51.50	\$ 1,559.42	80.00	\$ 2,422.40
Voigt, B.	35.72	134.77	\$ 4,813.98	160.00	\$ 5,715.20
Total		717.81	\$ 25,449.71	1,135	\$ 37,722.39

SUMMARY

	Current	Maximum
Total Paid Time Off Liability	\$ 56,817.66	\$ 93,955.26
Maximum versus Current Difference	\$ 37,137.60	Percent of Max 60%

¹No maximum. Compensatory Time is based on hours worked in excess of regularly scheduled hours. The Personnel Policy discusses monitoring of compensatory time.

²Maximum hours depicted reflect the maximum an employee could have earned based on years of



MEMO

Date: August 29, 2024
To: Executive Committee
From: Christian Meyer, Executive Director
Re: FY25 Budget Update

☒ **ACTION REQUESTED:** Adopt the proposed adjustments to the CVRPC FY25 budget.

Budget Adjustment Summary

This proposed FY 2025 budget adjustment is being recommended based on major changes to several of CVRPC's major funding sources. Specifically, CVRPC received a one-time \$80,000 increase under its FY 25 ACCD Regional Planning Grant. Other significant factors that have precipitated this amendment include a finalized value of CVRPC regional planning carry forward and a number of smaller grants that were either received or finalized after the start of the fiscal year. To ensure CVRPC is fully maximizing the impact of these funds in the region, the executive director has added an additional temporary staff position to the budget.

Revenue Summary

Revenue has increased by roughly \$206,000. This reflects the increases received through the ACCD Planning Grant, several smaller technical assistance grants received through ACCD, new municipal contracts for LHMP work, as well as a substantial increase in contractor pass-through to fund the Calais Moscow Woods stormwater project.

Expenses

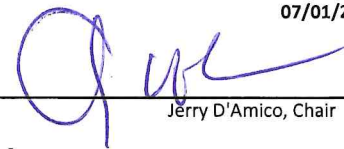
Expenses are projected to increase by roughly \$300K due to the increased contractor pass through for the Calais Moscow Woods stormwater project and additional staff wages and fringe.

Attachments

Attached please find the approved FY 25 Budget and the proposed adjusted FY25 budget for your review.

Central Vermont Regional Planning Commission
FY25 Budget

Adopted by the Executive Committee on
07/01/24



Jerry D'Amico, Chair

Line		03/06/23	02/05/24	06/31/2024	Difference (Budget)	Percent Change	Notes
		FY23 Audited	FY24 Budget	FY25 Budget			
1	REVENUES	1,099,527	3,287,279	2,830,661	(456,618)	-13.9%	
2							
3	Community Development	95,517	161,379	135,479	(25,900)	-16.0%	
4	Fee for Service	9,497	8,900	8,900	0	0.0%	
5	Municipal Contracts	51,405	41,017	45,106	4,089	10.0%	LHMPs with 4 Municipalities
6	Natural Resources	285,632	1,775,443	1,185,609	(589,834)	-33.2%	New CWSP programming
7	Other Income	6,543	10,372	10,372	0	0.0%	Interest income
8	Public Safety	58,701	96,901	109,331	12,430	12.8%	Flooding response
9	Regional Planning Funds (ACCD)	335,984	798,984	733,468	(65,516)	-8.2%	FY24 Carry over; Close of Pandemic funding
10	Municipal Dues	86,985	86,985	86,985	0	0.0%	
11	Transportation	169,263	307,298	515,411	208,113	67.7%	Steady core funding, new Bike/Ped programming
12							
13		FY23	FY24	FY25	Difference	Percent	
14		Audited	Budget	Budget	(Budget)	Change	Notes
15							
16	EXPENSES	1,054,684	2,620,029	2,570,800	(49,229)	-1.9%	
17							
18	Contractor Services	266,136	1,603,365	1,262,284	(341,081)	-21.3%	Varies with project mix
19	Copy/Print	2,966	1,600	2,800	1,200	75.0%	
20	Debt Repayment	0	0	0	0	0.0%	
21	Depreciation	3,433	4,500	17,340	12,840	285.3%	Varies with capital improvements
22	Dues/Memberships/ Sponsorships	11,873	11,545	8,645	(2,900)	-25.1%	
23	Fringe Benefits	134,732	209,168	311,075	101,907	48.7%	
24	Insurance	2,421	5,107	5,257	150	2.9%	
25	Meeting/Programs	2,603	5,320	13,070	7,750	145.7%	
26	Miscellaneous Expense	4,076	5,730	5,030	(700)	-12.2%	
27	Office Occupancy	46,123	46,123	46,123	0	0.0%	Lease through 9/30/2026
28	Professional Services	86,252	94,116	71,332	(22,784)	-24.2%	Accounting, Audit, legal
29	Software / Licenses	6,213	9,746	7,858	(1,888)	-19.4%	
30	Supplies	4,977	19,798	31,748	11,950	60.4%	
31	Telephone / Internet	7,060	7,080	7,720	640	9.0%	
32	Travel	3,520	12,962	22,784	9,822	75.8%	
33	Wages	472,300	583,869	757,734	173,865	29.8%	
34							
35	BAL END	44,843	667,250	259,861	(407,389)	-61.1%	\$69K to true up Indirect from FY23; New IT hardware below
36	Bad Debit/Adjustment	(174)	0	0	0		
37	Capital Investments				0		Depreciated over life of item; see line 21
38	Equipment	0	39,200	44,200	5,000		New web site (25000) and conference room furnishings (19200)
39	Leaseholder Improvements	0	0	20,000	20,000		Finance space office improvement
40	RESERVES	0	0	0	0	100.0%	
41	General Reserves	0	0	0	0	100.0%	
42	Capital Equipment	0	0	0	0	100.0%	
43	Leaseholder Improvements	0	0	0	0	0	

Note: CVRPC fiscal year is July 1 - June 30.

Central Vermont Regional Planning Commission
FY25 Budget

Adopted by the Executive Committee on

09/03/24

Jerry D'Amico, Chair

Line		03/06/23	02/05/24	06/31/2024	Proposed	Change (\$)	Change	Notes
		FY23 Audited	FY24 Budget	FY25 Budget	FY25 Budget		(%)	
1	REVENUES	1,099,527	3,287,279	2,830,661	3,056,577	225,916	8.0%	
2								
3	Community Development	95,517	161,379	135,479	134,979	(500)	-0.4%	
4	Fee for Service	9,497	8,900	8,900	7,400	(1,500)	-16.9%	
5	Municipal Contracts	51,405	41,017	45,106	41,669	(3,437)	-7.6%	LHMPs with 4 Municipalities
6	Natural Resources	285,632	1,775,443	1,185,609	1,414,413	228,804	19.3%	New CWSP programming
7	Other Income	6,543	10,372	10,372	10,372	0	0.0%	Interest income
8	Public Safety	58,701	96,901	109,331	110,850	1,519	1.4%	Flooding response
9	Regional Planning Funds (ACCD)	335,984	798,984	733,468	827,135	93,667	12.8%	FY24 Carry over; Close of Pandemic funding
10	Municipal Dues	86,985	86,985	86,985	86,985	0	0.0%	
11	Transportation	169,263	307,298	515,411	422,774	(92,637)	-18.0%	Steady core funding, new Bike/Ped programming
12								
13								
14		FY23 Audited	FY24 Budget	FY25 Budget	FY25 Budget	Change (\$)	Change (%)	Notes
15								
16	EXPENSES	1,054,684	2,620,029	2,570,800	2,870,540	299,740	11.7%	
17								
18	Contractor Services	266,136	1,603,365	1,262,284	1,477,420	215,136	17.0%	Varies with project mix
19	Copy/Print	2,966	1,600	2,800	2,800	0	0.0%	
20	Debt Repayment	0	0	0	0	0	0.0%	
21	Depreciation	3,433	4,500	17,340	17,340	0	0.0%	Varies with capital improvements
22	Dues/Memberships/ Sponsorships	11,873	11,545	8,645	8,645	0	0.0%	
23	Fringe Benefits	134,732	209,168	311,075	342,971	31,896	10.3%	
24	Insurance	2,421	5,107	5,257	5,257	0	0.0%	
25	Meeting/Programs	2,603	5,320	13,070	13,070	0	0.0%	
26	Miscellaneous Expense	4,076	5,730	5,030	5,030	0	0.0%	
27	Office Occupancy	46,123	46,123	46,123	46,123	0	0.0%	Lease through 9/30/2026
28	Professional Services	86,252	94,116	71,332	71,332	0	0.0%	Accounting, Audit, legal
29	Software / Licenses	6,213	9,746	7,858	7,858	0	0.0%	
30	Supplies	4,977	19,798	31,748	31,748	0	0.0%	
31	Telephone / Internet	7,060	7,080	7,720	7,720	0	0.0%	
32	Travel	3,520	12,962	22,784	22,734	(50)	-0.2%	
33	Wages	472,300	583,869	757,734	810,492	52,758	7.0%	
34								
35	BAL END	44,843	667,250	259,861	186,037	(73,824)	-28.4%	\$69K to true up Indirect from FY23; New IT hardware below
36	Bad Debit/Adjustment	(174)	0	0	0	0		
37	Capital Investments					0		Depreciated over life of item; see line 21
38	Equipment	0	39,200	44,200	44,200	0		New web site (25000) and conference room furnishings (19200)
39	Leaseholder Improvements	0	0	20,000	20,000	0		Finance space office improvement
40	RESERVES	0	0	0	0	0	100.0%	
41	General Reserves	0	0	0	0	0	100.0%	
42	Capital Equipment	0	0	0	0	0	100.0%	
43	Leaseholder Improvements	0	0	0	0	0	0	

Note: CVRPC fiscal year is July 1 - June 30.

