



## **Agenda**

### **Executive Committee**

**Wednesday, November 7, 2018 – 5:45 p.m.**

**Small Conference Room, CCRPC Offices**

**110 West Canal Street, Suite 202, Winooski, VT**

1. Changes to the Agenda, Members' Items
2. Approval of October 3, 2018 Executive Committee Minutes\* (Action)
3. Act 250 & Sec 248 Applications
  - a. BlackRock Construction – Northridge Development; Williston; #4C1315\*
4. FY18 Draft Audit Report\* - Fred Duplessis, Sullivan Powers (Action)
5. Personnel Policy Update – Business Office Associate\* (Action)
6. Chair/Executive Director Report (Discussion)
  - a. UPWP Guidance update
  - b. Legislative Breakfast topics
7. Review Agenda for November 28, 2018 Board Meeting\* (Discussion)
8. Other Business (Discussion)
9. Executive Session – none anticipated (Action)
10. Adjournment (Action)

\*Attachments

**NEXT MEETING – Executive Committee – Wed. December 5, 2018; 5:45 p.m.**

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION  
EXECUTIVE COMMITTEE MEETING  
DRAFT MINUTES

DATE: Wednesday, October 3, 2018  
TIME: 5:45 p.m.  
PLACE: CCRPC offices; 110 W. Canal Street, Suite 202; Winooski, VT 05404  
PRESENT: Chris Roy, Chair Mike O'Brien, Vice-Chair  
John Zicconi, Secretary-Treasurer Barbara Elliott, At-Large  
Catherine McMains, At-Large Andy Montroll, Immediate Past Chair  
Staff: Charlie Baker, Executive Director Eleni Churchill, Trans. Program Manager  
Forest Cohen, Sr. Business Mgr. Bernadette Ferenc, Trans. Business Mgr.

The meeting was called to order at 5:46 p.m. by the Chair, Chris Roy.

1. Changes to the Agenda, Members' Items. Charlie asked that Item 7 (transportation performance measures) be moved up on the agenda prior to Item 3, as Eleni has to leave early.

2. Approval of August 29, 2018 Joint Executive & Finance Committee Minutes. MIKE O'BRIEN MADE A MOTION TO APPROVE THE FINANCE COMMITTEE PORTION OF THE MINUTES. JOHN ZICCONI SECONDED AND THE MOTION CARRIED UNANIMOUSLY.

Catherine McMains noted a correction on Page 1, line 23 to change "and" to "an." Barbara Elliott asked for clarification of a long sentence on page 3, line 37. It will be changed to read "There is a requirement to coordinate with VTrans on the development of the targets and also include performance measures and adopted targets in the MTP and TIP. Performance measures and adopted targets will be included in a separate document that will be referenced in any future MTP and TIP document." MIKE O'BRIEN MADE A MOTION, SECONDED BY CATHERINE MCMAINS, TO APPROVE THE AUGUST 29, 2018 EXECUTIVE COMMITTEE MEETING MINUTES AS CORRECTED. MOTION CARRIED UNANIMOUSLY.

7. Transportation Performance Measures. Eleni Churchill noted that she gave the TAC the same presentation board members received at the September meeting. The TAC voted to recommend the State targets for all measures. BARBARA ELLIOTT MADE A MOTION, SECONDED BY ANDY MONTROLL, THAT THE EXECUTIVE COMMITTEE RECOMMENDS THAT THE CCRPC BOARD AGREE TO THE STATEWIDE TARGETS FOR ALL PERFORMANCE MEASURES UNDER THE NHS INFRASTRUCTURE CONDITIONS, NHS TIME TRAVEL RELIABILITY, AND INTERSTATE FREIGHT MOVEMENT CATEGORIES. MOTION CARRIED UNANIMOUSLY.

3. Act 250 & Sec. 248 Applications.

a. Ratify – UVM PFG Complex, Burlington (Case #4CO348-7). Charlie noted that this letter has been sent after review by the Executive Committee via email. BARBARA ELLIOTT MADE A MOTION, SECONDED BY ANDY MONTROLL, TO RATIFY THE LETTER TO THE DISTRICT #4 COORDINATOR. MOTION CARRIED UNANIMOUSLY.

b. Clearview Estates; Milton, Application #4C1117R-2). Charlie noted that this is a project described as Phase III of Clearview Estates including the creation of 21 lots and 41 residential units comprised of a mixture of single family and two-family structure units. It's located off Westford Road in Milton. Charlie noted that he has asked Emily to amend line 4 of the letter to insert "District" Commission so as not be confused with CCRPC. We don't have a problem with the project. A brief discussion about the scope of the hearing being limited to 9B (primary

1 agricultural soils) and that the applicant has not yet sought approval from the Town. Chris Roy  
2 noted that it's not unusual for a developer to present preliminary plans on a particular criterion  
3 before completing the design. JOHN ZICCONI MADE A MOTION, SECONDED BY MIKE O'BRIEN,  
4 TO APPROVE THE LETTER TO THE ACT 250 COORDINATOR. MOTION CARRIED UNANIMOUSLY.  
5

6 4. FY 20 Municipal Dues. Forest Cohen noted that Table 1 had not been included in the printed version  
7 of the meeting packet, so we distributed it. He asked members if they are satisfied with the way we  
8 distribute the dues based on the Equalized Education Grand List (EEGL). Members are comfortable with  
9 it. We have not had a dues increase since FY15 and staff is proposing an increase for FY20 of 2.3% which  
10 is based on the Employment Cost Index (ECI) for State and Local Government Employee Compensation.  
11 Table 1 shows the increase of \$5,630 overall and how it would affect each municipality. The new total  
12 would be \$250,400. Table 2 shows what the distribution would be with no increase. As noted  
13 previously, the dollars vary each year for each municipality because of changes in the EEGL. Members  
14 agreed that the increase seems reasonable. JOHN ZICCONI MADE A MOTION, SECONDED BY BARBARA  
15 ELLIOTT, TO RECOMMEND THE BOARD INCREASE THE ANNUAL DUES BY 2.3% FOR FY20. MOTION  
16 CARRIED UNANIMOUSLY.  
17

18 5. Administrative and Operating Policies and Procedures Amendment. Forest Cohen reviewed the  
19 memo. Part of our Procurement Policy includes a rule about micro-purchases. This includes supplies or  
20 services that don't exceed a certain dollar threshold based on what is set in federal law. The State of  
21 Vermont does not have a micro-purchase policy. Right now our policy states a \$3,000 limit. The federal  
22 law has changed several times and may be increased to \$10,000. Staff is proposing that rather than  
23 including a dollar amount we revise our micro-purchase policy to say "as defined by federal statute."  
24 After a brief discussion, it was agreed that "statute" should be "law." And that we should delete the  
25 reference to the \$3,000 limit in the first paragraph as well. MIKE O'BRIEN MADE A MOTION, SECONDED  
26 BY JOHN ZICCONI, TO APPROVE THIS AMENDMENT INCLUDING THE TWO CHANGES DISCUSSED.  
27 MOTION CARRIED UNANIMOUSLY.  
28

29 6. Winooski Tactical Basin Plan Comment Letter. Charlie distributed a slightly revised letter which  
30 incorporates some minor changes that the CWAC made yesterday. John Zicconi asked that next time we  
31 present a revised document, that it include tracked changes so we know what changed. Charlie said  
32 there was some clean up language. Andy Montroll noted that the paragraph on page 5 that begins with  
33 "similarly..." added language in the last sentence regarding brownfields. John Zicconi said we're asking  
34 them to lay off housing and focus on farmers. Charlie suggested that rather than spend millions of  
35 dollars on wastewater treatment upgrades that has a lower return on dollar spent, wouldn't it be more  
36 beneficial to spend the money on other areas to get to clean water sooner. There would still be a cost  
37 to our urban residents, but we would make faster progress towards clean water. It was noted that there  
38 is no priority list of projects and it should have more language to define how we spend the limited  
39 dollars. The basin program is still in its infancy and we don't have data on every project to be able to  
40 make better decisions. Catherine asked if it's possible to determine how much phosphorus comes from  
41 a particular farm? Charlie said there is modelling of general locations where more phosphorus may be  
42 coming from, but not individual properties. There are formulas developed to show if you put in a 300-  
43 foot buffer, you should be reducing phosphorus by so much. Discussion ensued about homeowners  
44 paying fees to upgrade wastewater treatment plants when we could spend less on farmland and have  
45 greater results in phosphorus reduction. CATHERINE MCMAINS MADE A MOTION, SECONDED BY  
46 BARBARA ELLIOTT, TO RECOMMEND APPROVAL OF THE LETTER TO THE BOARD. MOTION CARRIED  
47 UNANIMOUSLY.