Central Vermont Regional Planning Commission

FY25 Revenue

As of 9/3/2024

Total Revenues			\$3,056,577
Line	Account No.		
1	Community Development		\$134,979
2	2240 VCRD Climate Catalyst	\$3,800	Support community energy efficiency
3	4220 MARC Brownfields	\$50,000	35,000 contractor pass through
4	4230 NRPC CVTA Grant Administration	\$2,500	Grant administration coaching
5	4255 NBRC NOW LDD	\$5,000	NBRC Catalyst Grant
6	4471 Municipal Energy Resilience	\$54,179	Support municipal building energy assessments/improvements
7	4251 MTAP	\$14,000	Technical assistance to municipalities
8	4249 VCRD Community Visit Stipend	\$3,500	Provide technical assistance to visting team.
9	4254 Climate Pollution Reduction Grant	\$2,000	Methodology for integreating climate planning
10			
11	Fee for Service		\$7,400
12	4308 Wrightville Beach Recreation District Bookkeeping	\$5,000	
13	4302 Cross Vermont Trail Association Admin Services	\$1,200	
14	4315 CVFiber Admin Services	\$500	
15	CVFiber Planning Services	\$0	
16	4304 GIS Mapping	\$700	
17			
18	Municipal Contracts		\$41,669
19	4345 Calais Kent Hill Bric	\$0	Project admin
20	Municipal LHMPs	\$40,360	We will be a proposer for several municipal plans
21	4470 Orange MPM	\$1,309	Admin support for sidewalk design
22	Plainfield Brrok Road Bridge MPM	\$0	Municipal project manager for bridge replacement
23			
24	Natural Resources		\$1,414,413
25	4501 604b Water Quality Planning	\$5,181	
26	4516 Tactical Basin Plannig FY25	\$17,860	Municipal outreach, Basin Plan assistance
27	4535 DEC CWSP O&M	\$87,316	Program admininstration, project implementation
28	4545 DEC Clean Water Service Provider Formula	\$855,273	Contractor pass through and staff admin
32	4248 LCPC Flood Bylaws	\$8,500	Support municipal work to update bylaws to meet new maps
33	4570 Upper Winooski - Calais	\$440,284	Stormwater implementation in Upper Winooski watershed
34			
35	Other Income		\$10,372
36	4999 Miscellaneous	\$0	
37	4901 Interest	\$10,000	
38	4905 Dividends	\$372	
39			

Central Vermont Regional Planning Commission

FY25 Revenue

As of 9/3/2024

Total Revenues			\$3,056,577
Line	Account No.		
40	Public Safety		\$110,850
41	4602 VEM Emergency Mangmt Performance Grant	\$46,906	Preparedness, assistance, and education
43	4611 VEM State Emergency Operation Center MOA	\$5,000	Disaster event support
44	4645 VDH Extreme Weather	\$15,756	Integrate extreme weather planning in municipal disaster planning
45	4647 TRORC RIVER Program	\$31,564	Preliminary Engineering for HMPG funding
46	NVDA Municipal Vulnerability Index	\$11,625	RPC and Municipal roll out of MVI
	VEM - HMPG Municipal Admin	\$0	Municipal TA for HMPG
47			
48	Regional Planning Funds (ACCD)		\$827,135
49	4100 ACCD Annual	\$794,742	Local and regional planning & implementation - Potential new funds incouded in House Budget
50	4100 ACCD Pandemic	\$0	For increased workload due to the pandemic
51	4100 Housing Navigator	\$22,393	Housing stock growth
52	NDA Assistance	\$10,000	Northfield and Moretown
53			
54	4701 Municipal Dues		\$86,985
55			
56	Transportation		\$422,774
57	4804 VTrans Transportation Planning Initiative (TPI)	\$288,774	
58	USDOT Safe Streets and Roads for All	\$15,000	Consultant study to set zero traffic fatalities goal
59	4806 CCRPC TOD RAISE Grant Tech Assistance	\$35,000	\$60K over three years
60	Mad River Path TA	\$84,000	

Notes: Orange shading denotes risk areas, such as annual contracts that will not be confirmed until the fiscal year has begun, grant award not under contract, and prospective contracts with a reasonable expectation of award.

Central Vermont Regional Planning Commission

FY25 Expenses

As of 09/03/24

Total Expenses				\$2,870,540
Line	Account No.			
1	5315	Contractor Services		\$1,477,420
2		VCRD Climate Catalyst	3,800	Weatherization education and Implementation
3		MARC Brownfields	45,000	Brownfield assessments
4		DEC CWSP O&M	58,502	Legal, contract assistance, Contractor training
5		DEC Clean Water Service Provider Formula	726,982	Construction clean water infrastructure
7		Upper Winooski - Calais	420,137	BMP Implementation
8		ACCD - Carry-over	21,000	VPIC Resources update; RPC operations study
9		ACCD - Housing Navigator	15,000	Architectural services
10		Transportation Planning Initiative (TPI)	0	Project scoping studies
11		USDOT SSR4A	108,000	Developing Safety Action Plan
		Mad River Path TA	79,000	Corridor study Rte 100
12				
13	5325	Copy / Print		\$2,800
14	5327	Lease	1,800	Cost of new lease for FY23-26 unknown at this time, but anticipate this cost will increase
15	5326	Extra Copies	1,000	
16				
17	5320	Depreciation		\$17,340
18				
19	5360	Dues / Memberships / Sponsorships		\$8,645
20		VAPDA	6,000	Annual Dues
21		VT League of Cities & Towns	1,100	Access to unemployment insurance & other services
22		Nat'l Assoc. of Development Organizations	0	
23		Assoc. of State Floodplain Managers	545	Certified Floodplain Manager; Trainings for additional staff
24		Event Sponsorships	1,000	
25				
26	5000	Fringe Benefits		\$342,971
27	5101	FICA	62,003	Medicaid & Social Security taxes
28	5110	Health Ins.	228,536	
29	5112	Dental Ins.	10,318	
30		Vision Ins.	0	Not provided
31	5120	Retirement	30,189	5% of gross wages after 1 year employment
32	5115	Disability & Life Ins.	4,375	
33	5130	Unemployment Ins.	900	VLCT Employment Resources and Benefits Turst
34	5135	Workers Comp Ins.	3,650	
35		Staff Membership stipend	3,000	
36				
37	5344	Insurance		\$5,257
38	5345	General Liability	1,750	Property/Vehicle/Fire
39	5346	Public Officials	3,507	Legal/Employment Practices Liability

Central Vermont Regional Planning Commission

FY25 Expenses

As of 09/03/24

Total Expenses				\$2,870,540
Line	Account No.			
45	5350	Meetings / Programs		\$13,070
46		Administrative	8,300	Staff training and professional conferences
47		ACCD	2,500	Staff training and professional Conferences
48		Community Development	0	
49		Municipal	0	
50		Natural Resources	0	
51		Public Safety	560	
52		Transportation	1,360	TAC & project mtgs
53		VAPDA	350	
54				
55	5999	Miscellaneous Expense		\$5,030
56	5339	Gifts	350	Staff recognition, etc.
57		Equipment Repair & Service	100	
58	5380	Fees	130	100 misc; DCRA 30
59	5382	Interest/fees	50	
60	5355	Postage	800	Meter lease; 500 postage
61	5305	Advertising	3,600	Plan approval/adoption hearings, meeting & CWSP ads; position ads
62				
63	5370	Office Occupancy		\$46,123
64	5371	Rent	42,383	
65	5310	Office Cleaning	3,540	
66		Repairs & Other Maintenance	200	
67				
68		Professional Services		\$71,332
69	5202	Audit	18,900	Single Audit not anticipated
70	5201	Accounting	30,000	Accounting services, audit preparation, train new staff
71	5203	IT/Computer	2,000	Conference room set up
72	5204	Legal	3,500	
74	5205	Videography	0	175/mo for Commission meetings
75	5200	Other	300	Archive document scanning; shredding services
76	5375	Managed IT Service Provider	16,632	Rural Solutions. 12 months.
77				

Central Vermont Regional Planning Commission

FY25 Expenses

As of 09/03/24

Total Expenses				\$2,870,540
Line	Account No.			
78	5375	Software / Licenses		\$7,858
79		ESRI GIS License	3,000	
80		ArcGIS Credits	1,500	For online GIS presence (web maps) and storage of data
81		Intuit Quickbooks	0	Supplied through our consulting accounting services
82		Microsoft Exchange 365	3,168	Remote access to email
83		Register.com	100	Domain names for email
84		Network Solutions	90	Domain for websites
87		Adobe Acrobat Pro 2020	0	Updates program and adds e-signature function
89				
90	5330	Supplies		\$31,748
91	5333	General Office	3,000	\$1000 added for air filters
92	5331	Equipment & Furniture	21,550	Office furniture equipment
93	5332	GIS	500	
94	5335	Subscriptions	1,698	Newspapers, virtual meeting subscriptions & associated video storage, e-news
95	5334	Billable Supplies	5,000	Transportation field supplies and meeting materials
96				
97	5385	Telephone / Internet		\$7,720
98		Telephone Lease/Service	5,520	Cost of new lease for FY23-26 unknown at this time, but anticipate this cost will increase
99		Internet Service	2,200	
100				
101	5390	Travel/Meeting/Training		\$22,734
102		Administrative	3,500	VAPDA, prof dev & other mtgs
103		ACCD	7,650	Local, regional, and state meetings
104		Community Development	241	
105		Municipal	2,200	Meetings
106		Natural Resources	919	Meetings
107		Public Safety	1,524	Site visits, meetings, CFM continuing ed requirement
108		Transportation	6,700	Summer field season accounts for extra miles
109				
110	5001	Wages		\$810,492
111		Gross Pay	\$806,296.97	11.25 FTE plus Planning Techs; includes raises, bonuses, & payment in lieu of health insurance benefit
112		Compensatory Time	4,195	Year end estimate
113		Overtime	0	Non-exempt employee

Notes: Orange shading denotes risk areas, such as new equipment leases that will be bid this fiscal year.



MEMO

Date: August 29, 2024
To: Executive Committee
From: Christian Meyer, Executive Director
Re: Contract/Agreement Approvals

GRANTS, CONTRACTS & SERVICE AGREEMENTS RECEIVED

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

****Please note that each contract name is also a URL link to the contract and there is also a numbered appendix of all contracts on the server along with the meeting packet**

Department of Environmental Conservation – FY23 Formula Grant Amendment #1

ACTION REQUESTED: Authorize the Executive Director to sign the amended grant agreement.

Scope of Work: The purpose of the Water Quality Restoration Formula Grant agreement, established under 10 V.S.A. § 925, is to fulfil the Grantee's responsibilities under 10 V.S.A. § 924 as the assigned Clean Water Service Provider (CWSP) for the Winooski River basin (also known as Basin 8). Responsibilities include overseeing identification, prioritization, development, design construction, verification, and operation and maintenance of non-regulatory clean water projects within Basin 8 for the purpose of achieving pollutant reduction values established by the Secretary for the basin. Specific activities include:

- 1) Establish, convene, and provide technical staff support to a Basin Water Quality Council;
- 2) In coordination with Basin Water Quality Council, oversee identification, prioritization, development, design, construction, verification and operation and maintenance of non-regulatory clean water projects within Basin 8;
- 3) In coordination with the BWQC, adopt and implement policies and procedures as needed/required to fulfill CWSP duties and responsibilities enumerated in Governing Statute, Rule, Guidance, and Policy (see section D. below). If new guidance subsequently adopted has a substantive impact on the Grantee's ability to complete the Scope of Work within the budget provided the Grantee may request a consideration for amendment;
- 4) Program reporting; and
- 5) Conduct communications and outreach to publicize its procurement opportunities basin- wide, consistent with the CWSP's Outreach and Communication Policy.

Funding:

Grant Amount: \$1,040,947 (state funds)

Match Amount: None.

Performance Period: Date of Execution – ~~12/31/24~~ 12/31/26

Staff: Brian Voigt (primary), Lincoln Frasca, Christian Meyer, Nancy Chartrand

Notes: The amendment is needed to allow CVRPC more time to spend down funds through continued program administration. There is no change to the Scope of Work. Approximately \$70,000 of the funding has been spent down to date.

Department of Environmental Conservation – SFY2025 Water Quality Restoration Formula Grant

☒ **ACTION REQUESTED:** Authorize the Executive Director to sign the amended grant agreement.