8. Chair/Executive Director's Report.

- a. CWAC membership guidelines. Charlie said the CWAC tabled action as several vocal members were not in attendance. When asked if representatives from the three watershed groups attended, Charlie noted that the conservation district attended and Marty Illick was there, although she was representing Charlotte and not Lewis Creek Association.
- b. Governor's Cabinet for a Day. Members of the Governor's cabinet visited Chittenden County last Wednesday. Winooski had a presentation on Main Street and another event on Opportunity Zones in the evening. There was a tour of Market Street in South Burlington. Sec. Joe Flynn met with Charlie and Eleni; and Sec. Tierney met with staff that afternoon. There was some good conversation.
- c. Legislative Breakfast Topics. Charlie noted that we have scheduled the breakfast for Tuesday, December 11<sup>th</sup> from 7:30 – 9:00 a.m. He's been thinking about topics for that event. 1) Perhaps more water quality conversation about funding and prioritization. There have been spending \$15M a year on bonding capacity which will come to an end in 2020. 2) Commission on Act 250 is coming up with recommendations, but we haven't seen them yet; 3) VTrans is going to present legislation around electric vehicles and autonomous vehicles. John said VTrans is considering using Vermont as a test ground because of our terrain. Catherine said it was nice to see the State investing in more EV charging stations around the State.
- d. Building Homes Together. There will be a press conference on October 10<sup>th</sup> to present the latest results on how we're doing related to building more housing.
- e. CCRPC Lease. Charlie noted that our lease expires in May 2019 – we'll have been here ten years. We did have a broker look at 25 different properties that meet the square footage, but at this point it didn't look that there was comparable space the was near town center, transit and had parking. Unless the Executive Committee feels differently, he would like to negotiate a lease with Redstone to stay here. The Executive Committee concurred.
- f. Personnel update. Our finance assistant, Michelle Thibault has resigned to take a full-time position. We are looking to replace that part-time position with a full-time position that could incorporate more of the duties currently done by Bernie, as she prepares to retire next year. We are looking at a different staff position – such as Business Office Administrator. Charlie asked members if they had any objections to our beginning to advertise at the end of October before we have a job description approved by the Executive Committee. Members were okay with that. He noted that we might end up spending a little more on those salaries this fiscal year, but probably spend less in the next fiscal year. We'd like to get someone on board in January. Members agreed. (John Zicconi left the meeting.)

9. Review Agenda for October 17, 2018 Board Meeting. Since the CWAC tabled action on the guidelines, we will remove that from the agenda. Since we have our consultant coming to report on the Transportation Survey, we will move that item up to after approval of the minutes; and move the Transportation Performance Measures to come right after that. Charlie has heard from a few board members who would like to serve on the Act 250 Ad Hoc Committee. Andy indicated it would serve if we needed someone else.

10. Other Business. There was no other business.

11. Executive Session. There was none needed.

12. Adjournment. BARBARA ELLIOTT MADE A MOTION, SECONDED BY ANDY MONTROLL, TO ADJOURN THE MEETING AT 6:50 P.M. MOTION CARRIED UNANIMOUSLY.

- 1
- 2 Respectfully submitted,
- 3 Bernadette Ferenc

DRAFT

**November 8, 2018 DRAFT**

Rachel Lomonaco  
District #4 Coordinator  
111 West Street  
Essex Junction, VT 05452

RE: Northridge Williston Development; Williston; Application #4C1315

Dear Ms. Monaghan:

The Chittenden County Regional Planning Commission's Staff and Executive Committee have reviewed this Act 250 application for a Project described as the creation of the North Ridge Development consisting of 26 lots, construction of 39 residential units consisting of a mix of single-family homes, carriage homes, duplexes and triplexes, and construction of supporting roadway and utility infrastructure. The North Ridge Development will be completed in phases. Phase I will include the construction of 21 residential units, construction of supporting roadway and utility infrastructure, and a boundary line adjustment between Lot #115 and an existing right-of-way within the South Ridge Development. The project is located to the north of Metcalf Drive in Williston, Vermont. The Town of Williston Development Review Board has approved Phase I of this project. Future phases will be subject to additional review. **We offer the following comments:**

The project is located within the Suburban Planning Area as defined in the Chittenden County Regional Plan, entitled the *2018 Chittenden County ECOS Plan*. We find this project to be consistent with the Planning Areas for the following reasons:

1. The Suburban Planning Area is identified in the Plan as an area planned for growth, and therefore this project helps implement Strategy #2 of the Plan, which calls for 80% of new development in the areas planned for growth.
2. The project is served by municipal water and sewer.
3. The density and uses are consistent with the local regulations, as shown by the Williston Development Review Board's approval of Phase I of the project.

Therefore, we find this project to be in conformance with the Planning Areas of the *2018 Chittenden County Regional Plan*.

We also find that this project meets the requirements of Criterion 9(L). Though the project is not located in a state designated center or in an existing center as defined in 10 VSA §6001(16), the project makes efficient use of land, energy, roads and utilities. The project is located between two existing developments and has a compact, clustered form that preserves wetlands on the site. The project provides for access to existing roads and multiuse paths and is within the existing water and sewer service area. Finally, the project is purely residential.

The Traffic Impact Assessment dated 11/20/2017 conducted by Lamoureux & Dickinson Consulting Engineers, Inc. concludes that the proposed development will not create adverse traffic congestion or unsafe conditions on surrounding roads and intersections. We concur with these findings.

Due to the detailed level of development review in most Chittenden County municipalities and the environmental permit reviews at the Department of Environmental Conservation, CCRPC will give specific attention in its Act 250 reviews to the type of use and the Planning Areas section of the *2013 Chittenden County ECOS Plan*. While there

are many other topics covered in the *2013 Chittenden County ECOS Plan*, there has been significant analysis at the Regional level regarding transportation impacts. The CCRPC will also focus its attention on transportation, where appropriate, in accordance with the Metropolitan Transportation Plan, which is within the *2013 Chittenden County ECOS Plan*.

These comments are based on information currently available; we may have additional comments as the process continues. Please feel free to contact me should you have any questions.