Scope of Work: The purpose of the Water Quality Restoration Formula Grant agreement, established under 10 V.S.A. § 925, is to fulfil the Grantee’s responsibilities under 10 V.S.A. § 924 as the assigned Clean Water Service Provider (CWSP) for the Winooski River basin (also known as Basin 8). Responsibilities include overseeing identification, prioritization, development, design construction, verification, and operation and maintenance of non-regulatory clean water projects within Basin 8 for the purpose of achieving pollutant reduction values established by the Secretary for the basin. Specific activities include:

- 6) Establish, convene, and provide technical staff support to a Basin Water Quality Council;
- 7) In coordination with Basin Water Quality Council, oversee identification, prioritization, development, design, construction, verification and operation and maintenance of non-regulatory clean water projects within Basin 8;
- 8) In coordination with the BWQC, adopt and implement policies and procedures as needed/required to fulfill CWSP duties and responsibilities enumerated in Governing Statute, Rule, Guidance, and Policy (see section D. below). If new guidance subsequently adopted has a substantive impact on the Grantee's ability to complete the Scope of Work within the budget provided the Grantee may request a consideration for amendment;
- 9) Program reporting; and
- 10) Conduct communications and outreach to publicize its procurement opportunities basin- wide, consistent with the CWSP’s Outreach and Communication Policy.

Funding:

Grant Amount: ~~\$1,097,235~~-\$2,177,629 (state funds)

Match Amount: None

Performance Period: 08/01/2023 – ~~06/30/2025~~ 06/30/2026

Staff: Brian Voigt (primary), Lincoln Frasca, Christian Meyer, Nancy Chartrand

Notes: The legislature appropriated more funds for Clean Water Service Providers (CWSP) for fiscal year 2025 and additional time is needed to spend those funds to continue the initiative. Additional funding has been allocated for Project Identification and Development. The phosphorous-reduction target for FY2025 has been reduced (from 69.6 kg) to 53.9 kg.

Two Rivers Ottauquechee Regional Commission – Municipal Technical Assistance Program sub-agreement Amendment #1

☒ **ACTION REQUESTED:** Authorize the Executive Director to sign the agreement amendment

Scope of Work: For the implementation of Vermont’s Municipal Technical Assistance program as outlined under 2023 Vermont Statute – Act 3 Section 95 amending 2022 Vermont Statute – Act 185, to “[...] provide expanded technical and administrative assistance to municipalities with high need that may be eligible for State or federal funding [...].” Specific tasks include: Conducting community needs assessments, paring needs with available funding, application and permitting assistance, project management and implementation, and other capacity building activities as needed.

Funding: Contract amount - ~~\$30,000.00~~ (State general funds) - \$45,798.14

Term: March 20, 2023 – April 15, 2025

Staff: Eli Toohey

Department of Housing and Community Development – Neighborhood Development Area Designations (Moretown & Northfield)

Scope of Work: Provide technical assistance to municipalities interested in a new Neighborhood Development Area (NDA). Specific activities include:

- 1) Review to determine municipal readiness to apply for an NDA by preparing draft application, maps, and potential boundaries to evaluate compliance with application requirements;
- 2) If draft application meets program requirements, schedule a pre-application meeting with DHCD and municipality, and prepare any revisions requested by DHCD;
- 3) If draft application cannot meet program requirements, identify necessary updates to municipal planning framework with any necessary and targeted bylaw amendments in markup format and issue memo to municipal officials; or
- 4) If deemed ready to proceed with final application, prepare final application for Downtown Board consideration and conduct any needed coordination with municipal officials to finalize application
- 5) Project Reporting

Funding: \$10,000 (state funds)

Performance Period: 1 July 2024 – 30 June 2025

Staff: Niki Sabado

CONTRACTS ISSUED

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

VHB – Mad River Path VT-100 Corridor Study

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

Scope of Work: Conduct a feasibility study to identify potential alignments for a shared-use path running from Warren to the junction of US-2 and VT-100B. This study will deliver a set of conceptual design alternatives ranked by preference as determined by a public process, as well as preliminary cost estimates by segment.

Funding:

Grant Amount: \$67,200 (Federal funds)

Match Amount: \$16,800

Match Source: Towns of Warren, Waitsfield, Moretown, and Fayston

Performance Period: 9/4/24 – 8/1/25

Staff: Reuben MacMartin

FOR INFORMATION ONLY

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

GRANTS, CONTRACTS & SERVICE AGREEMENTS RECEIVED

Chittenden County Regional Planning Commission – Tactical Basin Planning FY25

Scope of Work: Provide coordinated outreach regarding the Vermont Clean Water Act (Act 64) and support Tactical Basin Planning. Specific activities include:

- 1) regional coordination with basin planning partners to ensure cross pollination of efforts,
- 2) regional sector-based workgroup coordination, including municipal meetings and the Clean Water Advisory Committee,
- 3) outreach and technical assistance regarding 3-acre municipal parcels, municipal roads general permit and road erosion inventory updates, Lakewise Assessments, new wetlands data and process-based restoration and culvert replacement projects,
- 4) municipal plan and bylaw support for municipalities that have not adopted River Corridor Bylaws and FEMA map updates,

- 5) Tactical Basin Plan development and review assistance for the Lamoille (Basin 7), White (Basin 9), and Winooski (Basin 8) river basins,
- 6) participate in DEC, LCBP or UVM Sea Grant sponsored water quality focused trainings, information sessions, or workshops,
- 7) Clean Water Initiative Program sign hosting, and
- 8) program reporting.

Funding: \$17,860 (state funds)

Performance Period: 15 July 2024 – 31 July 2025

Staff: Brian Voigt, Lincoln Frasca



MEMO

Date: August 30, 2024
To: Executive Committee
From: Christian Meyer, Executive Director
Re: Procurement Policy Updates

☒ ACTION REQUESTED: Adopt the amended procurement policy as proposed.

The proposed amendments will primarily update the procurement policy to match the Vermont Agency of Administration Administrative Bulletin 3.5 - Procurement and Contracting Procedures, Vermont Agency of Administration Administrative Bulletin 5 – Policy for Grant Issuance and Monitoring and the Code of Federal Regulations (CFR) Title 2, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Minor updates have also been made to the text to improve clarity.

BACKGROUND

The CVRPC procurement policy describes the process through which CVRPC procures equipment and contractor and consultant services for the accomplishment of assignments provided by State and/or Federal agencies. This policy needs to be updated on occasion to ensure it matches any changes to the requirements of our funding agencies.



DRAFT Procurement Procedures

Adopted: ~~May 9, 2023~~

Effective: **May 9, 2023**

1.0 PURPOSE AND AUTHORITY

This document describes the process through which the Central Vermont Regional Planning Commission (CVRPC) will procure contractor services and equipment for the accomplishment of assignments provided by State and/or Federal agencies that are beyond the ability of the Commission staff either due to workload or available in-house expertise.

CVRPC, in its role as a Clean Water Service Provider pursuant to Act 76 (the Clean Water Service Delivery Act) and Environmental Protection Rule Chapter 39 (the Rule), will procure project implementor, engineering and construction services to help the Commission meet its phosphorous reduction target established by the State Department of Environmental Conservation.

This document also is intended to satisfy the requirements to self-certify CVRPC's procurement procedures in compliance with applicable Federal regulations 2 CFR §§200.317-326. Specific Federal agency or Vermont requirements also apply and are in addition to those outlined in Title 2. Staff shall verify whether additional requirements apply prior to making procurements and shall document the determination and any alternate requirements used in the procurement summary.

These policies and procedures have been developed in accordance with the following State and Federal statutes and regulations:

24 VSA Chapter 117 - Vermont Municipal and Regional Planning and Development Act.

Vermont Agency of Administration Administrative Bulletin 3.5 - Procurement and Contracting Procedures.

Vermont Agency of Administration Administrative Bulletin 5 – Policy for Grant Issuance and Monitoring

Code of Federal Regulations (CFR) Title 2, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

- 2 CFR §§200.317-326, Procurement Standards
- 2 CFR §200.112, Conflict of Interest
- 2 CFR §200.113, Mandatory Disclosures

Environmental Protection Rule – Chapter 39—Clean Water Service Provider Rule

If provisions of these procurement policies conflict with the provisions of federal or state statute or regulations, the most stringent shall apply.

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2.0 DEFINITIONS

Contract – Any legally enforceable agreement by which CVRPC purchases products or services needed to carry out a project or program. The term contract includes all such agreements, whether or not characterized as a “contract”, “agreement”, “purchase order”, “procurement”, “license agreement”, “maintenance agreement”, “support agreement”, or other similar term (Vermont Bulletin 3.5 and 5.0). A contract is for the purpose of obtaining goods and services for CVRPC’s own use and creates a procurement relationship (2 CFR §200.~~300~~22).

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Contractor - Any party with which CVRPC has signed a contract. Characteristics indicative of a procurement relationship between CVRPC and a contractor are when the contractor provides goods and services within normal business operations, provides similar goods or services to many different purchasers, normally operates in a competitive environment, provides goods or services that are ancillary to the operation of the Federal program, and is not subject to compliance requirements of the Federal program as a result of the agreement, though similar requirements may apply for other reasons (2 CFR §200.~~300~~23).

Equipment - Tangible, personal property, including information technology systems, having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. (~~2 CFR §200.33~~).

Pass-through Entity – A non-Federal entity that provides a subaward to a subrecipient to carry out part of a State or Federal program. (~~2 CFR §200.74~~).

Subaward – An award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a State or Federal award received by the pass-through entity. (~~2 CFR §200.92~~).

Subrecipient – A non-Federal entity that receives a subaward from a pass-through entity to carry out part of a State or Federal program. (~~2 CFR §200.93~~).

Supplies – All tangible personal property other than those as described as Equipment above. (~~2 CFR §200.94~~).

3.0 GENERAL PROCUREMENT

CVRPC Procurement Procedures
May-Month 9Day, 20232024

- a. CVRPC will maintain oversight to ensure that contractors perform in accordance with the terms, conditions and specifications of their contracts or purchase orders.
- b. CVRPC will maintain a written code of standards of conduct governing the performance of its employees engaged in the selection, award, and administration of contracts. No employee, officer or agent of CVRPC shall participate in the selection, award or administration of a contract supported by State or Federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when the employee, officer or agent or, any member of ~~his or her~~ their immediate family or, ~~his or her~~ their partner, or any organization that employs, or is about to employ, any of the above has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

CVRPC officers, employees or agents will neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to subcontracts. CVRPC may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct will provide for disciplinary actions to be applied for violations of such standards by officers, employees or agents of CVRPC.

- c. CVRPC will review proposed procurements to avoid purchase of unnecessary or duplicative items. Consideration will be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis should be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.
- d. To foster greater economy and efficiency, CVRPC will endeavor to enter into State and local intergovernmental agreements for procurement or use of common or shared goods and services.
- e. CVRPC will endeavor to use Federal and State excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.
- f. CVRPC will award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.
- g. CVRPC will maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.
- h. CVRPC will use time and material-type contracts on State and/or Federal jobs only after a determination that no other contract is suitable, and if the contract includes a ceiling price that the contractor exceeds at its own risk.

CVRPC Procurement Procedures

May Month 9 Day, 20232024

Time and material type contract means a contract whose cost to a non-Federal entity is the sum of: the actual cost of materials, and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit. Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, CVRPC must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost control.

- i. CVRPC alone will be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. If there is a dispute related to procurement conducted by CVRPC in its role as a Clean Water Service Provider, the Vermont Agency of Natural Resources will be notified. These issues include, but are not limited to, source evaluation, protest, disputes, and claims. These standards do not relieve CVRPC of any contractual responsibilities under its contracts. The State or Federal awarding agency will not substitute its judgment for that of CVRPC unless the matter is primarily a State or Federal concern. Violations of law will be referred to the local, State or Federal authority having proper jurisdiction.
- j. All procurement transactions will be conducted in a manner providing full and open competition. To ensure objective contractor performance and to eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, and invitations for bids or requests for proposals will be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include, but are not limited to:
 - i. Placing unreasonable requirements on firms in order for them to qualify to do business.
 - ii. Requiring unnecessary experience and excessive bonding;
 - iii. Noncompetitive pricing practices between firms or between affiliated companies;
 - iv. Noncompetitive contracts to consultants that are on retainer contracts;
 - v. Organizational conflicts of interest;
 - vi. Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement; and
 - vii. Any arbitrary action in the procurement process.

- k. CVRPC will conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state or local geographical preferences in the evaluation of bids or proposals, except in those cases where applicable State or Federal statutes expressly mandate or encourage geographic preference. This shall not preempt state licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.
- l. Solicitations for goods and services shall be based upon a clear and accurate description of the technical requirements for the material, product or service to be procured. Such a description shall not, in competitive procurement, contain features that unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a “brand name or equivalent” description may be used as a means to define the performance of other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated. All solicitations will identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.
- m. CVRPC will ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. CVRPC will not preclude potential bidders from qualifying during the solicitation period.

CVPRC, in its role as a Clean Water Service Provider, will issue a Request for Qualifications at least once per year to prequalify:

- i. municipalities and organizations to serve as Project Implementors; and
- ii. Subcontractors to provide design and construction services.

Project Implementors and Subcontractors shall be selected and managed consistent with Act 76, the [Clean Water Service Provider](#) Rule and Act 76 Guidance. The prequalification term shall be valid for up to three years. Statements of Qualifications will be evaluated by a selection committee consisting of three CVRPC staff and possibly others (external to CVRPC) with expertise in the area of the request. Evaluation criteria may include, but are not limited to the following:

- Knowledge of the program goals,
- Staff experience and capacity,
- Demonstrated success with similar project phases and project types, and
- Technical and equipment resources.

n. CVRPC will use one of the following methods of procurement.

- i. Procurement by Micro-Purchase. Procurement by micro-purchase is the acquisition of supplies or services, the aggregate annual dollar amount of which does not exceed the micro-purchase threshold as stated in 2 CFR § 200.67, currently defined at ~~\$310,000~~. However, when a micro-purchase occurs pursuant to Environmental Protection Rule Chapter 39, the value of any single item shall not exceed \$1,000 and micro-purchases made pursuant to this Rule are only allowed for goods. Micro-purchases may be awarded without soliciting competitive quotations if CVRPC considers the price to be reasonable. To the extent practicable, CVRPC will distribute micro-purchases equitably among qualified suppliers. In the case of acquisitions for construction subject to the Davis-Bacon Act, the micro-purchase limit is \$2,000.

Procurement by Small Purchase. ~~Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than \$25,000 (Vermont Bulletin 3.5).~~ A Small Purchase of a good or category of goods that occurs pursuant to Environmental Protection Rule Chapter 39 and totals \$15,000 or greater from one vendor in one year shall be by written contract. If small purchase procedures are used, price or rate quotations must be obtained from at least three qualified sources. If fewer than three quotes are obtained, CVRPC will document that three potential sources are not available.

ii. —

- ~~iii.~~ ii. Simplified Bid Process. Contracts ~~greater than \$25,000, but~~ not more than ~~\$100250,000~~, can follow either a simplified bid process or a standard bid process (Vermont Bulletin 3.5). A purchase of a good or category of goods for the CWSP that occurs pursuant to Environmental Protection Rule Chapter 39 and totals \$15,000 or greater from one vendor in one year shall be by written contract. -A “simplified bid process” means that CVRPC has developed a specific and detailed statement of work for the service or product desired and has solicited written price quotations from at least three potential vendors known to provide the specified services or products.

Procedures for the Simplified Bid Process:

1. Prepare written specifications before bid solicitation consisting of:
 - a. General statement of services required,
 - b. Performance requirements,
 - c. Expectations regarding service location, schedule, including deadlines for deliverables and/or milestones, if applicable, and
 - d. Other specific requirements or conditions.
2. Prepare a list of at least three (3) potential vendors to be solicited.

3. Obtain price quotations by one or a combination of the following methods: current price lists, advertisements, telephone or verbal quotes, facsimile quotations, email quotes or written bids.
4. Construct the procurement file as outlined in CVRPC's procurement summary. All records relating to the simplified bid process shall be retained in the contract file in accordance with CVRPC's record retention schedule.
5. Document and retain in the procurement file all communications with contractors to obtain price quotes.

5. If fewer than three quotes are obtained, CVRPC will document that three potential sources are not available.

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iv-iii. Standard Bid Process. A standard Request for Proposals (RFP) is required for all services which are anticipated to exceed a maximum contract amount of \$100,000 or more (Vermont Bulletin 3.5). An RFP must contain a clear and concise statement of work and describe the criteria used to select the contractor. The RFP will include a cover page, introduction, brief description of CVRPC, statement of work to be performed, RFP response requirements, contract elements, and basis for selection.

The bid most responsive to the selection criteria established in the RFP should be accepted. A complete copy of the RFP, contractors solicited, price quotations, bids received, and written selection justification shall be placed in the contract file.

v-iv. Procurement by Sealed Bids (formal advertising) (2 CFR §200.320(eb)(1)). Bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bid method is the preferred method for procuring construction, if the following conditions apply.

1. A complete, adequate, and realistic specification or purchase description is available;
2. Two or more responsible bidders are willing and able to compete effectively for the business; and
3. The procurement lends itself to a firm fixed price, and the selection of the successful bidder can be made principally on the basis of price.

If sealed bids are used, the following requirements apply:

1. The invitation for bids will be publicly advertised, and bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids;
2. The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services for the bidder to properly respond;

3. All bids will be publicly opened at the time and place prescribed in the invitation for bids;
4. A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and
5. Any or all bids may be rejected if there is a sound documented reason.

iv-v. Procurement by Competitive Proposals (2 CFR §200.320(db)(2). The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

1. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical, and all information in the request for proposal must be addressed or the proposal may be disqualified;
2. Proposals must be solicited from an adequate number of qualified sources;
3. CVRPC will have a written method for conducting technical evaluation of the proposals received and for selecting recipients; and
4. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.
5. CVRPC may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services through A/E firms are a potential source to perform the proposed effort.

vii-vi. Procurement by Noncompetitive Proposals. Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

1. The acquisition of property or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold;
- ~~2.~~ The item is available only from a single source;

- ~~2.3~~ The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- ~~3.4~~ The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from CVRPC; or
- ~~4.5~~ After solicitation of a number of sources, competition is determined inadequate.

For Project Implementors recruited via a Request for Qualifications process and retained by CVRPC in its role as a Clean Water Service Provider:

1. Upon a positive vote of a Basin Water Quality Council, Project Implementors are selected to receive funds from CVRPC for a phase of a clean water project;
 2. At the start of a clean water project, the CVRPC or its Project Implementors must seek proposals from at least three potential Subcontractors;
 3. Project Implementors may continue to manage subsequent phases of a clean water project and employ the same Subcontractor:
 - i. based on an affirmative vote of the Basin Water Quality Council,
 - ii. provided the project costs are consistent with the standard cost as identified by the Secretary of the Agency of Natural Resources as noted in Act 76, and
 - iii. so long as the CVRPC in its role as a Clean Water Service Provider is satisfied with the work performed in prior project phases.
 4. The CVRPC or its Project Implementors may choose to solicit new proposals for Operations & Maintenance and / or Inspection / Verification project phases.
- o. CVRPC will take all necessary affirmative steps to assure that small and minority businesses, women's business enterprises and labor surplus area firms are used when possible. Affirmative steps must include [\(2CFR §200.321\)](#):
- i. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
 - ii. Assuring that small and minority businesses, and women's business enterprises, are solicited whenever they are potential sources;
 - iii. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
 - iv. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;

- v. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
 - vi. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed above.
- p. Procurement of Recovered Materials. CVRPC, as a political subdivision of Vermont, and its contractors will comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in the guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired by the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.
- q. Contract cost and price. CVRPC will perform a cost or price analysis in connection with every procurement action in excess of the \$100,000 threshold including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, CVRPC will make independent estimates before receiving bids or proposals.

CVRPC will negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

Cost of prices based on estimated costs for contracts under a State or Federal award are allowable only to the extent that costs incurred or costs estimates included in the negotiated prices would be allowable for CVRPC under 2 CFR §200, Subpart E - Cost Principles. CVRPC may reference its own cost principles that comply with the State or Federal cost principles. The cost plus a percentage of cost and percentage of construction cost methods of contracting will not be used.

- r. State or Federal awarding agency or pass-through entity review. CVRPC will make available, upon request of the State or Federal awarding agency or pass-through entity, technical specifications on proposed procurements where the State or Federal awarding agency or pass-through entity believes such review is needed to ensure that the item or service specified is the one being proposed for acquisition. This review generally will take place prior to the time the specification is incorporated into a solicitation document. However, if CVRPC desires to have

CVRPC Procurement Procedures

May Month 9 Day, 20232024

the review accomplished after a solicitation has been developed, the State or Federal awarding agency or pass-through entity may still review the specifications, with such review usually limited to the technical aspects of the proposed purchase.

- i. CVRPC will make available upon request, for the State or Federal awarding agency or pass-through entity pre-procurement review, procurement documents, such as requests for proposals or invitations for bids, or independent costs estimates when:
 1. CVRPC's procurement procedures or operation fails to comply with these procurement standards;
 2. The procurement is expected to exceed the ~~\$100~~\$250,000 threshold and is to be awarded without competition or only one bid or offer is received in response to a solicitation;
 3. The procurement, which is expected to exceed the ~~\$250,000~~\$100,000 threshold, specifies a "brand name" product;
 4. The proposed contract is more than the ~~\$250,000~~\$100,000 threshold and is to be awarded to other than the apparent low bidder under a sealed bid procurement; or
 5. A proposed contract modification changes the scope of a contract or increases the contract amount by more than the ~~\$250,000~~\$100,000 threshold.
- ii. CVRPC is exempt from the pre-procurement review if the State or Federal awarding agency or pass-through entity determines that its procurement systems comply with these standards.
 1. CVRPC may request that its procurement system be reviewed by the State or Federal awarding agency or pass-through entity to determine whether its system meets these standards for its system to be certified. Generally, these reviews must occur where there is a continuous high-dollar funding, and third party contracts are awarded on a regular basis.
 2. CVRPC may self-certify its procurement system. Such self-certification must not limit the State or Federal awarding agency's right to survey the system. Under a self-certification procedure, the State or Federal awarding agency may rely on written assurances from CVRPC that it is complying with these standards. CVRPC will cite specific policies, procedures, regulations or standards as being in compliance with these requirements and have its system available for review.
- s. Bonding Requirements. For construction or facility improvement contracts or subcontracts exceeding the \$100,000 threshold, the State or Federal awarding agency or pass-through entity may accept the bonding policy and requirements of the CVRPC provided that the State or Federal awarding agency or pass-through entity has made a determination that the Federal interest is

adequately protected. If such as determination has not been made, the minimum requirements must be as follows:

- i. A bid guarantee from each bidder equivalent to five percent of the bid price. The “bid guarantee” must consist of a firm commitment such as bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.
 - ii. A performance bond on the part of the contractor for 100 percent of the contract price. A “performance bond” is one executed in connection with a contract to secure fulfillment of all the contractor’s obligations under such contract.
 - iii. A payment bond on the part of the contractor for 100 percent of the contract price. A “payment bond” is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.
- t. Contract Provisions. CVRPC’s contracts will contain the applicable provisions as described below and contained in 2 CFR Part 200, Appendix II – Contract Provisions for non-Federal Entity Contracts Under Federal Awards. In addition to other provisions required by State or Federal agencies or CVRPC, all contracts made by CVRPC under State or Federal awards will contain provisions covering the following, as applicable:
- i. Contracts for more than the \$100,000 threshold must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions as appropriate.
 - ii. All contracts in excess of \$10,000 will address termination for cause and for convenience by CVRPC, including the manner by which it will be effected and the basis for settlement.
 - iii. Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 will include the equal opportunity clause provided under 41 CFR 601-4(b), in accordance with Executive Order 11246 “Equal Employment Opportunity” (30FR 12319, 12935, 3 CFR Part 1964-1965 Comp., p. 339), as amended by Executive Order 11375 “amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 ~~CFR~~ CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

- iv. Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions as Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors will be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in wage determination made by the Secretary of Labor. In addition, contractors will be required to pay wages not less than once a week. CVRPC will place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. CVRPC will report all suspected or reported violations to the Federal awarding agency. The contracts will also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3), “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient will be prohibited from inducing, by any means, any person employed in the construction, completion or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. CVRPC will report all suspected or reported violations to the Federal awarding agency.
- v. Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by CVRPC in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5).
- vi. Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of “funding agreement” under 37 CFR §401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.
- vii. Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended. Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires CVRPC to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C.

7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387).

- viii. Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (43 U.S.C. 6201).
- ix. Debarment and Suspension (executive Orders 12549 and 12689). A contract award (see 2 CFR §180.220) must not be made to parties listed on the governmentwide Excluded Parties List System in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1968 Comp., p. 189) and 12689 (3 CFR Part 1989 Comp., p. 235), “Debarment and Suspension.” The Excluded Parties List System in SAM contains the names of parties debarred, suspended or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. Similarly, a contract award must not be made to parties listed on the Vermont Building and General Services (BGS) website.
- x. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). Contractors that apply or bid for an award of \$100,000 or more must file the required certification. Each tier certifies to the tier above that it will not, and has not, used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.
- xi. CVRPC will comply with 19 VSA 10a for procurement of Architectural Engineering (A/E) and related professional services.
- xii. CVRPC shall use State and/or Federal agency provided pro-forma contracts and agreements for contractual compliance with State and Federal requirements.
- xiii. All contracts using U.S. EPA Assistance. All contracts using U.S. EPA Assistance shall include the following:
 - 1. Salary Caps. All contracts using U.S. EPA assistance for a contractor or subrecipient shall comply with 2 CFR 1500.40-CFR 30.21-28 including 2 CFR 1500.10(a) 30.27(b) dealing with the authorized direct salary cap under federal assistance agreements.

2. Minority/Women's Business Enterprise (MBE/WBE). CVRPC shall make a good faith effort to encourage the participation and bidding of minority and women-owned business enterprises whenever procuring construction, equipment, services and supplies, especially as related to accomplishing the goals and conditions of federal assistance awards and contracts. CVRPC will follow the guidelines and requirement of Title 40 CFR Part 33, Subpart C, in addition to using the basic reporting requirements of EPA Form 5700-52A to document and implement the policies, procedures and systems necessary to make opportunities available to MBE/WBE firms.
- xiv. All contracts using State of Vermont Department of Environmental Conservation Formula Grant funding: All contracts using DEC Formula Grant funding will include Standard State Provisions for Contracts and Grants, as well as any other provisions specified in the current Clean Water Initiative Funding Policy.
 - u. Cost Sharing, Matching, and In-Kind Contributions. CVRPC may accept cash and third-party in-kind support to assist in the implementation and pursuit of its goals and mission. When addressing federal cost share, match or in-kind contribution requirements of federal assistance awards, all contributions, including cash and third party in-kind, shall meet all of the requirements of 40 CFR 30.23, including the following criteria:
 - i. Contributions are verifiable from the recipient's records.
 - ii. Contributions are not included as contributions for any other federally-assisted project or program.
 - iii. Contributions are necessary and reasonable for proper and efficient accomplishment of project or program objectives.
 - iv. Contributions are allowable under the applicable cost principles.
 - v. Contributions are not paid by the Federal Government under another award, except where authorized by Federal statute to be used for cost sharing or matching.

4.0 PURCHASE OF EQUIPMENT

All equipment procured on behalf of a State and/or Federal agency must be pre-approved if not in an approved work plan. -Title to the equipment shall be jointly held between said State and/or Federal agency and CVRPC. -The purchased equipment must be directly related to the implementation of a specific State and/or Federal program and is to be used only for the originally authorized purpose. -If the equipment is no longer needed, CVRPC will notify the State and/or Federal agency of this for possible use on other projects or programs supported by said agency.

CVRPC Procurement Procedures

May Month 9 Day, 20232024

However, when acquiring replacement equipment approved by a specific State and/or Federal agency, CVRPC may use the equipment to be replaced as a trade-in or sell the equipment and use the proceeds to offset the cost of the replacement equipment with agency approval. All documentation showing trade in value must accompany CVRPC's invoice in which reimbursement is being requested for that equipment.

CVRPC will not use equipment acquired with grant funds to provide services for a fee to compete unfairly with private firms which provide equivalent services.

CVRPC will be responsible for the management of the equipment while in use in such a fashion that at a minimum meets the following requirements:

- i. Property records must be maintained that include a description of the property, a serial number or other identification number, the source of the property, who holds title, the acquisition date, the cost of the property, the location and use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property.
- ii. A physical inventory of the property must be taken and the results reconciled with the property records at least every two years.
- iii. A control system must be developed to ensure adequate safeguards to prevent loss, damage or theft of the property. Any loss, damage, or theft shall be investigated.
- iv. Adequate maintenance procedures must be developed to keep the property in good condition.
- v. Proper sales procedures designed to ensure the highest possible return must be developed and implemented if CVRPC is authorized to sell the property.

When original or replacement equipment acquired under an agreement is no longer needed for the original project or program, disposition of the equipment will be made as follows:

- i. Items of equipment with a current per-unit market value of less than \$5,000 may be retained, sold or otherwise disposed of with no further obligation.
- ii. Items of equipment with a current per-unit market value in excess of \$5,000 may be retained or sold and the State or Federal agency shall have the right to an amount calculated by multiplying the current market value or proceeds from sale by the State or Federal government's share of the equipment.

In cases where CVRPC fails to take appropriate disposition actions, the State and/or Federal awarding agency may direct CVRPC to take excess property and disposition actions. The Federal government may reserve the right to transfer title to the Federal government or a third party when such a third party is otherwise eligible under existing statutes. Such transfers shall be subject to the following standards:

- i. The property shall be identified in the agreement or otherwise made known to CVRPC in writing.
- ii. The State and/or Federal awarding agency shall issue disposition instructions within 120 calendar days after the end of said agency’s support of the project for which it was acquired. If the State and/or Federal agency fails to issue disposition instructions within the time frame, CVRPC will follow the instructions as described above. When title is transferred, CVRPC will be paid an amount calculated by applying the percentage of participation in the purchase to the current fair market value.

5.0 PURCHASE OF SUPPLIES

Title to supplies acquired under an agreement will vest upon acquisition to CVRPC. If there is a residual inventory of unused supplies exceeding \$5,000 in total aggregate fair market value upon termination or completion of the agreement, and if the supplies are not needed for any other State and/or Federally sponsored programs or projects, CVRPC shall compensate the awarding agency for its share.

Adopted by the Central Vermont Regional Planning Commission Executive Committee, **May-July 99, 2024**.

Steve Lotspeich
Chair

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MEMO

Date: August 30, 2024

To: Executive Committee

From: Christian Meyer, Executive Director

Re: Administrative and Financial Management Policies and Procedures Updates

☒ ACTION REQUESTED: Adopt the amended Administrative and Financial Management Policies and Procedures as proposed.

The proposed amendments (Page 13) will revise the language regarding when the Executive Director can sign a grant agreement or enter into a contract with a contractor or sub recipient. Currently the Executive Director can sign contracts or agreements awarding funds without Executive Committee approval up to \$25,000. This amendment would clarify language to ensure the Executive Director can enter into grant agreements to accept funds on behalf of the CVRPC up to the same \$25,000 threshold.

Additional language was also added to allow the Executive Director to sign amendments to any contracts or agreements that do not change the dollar value of the said agreement. This amendment is meant to allow the Executive Director to sign amendments to the term of an agreement or other changes that would not affect the dollar value of the agreement.



Administrative and Financial Management Policies and Procedures

Adopted by the Executive Committee: 10/05/21

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 municipality appropriations, interest, and non-contractual services. Typically, CVRPC manages 20-40 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 and agency or department-specific requirements that apply to specific 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 municipalities upon request.

Member Municipality 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 Agency of Transportation.

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. Each contract has a specific billing requirement that determines when invoices can be submitted for payment.

When a cost is incurred for a common purpose benefiting or supporting all Commission programs and activities, they are considered administrative or indirect expenses. CVRPC assigns these expenses the job code *Administration*. These expenses are pooled together through a 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. Via a Memorandum of Understanding, the Vermont Agency of Transportation has agreed to review and approve Regional Planning Commission Indirect Cost Rate Proposals as authorized by Federal regulations.

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 - The AR Aging report is 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 - This report 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 for Executive Committee review monthly.

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 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 at Community National Bank.

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. Reserve Fund balances are held in CVRPC's money market account at Northfield Savings Bank.

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.

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.

Equity - 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.

Designated Funds - These funds have been designated by CVRPC or a funder for a particular use. They often include grant/contract advances that do not need to be paid back at contract close if not fully used. Designating funds helps insure advances are accounted for until all project expenses are paid. At project close, CVRPC undesignates the funds and any project net income is released into equity. Balances are adjusted monthly to reflect use of the funds.

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 Budget vs. Actual Statement

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

Revenue is CVRPC's earned income for a given period. Revenue might have offsetting expenses. "Income" on the P&L statement is revenue.

Expenses are the costs associated with daily operations at CVRPC. These are the expense categories defined in CVRPC's 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 where 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 Municipal Dues or cash 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 for which it has been invoiced, but the invoice has not yet been paid.

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

Financial Policies and Procedures

Code of Conduct and Conflict of Interest Policy (adopted 12/11/18)

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, their compliance status, and a file with the signed statements.

Policies previously adopted by the Commission and now incorporated into this document include the following:

Investment and Deposit Risk Policy (adopted 02/02/09)

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 (adopted 05/01/05)

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 \$5,000 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 (adopted 03/04/19)

The goals of this policy are to:

- Assist employees in complying with the Vermont Public Records Act (1 V.S.A. §§ 315-320);
- 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 the Act.

Internal Controls (adopted 01/04/21)

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 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.

Timesheets

- Staff completes timesheet in QB Time online and submits it for review.
- Executive Director reviews and approves or rejects timesheet for corrections by staff.
- At least weekly, Accountant synchs QB Time with QuickBooks to transfer timesheet data.
- Office Manager prints Executive Director timesheet and provides to Chair for signature.
- Office Manager files signed timesheet in finance files.