Sincerely,

Charlie Baker  
Executive Director

Cc: CCRPC Board  
Certificate of Service

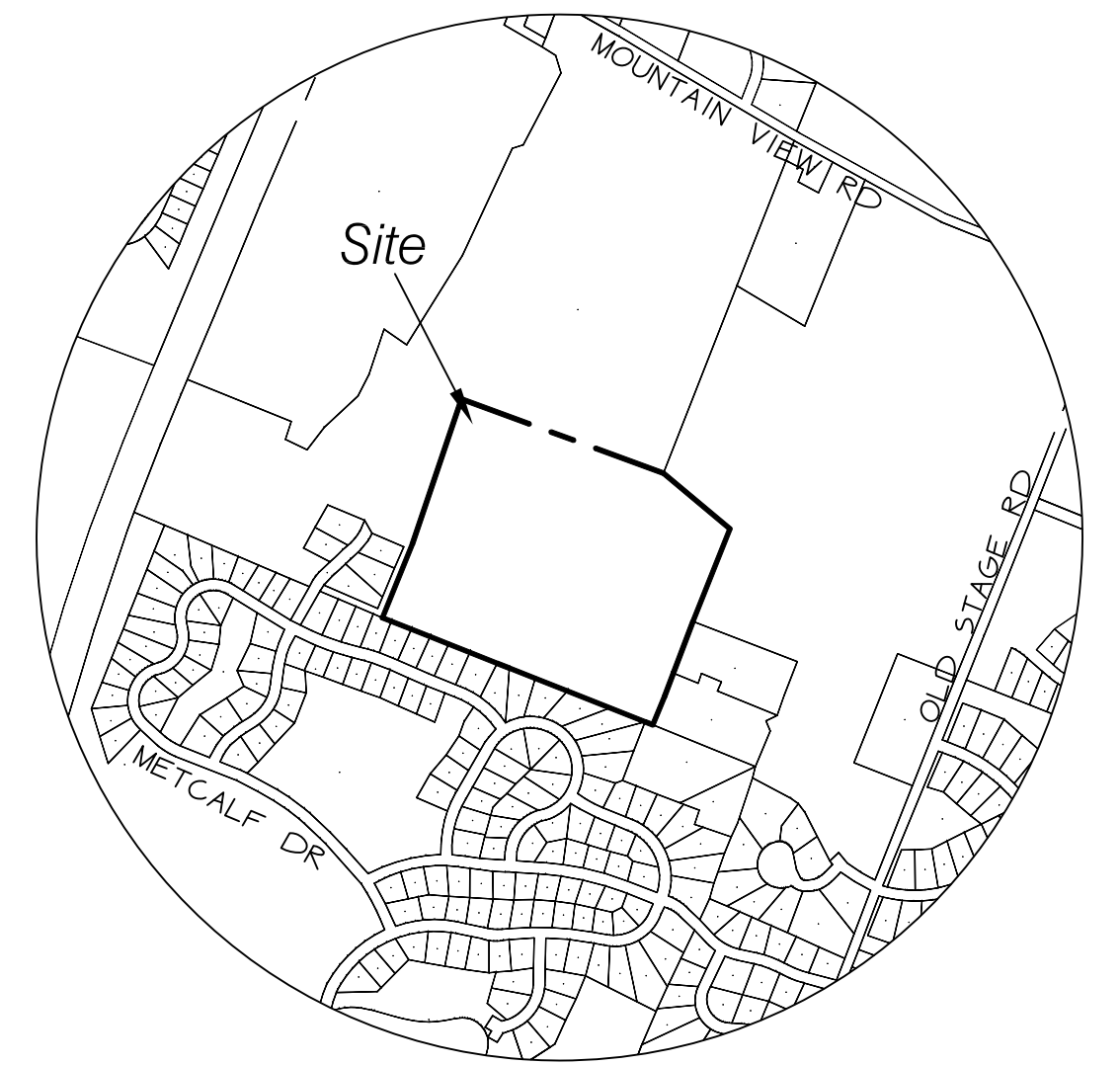
DRAFT



## Zoning Information

PARCEL INFO: NORTHDRIDGE DEVELOPMENT (44.62 ACRES)  
SPAN: 759-241-13036 AND 759-241-11419  
PARCEL #: 09-012-043-000 AND 09-080-102-000  
RESIDENTIAL ZONING DISTRICT (RZD)

PROPOSED:  
8 SINGLE FAMILY HOME LOTS  
13 MULTI/CONDOMINIUM UNITS



## Location Map

Scale: 1" = 1000'

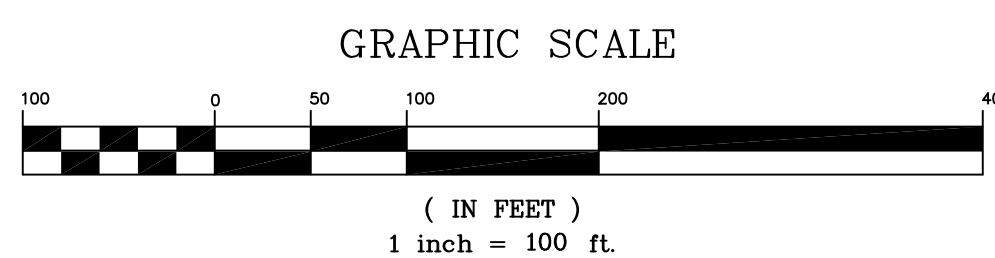
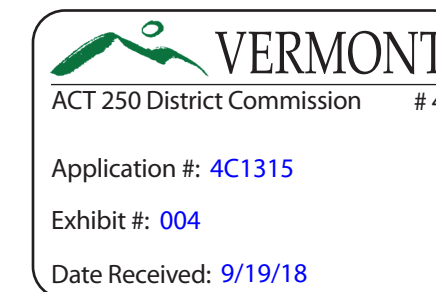
## Legend

- PROJECT BOUNDARY
  - PROPOSED PROPERTY LINE
  - OTHER PROPERTY LINE
  - SETBACK
  - SIDELINE OF EASEMENT
  - CONTOUR LINE (U.S.G.S. DATUM)
  - PROPOSED FINISH GRADE CONTOUR
  - EDGE OF WOODED AREA
  - EXISTING SEWERLINE
  - EXISTING WATERLINE
  - EXISTING NATURAL GASLINE
  - EXISTING/PROPOSED HYDRANT
  - SOIL TYPE + BOUNDARY
  - PROPOSED LIGHTS
  - RETAINING WALL
  - UNDERDRAIN
- ( NOTE : PROPOSED UTILITIES ARE SHOWN AS A SOLID LINE )

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SHEET 1	OVERALL SITE PLAN
SHEET 2	ORTHO PLAN
SHEET 3	INDEX SITE PLAN
SHEET 4	SITE PLAN A
SHEET 5	SITE PLAN B
SHEET 6	KADENCE ROAD PROFILE
SHEET 7	ZOEY DRIVE PROFILE
SHEET 8	ASHER CIRCLE PROFILE (1 OF 2)
SHEET 9	ASHER CIRCLE PROFILE (2 OF 2)
SHEET 10	ROADWAY + SIDEWALK DETAILS
SHEET 11	WATER + SEWER SYSTEM DETAILS
SHEET 12	STORMWATER MANAGEMENT DETAILS
SHEET 13	STORMWATER MANAGEMENT DETAILS
SHEET 14	ROAD SIGN + LIGHTING PLAN
SHEET 15	SPECIFICATIONS
SHEET 16	EROSION CONTROL - PRE CONSTRUCTION
SHEET 17	EROSION CONTROL - PHASE 1 CONSTRUCTION
SHEET 18	EROSION CONTROL - PHASE 2 CONSTRUCTION
SHEET 18A	EROSION CONTROL - STABILIZATION PLAN
SHEET 19	EROSION CONTROL - DETAILS
SHEET 20	CONSTRAINTS ANALYSIS
SHEET 21	ACCESS PLAN
SHEET 22	PRE-DEVELOPMENT STORMWATER PLAN
SHEET 23	POST-DEVELOPMENT STORMWATER PLAN
SHEET 24	POST-CONSTRUCTION SOILS PLAN
L-100	LANDSCAPE LAYOUT PLAN
L-101	LANDSCAPE PLAN - SOUTH
L-102	LANDSCAPE PLAN - NORTH
L-103	LANDSCAPE DETAILS
L-104	LANDSCAPE BUFFER LAYOUT PLAN
L-105	LANDSCAPE BUFFER DETAILS
L-106	LANDSCAPE BUFFER DETAILS
L-200	LANDSCAPE DETAILS
PL1	BOUNDARY LINE ADJUSTMENT
PL2	SUBDIVISION PLAT (1 OF 2)
PL3	SUBDIVISION PLAT (2 OF 2)

DP 17-01



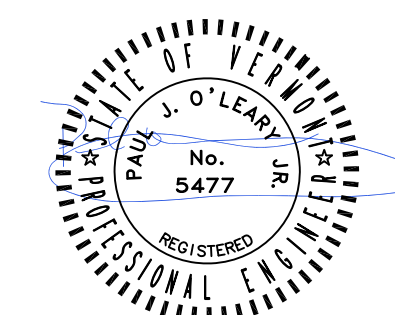
## Owner

JOHN EVANS  
1515 SPEAR STREET  
SOUTH BURLINGTON, VT 05403

## Applicant

BLACKROCK CONSTRUCTION, LLC  
68 RANDALL STREET  
SOUTH BURLINGTON, VT 05403

FUTURE LOTS AND DEVELOPMENT ARE  
SHOWN IN GRAY AND ARE SUBJECT TO  
FUTURE DRB REVIEW AND APPROVAL.