Expense Reimbursement

- Staff completes their expense form, saves it in their timesheet/expense folder, and emails Executive Director an alert that expense form is complete. Staff without server access emails their completed expense form to Executive Director. Supporting documentation, such as receipts, are mailed or delivered to the CVRPC office for attachment to the expense form.
- Executive Director reviews and approves or returns to staff for corrections.
- When approved, Executive Director prints timesheet to office copier and records print job in daily office list. This alerts Office Manager that expense form and supporting documentation can be scanned to Accountant for entry.
- The expense then is treated as a Bill.

Bills (Received from Vendors)

- All bills are reviewed as they are received (via mail or email) and entered into a payables log.
- Project bills may arrive via mail or email. If arrive via mail, Office Manager or Executive Director scans bill and emails to project manager as necessary.
- Project manager reviews bill and confirms via email to Office Manager the job/sub-job name for coding purposes and 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. Bills for IT services or for purchases made directly by staff are reviewed and approved by relevant staff and sent to Office Manager.
- Depending on which retrieves the mail, 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 scanned to Accountant and Executive Director and placed in *Executive Director Approval* folder for later review.
 - If Executive Director, bill is reviewed and initialed to signify bill is ready for entry. Bill is scanned to Accountant and Office Manager or placed in *Items to Scan* folder for later scanning by the Office Manager.
 - Executive Director reviews all bills and initials hard copy to signify bill is ready for payment. This may occur before or after bill is scanned to Accountant.
 - Office Manager scans bills to Accountant at least weekly. Scanned bills are filed in *Items Scanned* folder. Office Manager enters bill in payables log to facilitate tracking of bills and payment status.

Weekly Payables

Bills are paid every 7-10 days unless payment due date would be missed. The process is as follows:

For bills processed through Bill.com:

- Bills are entered into Bill.com by Accountant.
- Executive Director receives alert emails from Bill.com that bills are ready for approval.
- Executive Director reviews and approves bill in Bill.com.
- Executive Director authorizes payment.
- Bill.com issues payment via direct deposit or check depending on vendor preference
- Office Manager prints proof of payment from Bill.com, attaches to applicable bill, records payment in payables log, and files bill and payment proof in finance files by vendor.

Rarely, a check must be printed at the CVRPC office, most often when a payment is time sensitive.

When this occurs, the above process is followed except that:

- Executive Director authorizes payment via email using CVRPC check.
- Office Manager or Executive Director coordinates printing of check with Accountant.
- Accountant prints check to CVRPC copier.
- If Executive Director, Director signs, copies and attaches proof of payment to bill, mails check, and places bill and payment proof in *To Be Filed* folder.
- If Office Manager, Executive Director authorizes use of Director's signature stamp via email. Office Manager stamps Director's signature, copies and attaches proof of payment and Director's approval of signature stamp use to bill, and mails check. Office Manager emails Director confirmation that payment has been sent.
- In either case, payment is noted in payables log, and bill, payment proof, and signature stamp authorization are filed in the vendor's folder in the finance files.
- In the rare case the Executive Director is not available to approve use of Director's signature stamp, 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.

- Office Manager emails scanned bills, checks, and check register to the Secretary/Treasurer or Chair.
- If Secretary/Treasurer, a request is made to use Secretary/Treasurer signature stamp to sign checks.
- Secretary/Treasurer verifies that check amounts and other information matches bill and emails Office Manager approval to use Secretary/Treasurer signature stamp to sign checks.
- Office Manager verifies check information matches the bill and stamps checks with Secretary/Treasurer signature. Office Manager files bill, payment proof, and signature authorization approval as above and notifies the Executive Director via email.
- If Chair, the same process used above is followed except that the Chair must sign in person. CVRPC does not maintain a signature stamp for the Chair.

Invoices (Sent to Customers)

For Fee for Service activities (Ex. GIS or copier services):

- When Fee for Service sale is completed, a Non-Contractual Service form is completed and provided to Office Manager.
- Office Manager scans form to Accountant.
- For cash sale, sale is entered into QuickBooks by Accountant. Cash is placed in envelop in Deposits folder.
- For billable sale, invoicing will be completed by Accountant after timesheet information has been entered.

For contract/agreement invoices (VTrans, DPS, etc.):

- When a new contract is initiated, Executive Director emails Office Manager and Accountant new job information to facilitate timesheet and QuickBooks job match.
- Accountant enters new job into QuickBooks and QB Time and emails confirmation to Executive Director.
- Executive Director updates *Contract Invoicing & Contacts* document in Knowledge Transfer directory on the server.
- Office Manager verifies with project managers and Executive Director that all anticipated bills have been received for billable jobs.
- Office Manager notifies Accountant when all anticipated bills have been received and scanned to Bill.com.
- Accountant quality controls all billing information.
- Accountant prepares invoices, compiles invoice packet, and emails it to Executive Director.
- Executive Director reviews invoice packet to ensure supporting documentation is complete and matches invoiced amount, and approves or returns to Accountant for corrections.
- When approved for submission to customer, Executive Director emails Accountant approval to submit.
- Accountant saves full invoice packet (cover letter, progress report, match documentation, supporting documentation, products, etc. as required by customer) on CVRPC server in

appropriate *Grants Management* job folder using file name that includes date sent. Based on file size, deliverables may be saved separately from invoice materials.

- Accountant submits invoice packet and copies Executive Director and main project staff on submission.
- Executive Director adds date sent to first page of invoice and prints it.
- Office Manager places submitted invoices in *Receivables Outstanding* folder.
- Office Manager tracks invoices paid and follows up on non-payments as needed based on customer payment pattern. When payment is made, Office Manager attaches payment to invoice cover and places it in the *Receivables Paid* folder.

Monthly Processing

The following information is collected on a monthly basis to complete month-end processing and invoices:

- Accountant completes Paid Time Off Liability Balances Report, places it in the appropriate *Financial Reports Monthly* folder, and emails an alert to the Executive Director.
- Accountant or Executive Director downloads bank statements to server.
- Executive Director reviews and initials bank statements.
- Accountant reconciles all bank statements in system and saves reconciliation to appropriate folder on server. Accountant provides digital reconciliation package to Executive Director for signature.
- Executive Director reviews, e-signs, and prints reconciliation.
- If there are any journal entries, Accountant provides them to Executive Director.
- Executive Director reviews and approves journal entries and files with financial files.
- Accountant prepares financial statements and saves them in the *Financial Reports Monthly* folder by month and fiscal year.
- Executive Director reviews reports and emails Accountant with any questions.
- Balance sheet, open receivables report with notes, budget to actuals statement, and paid time off liability balances are provided to the Executive Committee monthly.

Bank Statement Reconciliation

- Accountant or Executive Director downloads and saves statements to server.
- Executive Director prints account statements and initials to signify receipt and review.
- When all statements have been received, Executive Director reviews statements and communicates any discrepancies to the Accountant via email.
- Accountant reconciles all bank accounts and provides Executive Director with digital reconciliation package for review.
- Executive Director reviews and e-signs reconciliations to signify concurrence. Director saves reconciliation package to bank statement folder on server, prints reconciliation packages, and places in *To Be Filed* folder.
- Office Manager files in financial files.

Deposits

Unless otherwise instructed, all deposits will be made to the Community National Bank checking

account. The process used for deposits is as follows:

When checks arrive:

- Office Manager or Executive Director stamps the check with the restricted stamp provided by the banking institution, date stamps the check stub, photocopies the check (if no check stub, two copies of the check are made), records the check in the check log. Office Manager or Executive Director scans the check and emails it to the other party and Accountant.
- For ACH transactions, the Executive Director prints two copies of the transaction and provides them to the Office Manager. Accountant has view-only access to CVRPC's Community National Bank account.
- Office Manager or Executive Director attaches one copy of the check or ACH transaction proof to the associated invoice(s) (from the *Outstanding Receivables* file) and includes the other copy in the deposits folder for attachment to the deposit proof.
- Accountant records the check/transaction in QuickBooks and prepares the deposit as needed, coordinating with Office Manager for printing.
- Office Manager copies the deposit slip, makes the deposit, and attaches the deposit receipt to copies of the bank deposit slip and checks deposited. Office Manager files packet in the financial files and notifies the Executive Director and Accountant the deposit has been made.
- If checks are not deposited promptly at the bank, they stored in the secured, locked finance file cabinet.

Payroll

The following procedures occur as noted:

- Weekly: Staff completes the timesheet process noted under *Timesheets*
- Bi-weekly: Accountant generates payroll through ADP for salaried staff or, for hourly staff, from the hours that have been entered into Excel timesheets. Accountant emails payroll package to Executive Director for approval.
- Executive Director reviews and approves or returns to Accountant for corrections.
- Accountant initiates payroll.
- Bi-weekly: Accountant saves payroll reports to server folder. Bi-weekly: Executive Director reviews and initials payroll reports. Executive Director has ADP administrative privileges and review payroll documents periodically.
- As Needed: Accountant prepares transfers. Transfers 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 automatically deposited or paychecks are distributed on the Friday after closure of the pay period.
- Bi-weekly or as required by law or CVRPC's policies: Accountant processes payroll liabilities. Office Manager prints and files payroll liabilities confirmation. Executive Director monitors bank account for liabilities' payments or authorizes payment through Bill.com.
- Weekly: Accountant posts compensatory time to QB Time upon approval of timesheets by the Executive Director.

- Per Pay Period: Sick leave and vacation time are posted to QB Time through automatic accrual. First and last pay periods are posted manually by the Accountant.
- As required:
 - Office Manager completes new hire reporting (VDOL, W4s, INS, benefits as applicable).
 - Accountant, or as appropriate ADP, completes quarterly reports, taxes and W-2's.

Credit Card

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 Office Manager.
- Receipts are stamped (similar to bills), marked with billing codes/accounts, and approved by Executive Director, or in the case of Executive Director, are provided to the Chair or Secretary/Treasurer.
- Receipts are scanned to Accountant to be entered into QB.
- Accountant reconciles credit card statements prior to payment being authorized or initiating invoicing process.
- Executive Director reviews and approves the credit card reconciliation and authorizes payment.

Petty Cash

CVRPC does not maintain petty cash.

Financial System Security

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

- Administrative full access with permission to make user changes (Executive Director, Accountant)
- Full access, without the ability to grant permissions (Executive Director, Accountant)
- View and print access (All Staff)
- View access for account balance and statement (All Staff)
- Weekly timesheet (All Staff)

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

- Personnel files (Executive Director)
- Financial files (Executive Director, Office Manager, Accountant)
- Lock box (Executive Director, Office Manager)

Employee Use of Credit Cards or Charge Accounts Policy and Procedure (adopted 09/04/18)

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 Office Manager.
- Receipts are stamped (similar to bills), marked with billing codes/accounts, and approved by Executive Director, or in the case of Executive Director, are provided to the Chair or Secretary/Treasurer.
- Receipts are entered into QB by Accountant.
- Accountant reconciles credit card statements prior to payment being authorized 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 **award and sign contracts or accept and sign grant agreements** that are less than \$25,000. **The Executive Director is authorized to sign amendments to contracts or grants that do not change the dollar value of the agreement regardless of total dollar value or impacts on scope.**

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

<i>Duty</i>	<i>Meeting Minutes</i>
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
Authorized 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-grantee/contractor invoices. Payments to such sub-grantees/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 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.



MEMO

Date: August 30, 2024
 To: Executive Committee
 From: Christian Meyer, Executive Director
 Re: Project Manager Description

☒ **ACTION REQUESTED:** *move* to amend the CVRPC Personnel Policy to include a Project Manager Position with the proposed job description and proposed wage range.

CVRPC was awarded a VTrans Transportation Alternatives grant to conduct a corridor study along Route 100 and 100B through the Mad River Valley to develop a preferred alignment for a multi-use bike path. The local match for this grant is being provided by the towns of Fayston, Warren, Waitsfield and Moretown. The application and delivery process for this study was conceived with significant engagement and coordination with the Mad River Path, a local non-profit. This included a line item in the project budget for \$10,000 for the Mad River Path to conduct meeting facilitation and public outreach.

However, in the course of completing the contracts with VTrans, it was advised that the only manner to directly employ Mad River Path would be to hire them as a member of CVRPC Staff. This is a tool many municipalities have used in the past.

For this to be an option, CVRPC needs to amend its personnel policy to add a temporary project manager. In developing the job description, I have tried to leave it flexible so that it could be used for other situations where a limited duration, experienced project manager is needed.

Please find attached the proposed job description. The hourly salary range is posed below.

Job Title	Minimum	Mid-Point	Maximum
Project Manager	\$30.00/hour	\$37.50/hour	\$45.00/hour

CENTRAL VERMONT REGIONAL PLANNING COMMISSION**PROJECT MANAGER****Job Description****GENERAL DESCRIPTION**

The Project Manager is a project specific position for senior or experienced project managers. The length of the employment, hours per week, expected tasks, amount of supervision, and areas of specialization vary with each position and project. The position will include worker's compensation coverage. The position may not include any other benefits.

Work may be required throughout the region and attendance at evening meetings may be required.

MAJOR AREAS OF WORK

Major areas of work will vary among Project Managers. Major areas of work are assigned prior to the hiring/promotion process and the position reports directly to the executive director. Initial areas of work will be documented in an employment offer or employee promotion letter. Major area(s) of work will also be included as an attachment to the job description in an employee's personnel file.

The Commission may modify or add to major areas of work and/or may assign special projects or duties outside major areas based on its needs. Special projects and duties outside major areas of work typically would constitute no more than 25% of the Project Manager's workload.

CHARACTERISTIC DUTIES

- Perform and manage complex and sensitive professional planning projects, research, and analysis.
- Administer project-specific budgets and workplans; monitor and control expenditures; insure deliverables meet deadlines.
- Lead communication with project stakeholders and the general public
- Ensure projects align with State and Federal regulations and policies
- Plan and facilitate public meetings
- Manage project budget and resources
- Collect and document in-kind project match
- Prepare RFPs/RFQs and
- Prepare scopes of work
- Manage projects from planning studies through design and project construction.

TYPICAL SKILLS AND KNOWLEDGE

- Strong written and oral communication skills.
- Motivated self-starter able to work independently.
- Ability to work effectively in a diverse team of municipal and regional stakeholders.
- Experience with VTrans MAB Project Development Process (preferred)

MINIMUM QUALIFICATIONS

- Demonstrated success managing projects funded with federal, state, or municipal grants.
- 7+ years of project management experience.
- The employee must be flexible in their scheduling and have their own means of transportation.
- Must be a U.S. citizen or otherwise lawfully authorized to work in the United States.

Adopted: xx/xx/xx



MEMO

Date: August 30, 2024
To: Executive Committee
From: Christian Meyer, Executive Director
Re: FY26 Municipal Dues

☒ ACTION REQUESTED: Recommend to the Board of Commissioners that that CVRPC increase its municipal dues assessment rate from \$1.33 per capita to \$1.38 per capita for Fiscal Year 2026.

Municipal dues are a critical part of how CVRPC funds its operations, matches other grants, provides professional staff development, and maintains its offices space. As such, dues are essential to ensuring municipalities can rely on our services and reach into our staff pool for support. Municipalities invested \$86,985 for FY25 dues, to leverage over \$3-million in services from CVRPC. Municipal dues are one of only two flexible sources of funds that the CVRPC receives, the other being the regional planning funds provided by the Vermont Legislature.

The current assessment rate of \$1.33 was set in FY23. In FY24 and FY25 staff recommended holding rates steady despite rising wages, benefits costs, and the costs of supplies and subscriptions. This was possible as the organization went through staff transitions and had available funds to absorb these rising costs. CVRPC is now fully staffed and investing in training new staff and updating needed equipment. Staff believe this 3.9% increase in dues will be necessary to again fully leverage funding opportunities, meet the goals for contributing to the agencies reserves, and cover all increases to costs that cannot be assigned to other state or federal funding sources.

How are municipal dues used?

Municipal dues are used to match grants, make up shortfalls or reductions in grants and contracts, and help support ongoing operations and maintenance of a professional staff. State officials and legislators look to municipal assessments (the rate and the overall participation by municipalities) as one indicator of a regional planning commission's success.

How was the recommended rate developed?

The Executive Director assesses potential budgetary needs. Factors considered include overall budget, dues as a percentage of budget (buying power of municipal dues), cash and in-kind match needs, projected municipal service needs over the next 2-3 years, and potential future needs of the Commission.

Wages and benefits are CVRPC's primary cost followed by consultant costs. The cost of each of these three categories has increased in recent years. Additionally, major pieces of our IT platform have been replaced and additional investments are being made in our office space to accommodate a larger staff. Many of CVRPC's subscriptions and memberships can only be paid from municipal dues – the costs of which have all increased with inflation.

Low, medium and high increases to the base rate were calculated for the Executive Committee to consider. Staff is recommending a medium increase of 3.9%.

The Executive Committee is ultimately responsible for choosing and recommending a rate to the Board.

How will the dues change for my municipality?

Municipality	2020 US Census	FY 25 Dues at \$1.33	Maintain	Increase 1.6%	RECOMMENDED	Increase 5%	\$ Change \$1.33→\$1.38
			FY 26	FY 26	FY 26	FY 26	
			Dues at \$1.33	Dues at \$1.35	Dues at \$1.38	Dues at \$1.40	
Barre City	8,491	\$11,293.03	\$11,293.03	\$ 11,462.85	\$11,717.58	\$11,887.40	\$424.55
Barre Town	7,923	\$10,537.59	\$10,537.59	\$ 10,696.05	\$10,933.74	\$11,092.20	\$396.15
Berlin	2,849	\$3,789.17	\$3,789.17	\$ 3,846.15	\$3,931.62	\$3,988.60	\$142.45
Cabot	1,443	\$1,919.19	\$1,919.19	\$ 1,948.05	\$1,991.34	\$2,020.20	\$72.15
Calais	1,661	\$2,209.13	\$2,209.13	\$ 2,242.35	\$2,292.18	\$2,325.40	\$83.05
Duxbury	1,413	\$1,879.29	\$1,879.29	\$ 1,907.55	\$1,949.94	\$1,978.20	\$70.65
East Montpelier	2,598	\$3,455.34	\$3,455.34	\$ 3,507.30	\$3,585.24	\$3,637.20	\$129.90
Fayston	1,364	\$1,814.12	\$1,814.12	\$ 1,841.40	\$1,882.32	\$1,909.60	\$68.20
Marshfield	1,583	\$2,105.39	\$2,105.39	\$ 2,137.05	\$2,184.54	\$2,216.20	\$79.15
Middlesex	1,779	\$2,366.07	\$2,366.07	\$ 2,401.65	\$2,455.02	\$2,490.60	\$88.95
Montpelier	8,074	\$10,738.42	\$10,738.42	\$ 10,899.90	\$11,142.12	\$11,303.60	\$403.70
Moretown	1,753	\$2,331.49	\$2,331.49	\$ 2,366.55	\$2,419.14	\$2,454.20	\$87.65
Northfield	5,918	\$7,870.94	\$7,870.94	\$ 7,989.30	\$8,166.84	\$8,285.20	\$295.90
Orange	1,048	\$1,393.84	\$1,393.84	\$ 1,414.80	\$1,446.24	\$1,467.20	\$52.40
Plainfield	1,236	\$1,643.88	\$1,643.88	\$ 1,668.60	\$1,705.68	\$1,730.40	\$61.80
Roxbury	678	\$901.74	\$901.74	\$ 915.30	\$935.64	\$949.20	\$33.90
Waitsfield	1,844	\$2,452.52	\$2,452.52	\$ 2,489.40	\$2,544.72	\$2,581.60	\$92.20
Warren	1,977	\$2,629.41	\$2,629.41	\$ 2,668.95	\$2,728.26	\$2,767.80	\$98.85
Washington	1,032	\$1,372.56	\$1,372.56	\$ 1,393.20	\$1,424.16	\$1,444.80	\$51.60
Waterbury	5,331	\$7,090.23	\$7,090.23	\$ 7,196.85	\$7,356.78	\$7,463.40	\$266.55
Williamstown	3,515	\$4,674.95	\$4,674.95	\$ 4,745.25	\$4,850.70	\$4,921.00	\$175.75
Woodbury	928	\$1,234.24	\$1,234.24	\$ 1,252.80	\$1,280.64	\$1,299.20	\$46.40
Worcester	964	\$1,282.12	\$1,282.12	\$ 1,301.40	\$1,330.32	\$1,349.60	\$48.20
Region	65,402	\$86,984.66	\$86,984.66	\$ 88,292.70	\$90,254.76	\$91,562.80	\$90,254.76

Vermont RPC Municipal Dues Rates and Structures

The Executive Committee customarily requests information about how CVRPC's activities compare to its peers. The table below reflects how CVRPC's **current** dues compare to other RPCs. The data is sorted by Per Capita Equivalent to assist with comparisons.