DATE: 8-28-18	REVISION: REVISED STORMWATER SYSTEM PER STATE COMMENTS RECEIVED VIA EMAIL DATED 8-23-18	BY: AJA
SURVEY: OBCA	RECORD DRAWING	DATE: 4-2-2018
DESIGN: OBCA	FINAL	DATE: 2015-08
DRAWN: GRT	DISCRETIONARY	FILE: 2015-08-S13
CHECKED: FJO	SKETCH/CONCEPT	PLAN SHEET #
SCALE: 1" = 100'		1

O'LEARY-BURKE  
CIVIL ASSOCIATES, PLLC

13 CORPORATE DRIVE  
ESSEX, VT 05732  
PHONE: 878-9880  
FAX: 878-9889  
E-MAIL: obc@olearyburke.com

Northridge Subdivision

100-Scale Overall Site Plan

(DATED)

Board of Directors  
Chittenden County Regional  
Planning Commission  
Winooski, Vermont 05404

We have audited the financial statements of the Chittenden County Regional Planning Commission as of and for the year ended June 30, 2018 and have issued our report thereon dated (DATED). We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in “Government Auditing Standards”, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

In planning and performing our audit of the financial statements, in accordance with auditing standards generally accepted in the United States of America, we considered the Chittenden County Regional Planning Commission’s internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Chittenden County Regional Planning Commission’s internal control. Accordingly, we do not express an opinion on the effectiveness of the Chittenden County Regional Planning Commission’s internal control.

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

Chittenden County Regional  
Planning Commission

-2-

(DATED)

Our consideration of internal control was for the limited purpose described in the second paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. In addition, because of inherent limitations in internal control, including the possibility of management override of controls, misstatements due to error or fraud may occur and not be detected by such controls. Given these limitations during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

However, we noted other matters during our audit as indicated in the accompanying Schedule of Recommendations that are opportunities for strengthening internal control and operating efficiency. We have discussed the recommendations with the staff during the course of fieldwork and some of the recommendations may have already been implemented

This communication is intended solely for the information and use of management, the Board of Directors and others within the Chittenden County Regional Planning Commission, and is not intended to be and should not be used by anyone other than these specified parties.

We would like to take this opportunity to thank the staff of the Chittenden County Regional Planning Commission for their assistance and cooperativeness throughout our audit. It has been a pleasure working with you.

Respectfully submitted,

SULLIVAN, POWERS & CO.  
Certified Public Accountants

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION  
SCHEDULE OF RECOMMENDATIONS  
JUNE 30, 2018

Spreadsheet Review

The Planning Commission utilizes several electronic spreadsheets as supporting documentation for general ledger reconciliations. The electronic spreadsheets are not reviewed for accuracy by a second person. It is important that all spreadsheets be reviewed so that errors can be detected and corrected in a timely manner.

We recommend that all electronic spreadsheets be reviewed for accuracy by a second person. This review should ensure that all formulas are correct.

Review of Transportation Billable Rates

The Planning Commission does not have a process in place to verify the billable rates used for the monthly transportation billing. The billable rates are developed by the Senior Business Manager and reported on each employee's timesheet. The rates are then reported by the Transportation Business Manager on the monthly billing reports to calculate the amount of billable salaries. There was an error in the amount of the billable rate for the summer interns. The rate that was used on the transportation billing report was the same as the prior year, rather than the correct rate that was to be reported for fiscal year 2018. This error resulted in the Planning Commission overbilling the grantor during fiscal year 2018 by approximately \$3,500. Subsequent to year end, the Planning Commission corrected the final billing to the grantor.

We recommend that the Planning Commission develop a process to ensure that the billable rates that are input on the monthly transportation billing are reviewed by a second individual and traced to the original approved rates as reported on the timesheets.

**CHITTENDEN COUNTY REGIONAL  
PLANNING COMMISSION**

**AUDIT REPORT AND REPORTS ON  
COMPLIANCE AND INTERNAL CONTROL**

**JUNE 30, 2018**

AUDIT REPORT  
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CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION **DRAFT**  
AUDIT REPORT  
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Independent Auditor's Report

Board of Directors  
Chittenden County Regional  
Planning Commission  
Winooski, Vermont 05404

**Report on the Financial Statements**

We have audited the accompanying financial statements of the Chittenden County Regional Planning Commission as of and for the year ended June 30, 2018 and the related notes to the financial statements, which collectively comprise the Chittenden County Regional Planning Commission's basic financial statements as listed in the table of contents.

**Management's Responsibility for the Financial Statements**

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

**Auditor's Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in "Government Auditing Standards", issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

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

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

### **Opinion**

In our opinion, the financial statements referred to previously present fairly, in all material respects, the respective financial position of the Chittenden County Regional Planning Commission as of June 30, 2018, and the respective changes in financial position and cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### **Other Matters – Required Supplemental Information**

Accounting principles generally accepted in the United States of America require that Management's Discussion and Analysis on pages 4 through 9, the Schedule of Proportionate Share of the Net Pension Liability on Schedule 1 and the Schedule of Contributions on Schedule 2 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

## **Other Matters - Other Information**

Our audit was conducted for the purpose of forming an opinion, on the financial statements that collectively comprise the Chittenden County Regional Planning Commission's basic financial statements. The accompanying financial information listed as Schedules 3 through 7 in the table of contents is presented for purposes of additional analysis and is not a required part of the basic financial statements. The Schedule of Expenditures of Federal Awards listed as Schedule 8 is presented for purposes of additional analysis as required by Title 2 U.S. Code of Federal Regulations (CFR) Part 200, "Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards" and is also not a required part of the basic financial statements.

Schedules 3 through 7 and the Schedule of Expenditures of Federal Awards are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, Schedules 3 through 7 and the Schedule of Expenditures of Federal Awards are fairly stated in all material respects in relation to the basic financial statements as a whole.

## **Other Reporting Required by "Government Auditing Standards"**

In accordance with "Government Auditing Standards", we have also issued our report dated (DATED) on our consideration of the Chittenden County Regional Planning Commission's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with "Government Auditing Standards" in considering Chittenden County Regional Planning Commission's internal control over financial reporting and compliance.

(DATED)  
Montpelier, Vermont  
VT Lic. #92-000180

## **The Financial Statements**

This section explains the general financial condition and results of operations of the Chittenden County Regional Planning Commission (CCRPC) for the fiscal year ended June 30, 2018 (FY 2018). Please read it in conjunction with the Commission's financial statements, which begin on page 10.

## **Chittenden County Regional Planning Commission**

The mission of the Chittenden County Regional Planning Commission is to act as the principal forum for planning, policy and community development in the region. We will do this by providing planning and technical assistance that meets the needs of our member municipalities and the public, while remaining consistent with our federal and state requirements. Our work will result in the development and implementation of plans that support sustainable development and improve the region's quality of life and environment.

The legal basis and powers for CCRPC serving as the region's regional planning commission stem from and are as stipulated in 24 V.S.A. § 4301 et seq., as amended, 24 V.S.A. § 4345 et seq. and such other laws as may be enacted by the General Assembly of the State of Vermont. The CCRPC was chartered by the municipalities of Chittenden County on May 2, 1966 with amendments to the original charter dated May 26, 1997 and September 28, 1998 and is funded in part through the State of Vermont property transfer tax as outlined in 24 V.S.A. § 4306(a). To the extent a conflict exists with a provision in Vermont statutes governing regional planning commissions, the Vermont statutes will control.

The CCRPC conducts Metropolitan Transportation Planning pursuant to 23 U.S.C. 134 and was designated by the Governor of Vermont on June 10, 1983 pursuant to Federal Highway Act of 1962, as amended (23 U.S.C. 101 et. seq.); the Urban Mass Transportation Act of 1964, as amended (49 U.S.C. 1601 et. seq.); and by agreements dated April 20, 1983 and January 28, 1998 to serve as the metropolitan planning organization (MPO).

## **Using These Financial Statements**

The Statement of Net Position and Statement of Revenues, Expenses, and Changes in Net Position (starting on page 10) provides information about the activities of the Commission as a whole. These statements include all assets, deferred outflows of resources, liabilities and deferred inflows of resources of CCRPC using the accrual basis of accounting, which is similar to the accounting used by most private-sector companies. All of the current year's revenue and expenses are taken into account regardless of when cash is received or paid.

Net position is the difference between assets, deferred outflows of resources, liabilities and deferred inflows of resources, one way to measure the financial health, or financial position, of CCRPC. Over time, increases or decreases in the CCRPC net position is one indicator of whether its financial health is improving or deteriorating. Other factors to consider are changes in the mix of grant and operating revenue.

### **Budget**

The CCRPC builds its annual budget on diverse sources of funding. Transportation funding is primarily federal (80%), including both Federal Highway Administration and Federal Transit Administration funds, so it is dependent on the Federal Transportation Bill for appropriations of planning funds. CCRPC receives 10% of matching funds for the majority of the federal transportation funds from the state, so it is dependent on actions of the Vermont legislature. The Commission receives dues from its member municipalities that in FY 2018 totaled \$244,770 as unrestricted revenue used to match projects and support basic operations. Locally specific projects are matched by the community (typically 20% matches); local match is generated by the local property tax.

The State of Vermont provides regional planning funding through an annual performance-based contract. These contract funds were \$388,379 in FY 2018. With these funds, the CCRPC carries out statutory duties as specified in an annual work program approved by CCRPC.

CCRPC also funds its operations through special purpose grants and service contracts for technical assistance, and there is some variability in these grant programs from year to year. These programs included the following in FY 2018: Brownfield grants funded by EPA, multiple water quality projects funded by Vermont Agency of Natural Resources, community health efforts funded by the Vermont Department of Health, and Emergency Management Performance Grants funded by Vermont Emergency Management and Homeland Security.

### **Pension Liability Note**

The Governmental Accounting Standards Board (GASB), which sets rules for Public Accounting, now requires that institutions like the CCRPC who participate in retirement plans like the Vermont Municipal Employee's Retirement System (VMERS) Defined Benefit plan (pension), carry potential liabilities within the retirement system on their books. FY 2015 was the first year CCRPC was required to show these figures on the balance sheet and report on these positions in the audit report. Note 10, Pension Plans, in the body of the audit report discusses this rule and its impact in some detail. It is important to understand that the actuarial assumptions detailed in the Note are from VMERS, not CCRPC or the auditors. Furthermore, CCRPC has no management control over potential future liabilities or assets resulting from actions by the VMERS Board.

The net of these asset and liability accounts, along with how the CCRPC contributes to their employees' retirement plans, produces an additional expense of \$100,322 of Other Expense, shown in Exhibit II, Changes in Net Position. This expense is not considered Operating as CCRPC has no control over the changes in this expense. It should be noted that the expense may increase or decrease, even dramatically, due to changes in actuarial assumptions in coming years. This additional expense of \$100,322 was not actually paid out by CCRPC in FY 2018, but rather, is an estimate of our share of potential future costs to the VMERS pension system. This is why it is important to recognize these additions to CCRPC books, but not consider the figures part of our financial performance year over year. In addition, based on our current adopted policy, actual increases in our VMERS contributions will be the responsibility of the participating employees and therefore, may never be actual additional expense to CCRPC.

### **Operating Results**

The CCRPC finished FY 2018 with an Operating loss of \$14,920. These results are shown on the statement of Revenues, Expenses, and Changes in Net Position for the year ended June 30, 2018 on page 11.

The loss is primarily the result of indirect expenses being higher than our approved FY 2018 Indirect Rate. The FY2018 approved Indirect Rate was adjusted down to account for over-collecting indirect revenues in a previous year. Each year the upcoming Indirect Rate is estimated and negotiated based on the most recent audited expenses, which are always two fiscal years previous. There will always be some variance between the estimates and actual experience. A rate that is higher than it should be will tend to produce revenues in excess of expenses, while a lower rate will reduce revenues. The variance between estimates and actuals in indirect rates are accounted for by a “carry-forward” adjustment each year. The carry-forward adjustment adds or subtracts to the calculation in a manner that will reduce the rate to make up for an inflated rate or increase a rate if indirect costs were under collected in a previous year.

Please refer to Schedule 4 for a detail of the Indirect Rate calculation for FY2018. The actual audited costs were from FY 2016. Note the carry forward adjustment to the indirect costs to account for an over collection of indirect cost recovery in FY 2016. Schedules 5 and 6 present indirect cost recovery and a breakout of direct and indirect costs for FY 2018. The FY 2020 Indirect Rate calculation and negotiation will be based off the FY 2018 figures.

Net income in previous fiscal years has allowed the CCRPC to build up Reserve funds. CCRPC considers cash in the Money Market bank account and Certificates of Deposit to be cash in Reserve. Please refer to the changes in Net Position for June 30, 2018 and 2017 table on the next page for an illustration. The change in the Reserve balance from the end of FY 2017 to the end of FY 2018 was a decrease of \$17,045 due to transferring a modest amount of funds out of the Money Market account into the Operating account to cover a small short-term shortfall. The Reserve balance was \$217,059 on June 30, 2018.

Management has a goal of maintaining a Reserve balance that will cover at least three months of expenses. Non-project monthly expenses in FY 2018 were just under \$180,000 on average, which translates to about \$541,000 as a reserve goal. CCRPC will continue to build on the Reserve balance but we don't expect the funds to accumulate quickly. CCRPC operates on a mostly reimbursement model, and therefore our budget is not designed to generate excess incomes.

The \$1,550 reduction in Local Dues/Match Fund Balance is the result of booking the entire fund balance to revenues at the end of 2018 instead of keeping this small amount on the Balance Sheet.

### **Condensed Financial Information**

Net position for the years ending June 30, 2017 through 2018, and changes, are displayed on the following page. The assets, deferred outflows of resources, liabilities and deferred inflows of resources related to participation in VMERS are discussed in more detail in the body of the Audit Report.

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION  
MANAGEMENT DISCUSSION AND ANALYSIS  
JUNE 30, 2018

**DRAFT**

	<u>2018</u>	<u>2017</u>	<u>Change</u>
<b>CURRENT ASSETS</b>			
Cash and Cash Equivalents	\$ 446,804	\$ 535,227	(88,423)
Investments – Certificates of Deposit	62,388	62,066	322
Receivables	877,757	922,470	(44,713)
Prepaid Expenses	<u>34,903</u>	<u>24,688</u>	<u>10,215</u>
<b>TOTAL CURRENT ASSETS</b>	<u>1,421,852</u>	<u>1,544,451</u>	<u>(122,599)</u>
<b>NONCURRENT ASSETS</b>			
Property, Plant and Equipment	11,587	15,705	(4,118)
Security Deposit	<u>8,075</u>	<u>8,075</u>	<u>-</u>
<b>TOTAL NONCURRENT ASSETS</b>	<u>19,662</u>	<u>23,780</u>	<u>(4,118)</u>
<b>TOTAL ASSETS</b>	<u>1,441,514</u>	<u>1,568,231</u>	<u>(126,717)</u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>			
Deferred Outflows of Resources Related to Participation in VMERS	<u>386,759</u>	<u>429,963</u>	<u>(43,204)</u>
<b>CURRENT LIABILITIES</b>			
Accounts Payable	677,561	516,639	160,922
Accrued Payroll Liabilities	96,355	121,699	(25,344)
Unearned Grant Revenue	29,517	249,429	(219,912)
Funds Held for Others	<u>12,819</u>	<u>40,604</u>	<u>(27,785)</u>
<b>TOTAL CURRENT LIABILITIES</b>	<u>816,252</u>	<u>928,371</u>	<u>(112,119)</u>
<b>LONG TERM LIABILITIES</b>			
Net Pension Liability Related to Participation in VMERS	<u>609,395</u>	<u>579,583</u>	<u>29,812</u>
<b>TOTAL LONG TERM LIABILITIES</b>	<u>609,395</u>	<u>579,583</u>	<u>29,812</u>
<b>TOTAL LIABILITIES</b>	<u>1,425,647</u>	<u>1,507,954</u>	<u>(82,307)</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>			
Deferred Inflows of Resources Related to Participation in VMERS	<u>26,644</u>	<u>17,338</u>	<u>9,306</u>
Net Investment in Property, Plant & Equipment	<u>11,587</u>	<u>15,705</u>	<u>(4,118)</u>
Unrestricted			
Local Dues/Match Fund Balance	0	1,550	(1,550)
Reserve Fund Balance	217,059	234,104	(17,045)
Other Unrestricted	<u>129,336</u>	<u>221,543</u>	<u>(92,207)</u>
Total Unrestricted	<u>346,395</u>	<u>457,197</u>	<u>(110,802)</u>
<b>TOTAL NET POSITION</b>	<u>\$ 357,982</u>	<u>\$ 472,902</u>	<u>\$ (114,920)</u>