RPC	Population	Data Source	\$ Raised from Dues	# of Municipalities	Dues as % of Total Revenue	Calculation Method	Per Capita Equivalent ¹	Notes
Bennington	37,701	US Census	\$102,686	17	6%	Population: 0-250 = \$2,000; 251-500 = \$3,000; 501-1,000 = \$4,000; 1,001-2,000 = \$5,000; 2,001-3,000 = \$6,000; 3,001-4,000 = \$7,000; 4,001-5,000 = \$8,000; Over 5,000 = \$8,000 + (Population-5,000) * 3	\$2.72	FY22 rate
Windham	45,044	US Census	\$123,365	27	5%	\$2.74 per capita - minimum \$250 (5% increase in FY24)	\$2.74	FY24 rate
TRORC	57,116	US Census	\$90,243	30	<3%	\$1.70 per capita	\$1.70	FY24 rate
Chittenden	168,323	US Census	\$263,070	18	<3%	Pro-rated based on municipal share of the county Equalized Education Grand List (EEGL) value	\$1.57	FY25 rate
Mt Ascutney	24,711	US Census	\$34,804	10	<2%	\$1.40 per capita	\$1.40	FY25 rate
Addison	33,517	US Census	\$45,000	21	<2%	\$1.35 per capita, minus group quarters	\$1.34	FY25 rate
Central	65,402	US Census	\$86,985	23	3%	\$1.33 per capita	\$1.33	FY25 rate
Northwest	57,239	US Census	\$68,389	22	<2%	\$1.19 per capita; annual change based on employer cost price index	\$1.19	FY24 rate
Lamoille	24,475	US Census	\$20,000 - \$30,000 over 4 years	10	~3%	Pro-rated 60/40, most recent Census population and equalized grand list value; towns only, not villages	\$0.82 - \$1.22 over 4 years	FY24 rate – FY28
NVDA	62,438	US Census	\$52,270	50	<3%	minimum dues of \$500 (few do pay \$100); \$3,500 cap	\$0.84	FY25 rate
Rutland	61,642	US Census	\$27,000	27	<2%	\$1,000/year per municipality	\$0.44	FY25 rate

¹Amount Raised by Dues divided by Population

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Executive Committee Meeting
DRAFT MINUTES
August 5, 2024 Meeting

Present:

<input checked="" type="checkbox"/> Peter Carbee	<input type="checkbox"/> Paula Emery	<input checked="" type="checkbox"/> Michael Gray
<input checked="" type="checkbox"/> Lee Cattaneo	<input type="checkbox"/> Alexis Leacock	<input checked="" type="checkbox"/> Janet Shatney
<input checked="" type="checkbox"/> Jerry D'Amico		

Staff: Christian Meyer, Nancy Chartrand

Guest: Ahsan Ijaz, Ijaz Group

Call to Order: Chair D'Amico called the meeting to order at 4:01 pm

Adjustments to the Agenda: Chair D'Amico noted he would like to discuss adding an agenda item for Commissioner input or roundtable

Public Comment: None

Financial Report

Ahsan Ijaz reviewed the financial statement as provided with the meeting materials on the website. There was discussion related to indirect costs, an inquiry addressed related to interest expense and the aging receivables summary for Barre City LHMP.

Peter Carbee moved to accept the unaudited June financial report, seconded by Janet Shatney. The motion carried 5-0.

Contract/Agreement Authorization

Christian Meyer provided a brief overview of all contracts outlined. There was discussion related to the CVTA contract and whether or not to extend only to 2025, or to sign an amendment that states the contract will renew annually.

Town of Berlin – Local Hazard Mitigation Plan

Janet Shatney moved to authorize the executive director to sign the contract, seconded by Michael Gray. The motion carried 5-0.

CVTA Amendment of Administrative Services

Janet Shatney moved to authorize the executive director to sign the amendment with Cross Vermont Trail as outlined on page 11 of the contract packet, seconded by Michael Gray. The motion carried 5-0.

Central Vermont Solid Waste Management District Brownfields Phase II – Weston & Sampson

Peter Carbee moved to authorize the executive director to sign the contract with Central Vermont Solid Waste Management District, Janet Shatney clarified the contract was with Weston Sampson, which was confirmed. Janet Shatney seconded the motion amended to Weston Sampson. The motion carried 5-0.

Chittenden County Regional Planning Commission – Hunting River Select Reaches – Project Development

Michael Gray moved to authorize the executive director to sign an addendum to the master agreement with CCRPC. Peter Carbee seconded the motion. The motion carried 5-0.

1 **Meeting Minutes – 7/1/24**

2 *Lee Cattaneo moved to accept the meeting minutes from 7/1/24, seconded by Michael Gray. The motion*
3 *carried 5-0.*

4
5 **Presentation on Updates to Energy Policies**

6 Christian provided an overview of the information outlined in the packet. He noted he had a meeting
7 with Gerry D’Amico, Board Chair; Alice Peal, Regional Plan Committee Chair; and John Brabant regarding
8 concerns that John raised at the recent Board meeting related to updates to the Energy Plan. He noted
9 there were two goals in mind: 1) whether or not an August Board meeting is necessary; and 2) providing
10 the Executive Committee with an overview of the type of changes that appear in the current energy
11 plan.

12
13 Christian noted a specific siting requirement as related to hub height restriction of wind turbines was
14 left out of the Energy Plan (page 7 in packet). The former plan had this restriction to limit industrial
15 scale wind in Central Vermont. It was noted that in the short term, the language that was removed is
16 not what is keeping industrial wind out of Central Vermont, the State has some very rigorous
17 requirements that it places on wind generation. He doesn’t believe the region is open to a large-scale
18 development that we don’t want, but does believe we should consider it in the future as a Commission.

19
20 Do we want to begin the process of discussing with the Board an amendment of our current plan to add
21 this language back in. When this was discussed with Alice and John they were okay with waiting until
22 September to have this conversation with the full Board.

23
24 Christian also noted that all chapters of the Regional Plan Update will be presented in a similar format as
25 provided in today’s meeting packet so that it is very clear where new language is coming into the new
26 plan.

27
28 It was noted we are not restricting all wind, just the scale of wind. Discussion ensued related to
29 potential aeronautical hazards and getting comment from the Agency of Transportation. There was also
30 discussion related to the time it will take to finalize the current Regional Plan update that is ongoing.
31 Christian noted he expected it would be at least a year before we begin our adoption process as the
32 pace has been deliberately slowed to allow each chapter to be reviewed in more depth by the Regional
33 Plan Committee. He also noted that the Future Land Use Map that we must adopt as a region by
34 January 2026, which impacts municipalities, Act 250 and state designations will require significant public
35 outreach with each municipality to ensure our plan and their local plan are both working in the same
36 direction. This may also potentially slow the pace to allow for a robust public outreach process. There
37 was also discussion to how much amendment should we do to current plan before we go through the
38 final adoption process. Also discussed was the effort municipalities should be putting into their current
39 municipal plan updates while issues at regional and state level are getting resolved.

40
41 There was also discussion on the follow-up with the open meeting law complainant. Christian has been
42 in communication with her, in addition a letter was sent on behalf of the Board, a copy of which will be
43 included in the next Board meeting packet.

44
45 It was confirmed the only siting language that was changed was around the hub height, not other
46 development.

47
48 It was confirmed that a meeting would not be held August, but this item would be part of the
49 September Board meeting agenda.

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Commission Meeting Agenda

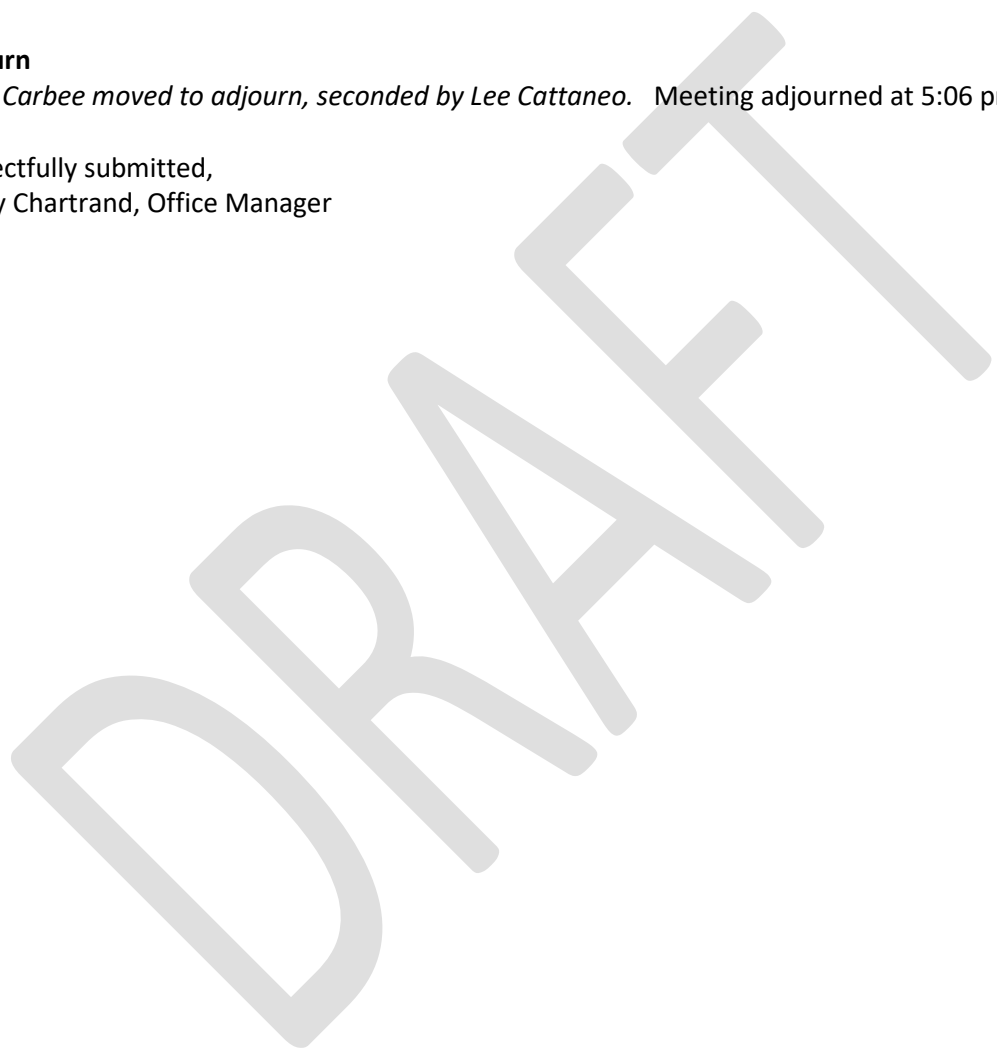
As noted above, it was determined that there will no meeting in August. An agenda for September will be approved at the next Executive Committee meeting.

Chair D’Amico inquired the status of the purchase of a brick for Steve Lotspeich, which Nancy confirmed has been completed; and the potential of a scholarship fund, which Nancy advised research is still pending. Further discussion ensued about adding a Round Table item at the end of each Executive Committee meeting agenda. There was also discussion about ensuring our language in public notices is very clear in the future.

Adjourn

Peter Carbee moved to adjourn, seconded by Lee Cattaneo. Meeting adjourned at 5:06 pm.

Respectfully submitted,
Nancy Chartrand, Office Manager





BOARD OF COMMISSIONERS

September 10, 2024 at 6:30 pm

29 Main Street, Suite 4, Montpelier Vermont

Hybrid Meeting with Remote Participation via Zoom¹

<https://us02web.zoom.us/j/81136818419?pwd=dDFDbDhrTm56TUNQUlp3WEorYzRZZz09>

One tap mobile: +19294362866,,81136818419#,,,,*722490# US (New York)

Dial in via phone: 1-929-436-2866 • Meeting ID: 811 3681 8419 • Passcode: 722490

Or find your local number: <https://us02web.zoom.us/u/kcjBhi3bIX>

Download the app at least 5 minutes before the meeting starts: <https://zoom.us/download>

Page **AGENDA**

6:30² Introductions

Adjustments to the Agenda

Public Comments

6:35 Open Meeting Law Follow-Up (enclosed)

6:40 Readopted Energy Element Crosswalk

7:00 Regional Plan Chapter Review – Economy (enclosed)

7:40 Programs Update (MERP, GMT, Flood Prevention Group) (enclosed)

7:50 Minutes 07/09/24 & 07/18/24 (Action - enclosed)³

7:55 Reports (Action - enclosed)³

Update/questions on Staff and Committee Reports

8:00 Adjourn

Next Meeting: October 8, 2024

¹ Persons with disabilities who require assistance or alternate 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.

² Times are approximate unless otherwise advertised.

³ Anticipated action item.