**Explanation of changes in Net Assets for years ending 2017 and 2018:**

1. Change in Cash and Cash Equivalents: The decrease is mostly due to transferring fiscal agent responsibility for the Chittenden County Opioid Alliance to another organization. This involved moving a relatively large amount of cash out of our accounts.
2. Change in Receivables: The decrease in receivables at the end of FY 2018 was due to regular changes in how quickly our customers pay invoices.
3. Change in Property, Plant & Equipment (capital assets): The subtraction to this asset represents current year depreciation expense.
4. Change in Accounts Payable: The increase can be attributed to fluctuations in consultant billings from one time period to another.
5. The Current Liability called *Unearned Grant Revenue* was mostly comprised of Chittenden County Opioid Alliance (CCOA) funds in FY2017. As described above, CCRPC transferred responsibility and funds for CCOA to another organization in January, 2018. This is the reason for the substantial drop in this balance. The remaining *Unearned Grant Revenue* balance is made up of several smaller grant programs.

*Funds Held for Others* represents Regional Dispatch funds. The member municipalities have designated the CCRPC as the fiscal agent for the regional effort devoted to exploring and implementing regional dispatch services. CCRPC collects the dues and pays for the expenses incurred for this effort. The Regional Dispatch funds were spent down over the course of the year as intended to the balance of \$12,819.

6. The Deferred Outflows of Resources, Long Term Liability related to participation in VMERS, and the Deferred Inflow of Resources accounts are shown here in compliance with GASB accounting rules. The positions are not calculated, influenced, or managed by the CCRPC. The assets and liabilities are not material in the sense that they could be collected, nor do they represent monies due. As is discussed in more detail in this letter and in the auditor's report, the amounts are calculations of possible changes in the future based on assumptions and calculations about the future.
7. Change in Unrestricted: The change in Unrestricted funds, which is cash, is again primarily related to removing CCOA from our balance sheet.

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION  
MANAGEMENT DISCUSSION AND ANALYSIS  
JUNE 30, 2018

**DRAFT**

**A summary of Revenues, Expenses, and Changes in Net Position for the years ended June 30, 2018 and 2017 are as follows:**

	<u>2018</u>	<u>2017</u>	<u>Change</u>
Operating Revenues	\$ 4,635,398	\$ 5,103,831	(468,433)
Operating Expenses	<u>(4,650,318)</u>	<u>(5,017,842)</u>	<u>367,524</u>
Operating Income/Loss	(14,920)	85,989	(100,909)
Other Revenue/Expense			
Pension Expense Related to Participation in VMERS	(100,322)	(94,041)	(6,281)
Nonoperating Revenues			
Interest Income	<u>322</u>	<u>227</u>	<u>95</u>
Change in Net Position	(114,920)	(7,825)	(107,095)
Beginning Net Position	<u>472,902</u>	<u>480,727</u>	<u>(7,825)</u>
Ending Net Position	<u><u>\$ 357,982</u></u>	<u><u>\$ 472,902</u></u>	<u><u>\$ (114,920)</u></u>

The change in Total Net Position from FY 2017 to FY 2018 was (\$114,920). However, \$100,322 of the loss was Pension Related Expense. The (\$14,920) result was a substantial improvement over our budgeted FY 2018 deficit.

**Approved FY 2019 Budget**

Total revenues	\$5,492,193
Total expenses	<u>5,577,524</u>
Net Surplus/(Deficit)	\$ <u>( 85,331)</u>

**Contacting CCRPC's Financial Management**

This financial report is designed to provide our served municipal and state officials with a general overview of CCRPC's finances and to show CCRPC's accountability for the money it receives. If you have any questions about this report or need additional information, contact Charles Baker, CCRPC's Executive Director at 110 West Canal Street, Suite 202, Winooski, VT 05404, by phone at (802) 846-4490 \*23, or by email at [cbaker@ccrpcvt.org](mailto:cbaker@ccrpcvt.org).

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION  
STATEMENT OF NET POSITION  
JUNE 30, 2018

ASSETS

## CURRENT ASSETS

Cash and Cash Equivalents	\$ 446,804
Investments - Certificates of Deposit	62,388
Receivables	877,757
Prepaid Expenses	<u>34,903</u>
 TOTAL CURRENT ASSETS	 <u>1,421,852</u>

## NONCURRENT ASSETS

Property and Equipment (Net of Accumulated Depreciation)	11,587
Security Deposit	<u>8,075</u>
 TOTAL NONCURRENT ASSETS	 <u>19,662</u>

TOTAL ASSETS	<u>1,441,514</u>
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## DEFERRED OUTFLOWS OF RESOURCES

Deferred Outflows of Resources Related to Participation in VMERS	<u>368,759</u>
 TOTAL DEFERRED OUTFLOWS OF RESOURCES	 <u>368,759</u>

LIABILITIES

## CURRENT LIABILITIES

Accounts Payable	677,561
Accrued Payroll Liabilities	96,355
Funds Held for Others	12,819
Unearned Grant Revenue	<u>29,517</u>
 TOTAL CURRENT LIABILITIES	 <u>816,252</u>

## LONG TERM LIABILITIES

Net Pension Liability Related to Participation in VMERS	<u>609,395</u>
 TOTAL LONG TERM LIABILITIES	 <u>609,395</u>

TOTAL LIABILITIES	1,425,647
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## DEFERRED INFLOWS OF RESOURCES

Deferred Inflows of Resources Related to Participation in VMERS	<u>26,644</u>
 TOTAL DEFERRED INFLOWS OF RESOURCES	 <u>26,644</u>

NET POSITION

Net Investment in Property and Equipment	11,587
Unrestricted	<u>346,395</u>
 TOTAL NET POSITION	 <u>\$ 357,982</u>

The accompanying notes are an integral part of this financial statement.

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION  
STATEMENT OF REVENUES, EXPENSES AND  
CHANGES IN NET POSITION  
FOR THE YEAR ENDED JUNE 30, 2018

OPERATING REVENUES	
Grants	\$ 4,182,839
Local communities - annual assessments	244,770
Project match contributions	117,340
Other income	<u>90,449</u>
TOTAL OPERATING REVENUES	<u>4,635,398</u>
OPERATING EXPENSES	
Salaries and wages	1,333,728
Payroll taxes and employee benefits	511,724
Consultants and contract services	2,487,101
Rent	132,561
Other operating expenses	181,086
Depreciation expense	<u>4,118</u>
TOTAL OPERATING EXPENSES	<u>4,650,318</u>
OPERATING INCOME/(LOSS)	(14,920)
OTHER REVENUE/(EXPENSES)	
Pension Expense Related to Participation in VMERS	(100,322)
NONOPERATING REVENUES	
Interest - Certificates of Deposit	<u>322</u>
CHANGE IN NET POSITION	(114,920)
BEGINNING NET POSITION	<u>472,902</u>
ENDING NET POSITION	<u><u>\$ 357,982</u></u>

The accompanying notes are an integral part of this financial statement.

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION  
STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED JUNE 30, 2018

<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>	
Cash received from grants, contracts and services	\$ 3,961,474
Cash received from local communities	59,234
Cash received from local match contributions	439,491
Cash paid for goods and services	(2,999,669)
Cash paid for personnel	<u>(1,548,953)</u>
 NET CASH PROVIDED/(USED) BY OPERATING ACTIVITIES	 <u>(88,423)</u>
 CASH FLOWS FROM NON-CAPITAL FINANCING ACTIVITIES	 <u>0</u>
 CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES	 <u>0</u>
 CASH FLOWS FROM INVESTING ACTIVITIES	 <u>0</u>
 INCREASE/(DECREASE) IN CASH AND CASH EQUIVALENTS	 (88,423)
 BEGINNING CASH AND CASH EQUIVALENTS	 <u>535,227</u>
 ENDING CASH AND CASH EQUIVALENTS	 <u><u>\$ 446,804</u></u>
 <b>RECONCILIATION OF OPERATING INCOME TO NET CASH PROVIDED BY OPERATING ACTIVITIES</b>	
 Adjustments to reconcile operating loss to net cash used by operating activities:	
Operating Income/(Loss)	\$ (14,920)
Depreciation	4,118
Pension Expense Related to Participation in VMERS	(100,322)
Decrease in Receivables	44,713
Decrease in Deferred Outflows of Resources - Pension Plan	61,204
Increase in Prepaid Expenses	(10,215)
Increase in Accounts Payable	160,922
Decrease in Accrued Payroll Liabilities	(25,344)
Decrease in Funds Held for Others	(27,785)
Decrease in Unearned Grant Revenue	(219,912)
Increase in Net Pension Liability	29,812
Increase in Deferred Inflows of Resources-Pension Plan	<u>9,306</u>
 NET CASH PROVIDED/(USED) BY OPERATING ACTIVITIES	 <u><u>\$ (88,423)</u></u>

Noncash Supplemental Information:

Interest of \$322 was earned on certificates of deposit in 2018 and reinvested.

During fiscal year 2018, the Organization disposed of equipment with a cost and accumulated depreciation of \$11,026.

The accompanying notes are an integral part of this financial statement.

The Chittenden County Regional Planning Commission (CCRPC) is one of 11 regional planning commissions in Vermont and also serves the region as the sole Metropolitan Planning Organization (MPO) operating within Vermont. CCRPC was organized under Title 24 Vermont Statutes Annotated (V.S.A.), Chapter 117 in 1966 to promote the mutual cooperation of its 19 member municipalities and to facilitate the appropriate development and preservation of the physical and human resources in Chittenden County. Effective July 1, 2011, CCRPC merged with the Chittenden County Metropolitan Planning Organization (CCMPO) into a single planning organization combining the functions of land use and transportation planning. CCMPO was the only such “metropolitan planning organization” in the State of Vermont, as defined by Federal rules regarding what constitutes a metropolitan area.

CCRPC is governed by 19 municipal commissioners, five at-large commissioners (representing Agriculture, Conservation/Environment, Socio-Economic/Housing, Industrial/Business and Railroads) and a commissioner from the Vermont Agency of Transportation, the Chittenden County Transportation Authority, the Burlington International Airport, the Federal Highway Administration and the Federal Transit Administration. The legislative body of each of Chittenden County’s municipalities selects its own commissioner and alternate commissioner. The full Commission selects the five at-large representatives. Each municipal commissioner and the Vermont Agency of Transportation have voting power.

The mission of the Chittenden County Regional Planning Commission is to act as the principal forum for planning, policy and community development in the region. CCRPC will do this by providing planning and technical assistance that meets the needs of the member municipalities and the public, while remaining consistent with federal and state requirements. CCRPC’s work will result in the development and implementation of plans that support sustainable development and improve the region’s quality of life and environment.

## **1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

### **The Financial Reporting Entity**

This report includes all of the funds of CCRPC. The financial reporting entity consists of the primary government; organizations for which the primary government is financially accountable; and other organizations for which the nature and significance of their relationship with the primary government are such that their exclusion would cause the reporting entity’s financial statements to be misleading or incomplete. Component units are legally separate organizations for which the elected officials of the primary government are financially accountable. The primary government is financially accountable if it appoints a voting majority of the organization’s governing body and is able to impose its will on that organization or there is a potential for the organization to provide specific financial benefits to or impose financial burdens on the primary government. The primary government is financially accountable if an organization is fiscally dependent on and there is a potential for the organization to provide specific financial benefits to, or impose specific financial burdens on the primary government, regardless of whether the organization has a separately elected governing board; a governing board appointed by a higher level of government; or a jointly appointed board. Based on these criteria, there are no other entities that should be combined with the financial statements of CCRPC.

### **Basis of Presentation**

CCRPC reports itself as a business-type activity as defined in GASB 34.

Operating revenues include grant revenue, project and community match revenues, and consulting revenues and result from transactions associated with the principal activities of the organization. Nonoperating revenues, such as investment earnings result from nonexchange transactions or ancillary activities.

### **Measurement Focus**

The accounting and financial reporting treatment applied is determined by the measurement focus. The financial statements are reported using the economic resources measurement focus. This means that all assets, liabilities and deferred inflows and outflows of resources (whether current or noncurrent) are included on the statement of net position. Fund equity (i.e. net total position) is segregated into restricted and unrestricted net position. Operating statements present increases (i.e., revenues) and decreases (i.e., expenses) in total net position.

### **Basis of Accounting**

Business type activities are accounted for on the economic resources measurement focus using the accrual basis of accounting. Revenues are recorded when they are earned, including unbilled services which are accrued. Expenses are recorded at the time liabilities are incurred.

Under the terms of grant agreements, CCRPC funds certain programs by a combination of specific cost-reimbursement grants and general revenues. Thus, when program expenses are incurred, there are both restricted and unrestricted net position available to finance the program. It is the CCRPC's policy to first apply cost-reimbursement grant resources to such programs, followed by general revenues. Expenditures driven grants are recognized as revenue when the qualifying expenditures have been incurred and other grant requirements have been met.

### **Donated Services**

Chittenden County Regional Planning Commission receives noncash contributions in the form of member communities and other organizations performing various planning tasks to assist the Organization. These in-kind contributions are used as match for grants at an estimated hourly rate or the actual billing rate, if available. These contributions are not recorded in the financial statements of the Organization.

### **Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

### **Cash and Cash Equivalents**

For purposes of the statement of cash flows, CCRPC considers all unrestricted highly-liquid investments with an initial maturity of three months or less to be cash and cash equivalents.

### **Capital Assets**

Capital assets are reported at actual cost. Major outlays for capital assets and improvements are capitalized as purchased. The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend the assets' lives are not capitalized. Chittenden County Regional Planning Commission does not own major general infrastructure assets.

Capital assets are depreciated in order that the cost of these assets will be charged to expenses over their estimated services lives of three to ten years, using the straight-line method of calculating depreciation.

CCRPC capitalizes any item with an original cost of \$5,000 or more and with a useful life of greater than one year.

### **Pension**

For purposes of measuring the proportionate share of the net pension liability and the related deferred outflows/inflows of resources and pension expense, information about the fiduciary net position of the Vermont Municipal Employees' Retirement System (VMERS) plan and additions to/deductions from the VMERS' fiduciary net position have been determined on the same basis as they are reported by VMERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

### **Deferred Outflows/Inflows of Resources**

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statements element, "deferred outflows of resources", represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditures) until then. These amounts are deferred and recognized as an outflow of resources in the future periods to which the outflows are related.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, "deferred inflows of resources", represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. These amounts are deferred and recognized as an inflow of resources in the future periods to which the inflows are related.

## 2) CASH AND INVESTMENTS

Cash and Investments are as follows:

Deposits with Financial Institutions	\$446,554
Petty Cash	<u>250</u>
Total Cash	446,804
Investments-Certificates of Deposit	<u>62,388</u>
Total Cash and Investments	<u>\$509,192</u>

CCRPC had two certificates of deposit in the amount of \$25,975 and \$36,413 at June 30, 2018 which mature at six (6) month intervals. Interest rates were .499%.

### Custodial Credit Risk

Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The custodial credit risk for investments is the risk that, in the event of failure of the counter-party (e.g. broker-dealer) to a transaction, a government will not be able to recover the value of its investments or collateral securities that are in possession of another party. The Organization's deposits and investments are exposed to custodial credit risk as follows:

	<u>Book</u>	<u>Bank</u>
FDIC Insured	\$ 494,101	\$ 530,280
Uninsured, Collateralized by U.S. Government Securities Held by the Bank Trust Department with a Security Interest Granted to CCRPC	<u>14,841</u>	<u>14,841</u>
Total	<u>\$ 508,942</u>	<u>\$ 545,121</u>

The difference between the book and bank balances are reconciling items, primarily outstanding checks.

**Interest Rate Risk**

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. CCRPC does not have any policy to limit its exposure to interest rate risk. CCRPC's certificates of deposit are exempt from interest rate risk disclosure.

**Credit Risk**

Generally, credit risk that is the risk an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. CCRPC's certificates of deposit are exempt from the credit risk analysis.

**Concentration of Credit Risk**

CCRPC does not have any limitations on the amount that can be invested in any one issuer. All CCRPC's investments are in two separate certificates of deposit with one bank.

**3) RECEIVABLES**

Receivables consist of amounts due from grants, contracts and other items. Chittenden County Regional Planning Commission uses the allowance method for uncollectible receivables. Management has reviewed the accounts and determined that an allowance for doubtful accounts of \$2,000 is appropriate at June 30, 2018.

Receivables are comprised of the following:

Grants and Contracts	\$ 760,568
Municipal Services and Other	119,189
Less Allowance for Doubtful Accounts	<u>(2,000)</u>
Total	<u><u>\$ 877,757</u></u>

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION DRAFT  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2018

**4) PROPERTY AND EQUIPMENT**

Property and Equipment balances were as follows:

	<u>Beginning Balance</u>		<u>Increases</u>		<u>Decreases</u>		<u>Ending Balance</u>
Capital Assets, Being Depreciated:							
Office Furniture and Equipment	\$ 42,028	\$	0	\$	(11,026)	\$	31,002
Less Accumulated Depreciation	<u>(26,323)</u>		<u>(4,118)</u>		<u>11,026</u>		<u>(19,415)</u>
Capital Assets, Net at June 30, 2018	<u>\$ 15,705</u>	\$	<u>(4,118)</u>	\$	<u>0</u>	\$	<u>11,587</u>

**5) DEFERRED OUTFLOWS OF RESOURCES**

Deferred outflows of resources consists of \$8,865 from the difference between the expected and actual experience, \$127,576 from changes in assumptions, \$101,498 from the difference between the projected and actual investment earnings and \$54,860 from changes in Chittenden County Regional Planning Commission's proportional share of contributions related to Chittenden County Regional Planning Commission's participation in the Vermont Municipal Employee's Retirement System (VMERS) and \$75,960 of required employer pension contributions subsequent to the measurement date. Total deferred outflows of resources is \$368,759.

**6) DEFERRED INFLOWS OF RESOURCES**

Deferred inflows of resources consists of \$15,086 from the difference between the expected and actual experience and \$11,558 from changes in Chittenden County Regional Planning Commission's proportional share of contributions related to Chittenden County Regional Planning Commission's participation in the Vermont Municipal Employee's Retirement System (VMERS). Total deferred inflows of resources is \$26,644.

**7) UNEARNED GRANT REVENUE**

For the year ended June 30, 2018, CCPRC had received funds from grantors that had not yet been spent for their intended purpose. These funds will be spent in fiscal year 2019 and recognized as revenue:

Vermont Clean Streets	\$ 14,500
Act 174	633
Regional Prevention Partnership	<u>14,384</u>
Total Unearned Grant Revenue	<u>\$ 29,517</u>

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION DRAFT  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2018

**8) NET POSITION**

The Board of Directors has designated a portion of the Unrestricted Net Position as follows:

Designated for Reserves	\$217,059
Undesignated	<u>129,336</u>
Total Unrestricted Net Position	<u>\$346,395</u>

**9) GRANTS**

Grants consist of the following:

Direct Federal Grants:

EPA - Brownfields	\$ <u>86,795</u>
	<u>86,795</u>

Federal Grants Passed Through State and State Grants:

Public Safety	210,343
Water Quality	273,351
VT Department of Health	151,677
AOT - Transportation	2,899,835
ACCD	<u>388,379</u>
	<u>3,923,585</u>

Other:

Act 174 Training	24,803
Town SWMP	60,059
Byways Council	321
Chittenden County Opiate Alliance	85,276
New England Water Pollution Control Commission	<u>2,000</u>
	<u>172,459</u>

Total	<u>\$ 4,182,839</u>
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## **10) PENSION PLANS**

### **Defined Benefit Plan**

#### **Plan Description**

The Vermont Municipal Employees' Retirement System (VMERS) is a cost-sharing, multiple-employer defined benefit pension plan that is administered by the State Treasurer and its Board of Trustees. It is designed for municipal and school districts employees that work on a regular basis and also includes employees of museums and libraries if at least half of that institution's operating expenses are met by municipal funds. An employee of any employer that becomes affiliated with the system may join at that time or at any time thereafter. Any employee hired subsequent to the effective participation date of their employer who meets the minimum hourly requirements is required to join the system. During the year ended June 30, 2015, the retirement system consisted of 437 participating employers.

The plan was established effective July 1, 1975, and is governed by Title 24, V.S.A. Chapter 125.

The general administration and responsibility for formulating administrative policy and procedures of the retirement system for its members and their beneficiaries is vested in the Board of Trustees consisting of five members. They are the State Treasurer, two employee representatives elected by the membership of the system, and two employer representatives-one elected by the governing bodies of participating employers of the system, and one selected by the Governor from a list of four nominees. The list of four nominees is jointly submitted by the Vermont League of Cities and Towns and the Vermont School Boards Association.

All assets are held in a single trust and are available to pay retirement benefits to all members. Benefits available to each group are based on average final compensation (AFC) and years of creditable service.

#### **Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources**

As of June 30, 2017, the measurement date selected by the State of Vermont, VMERS was funded at 83.64% and had a plan fiduciary net position of \$619,510,342 and a total pension liability of \$740,665,894 resulting in a net pension liability of \$121,155,552. As of June 30, 2018, CCRPC's proportionate share of this was .5030% resulting in a liability of \$609,395. The net pension liability was measured as of June 30, 2017, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. Chittenden County Regional Planning Commission's proportion of the net pension liability was based on a projection of Chittenden County Regional Planning Commission's long-term share of contributions to the pension plan relative to the projected contributions of all participating entities, actuarially determined. Chittenden County Regional Planning Commission's proportion of .5030% was an increase of .0526% from its proportion measured as of the prior year.

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION DRAFT  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2018

For the year ended June 30, 2018, CCRPC recognized pension expense of \$205,095 which was comprised of \$176,282 determined by the State of Vermont's actuary and \$28,813 of employer contributions made by CCRPC in excess of the amount required. The total employer contribution made by CCRPC was \$104,773. CCRPC funded the employer contribution at 10% for the year ended June 30, 2018 resulting in a lower contribution for members (6.75%).

As of June 30, 2018, Chittenden County Regional Planning Commission reported deferred outflows of resources and deferred inflows of resources from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Difference Between Expected and Actual Experience	\$ 8,865	\$ 15,086
Changes in Assumptions	127,576	0
Difference Between Projected and Actual Investment Earnings on Pension Plan Assets	101,498	0
Changes in Proportion and Differences Between Employer Contributions and Proportionate Share Of Contributions	54,860	11,558
Required Employer Contributions Made Subsequent to the Measurement Date	<u>75,960</u>	<u>0</u>
Total	<u>\$ 368,759</u>	<u>\$ 26,644</u>

The deferred outflows of resources resulting from Chittenden County Regional Planning Commission's required employer contributions made subsequent to the measurement date in the amount of \$75,960 will be recognized as a reduction of the net pension liability in the year ended June 30, 2019. Other amounts reported as deferred outflows of resources and deferred inflows of resources will be recognized in pension expense as follows:

Year Ending <u>June 30</u>	
2019	\$ 108,177
2020	117,918
2021	38,137
2022	<u>1,923</u>
Total	<u>\$266,155</u>

### **Summary of System Provisions**

Membership – Full time employees of participating municipalities. The Chittenden County Regional Planning Commission elected coverage under Group C provisions.

Creditable Service – Service as a member plus purchased service.

Average Final Compensation (AFC) – Group C – Average annual compensation during highest three (3) consecutive years.

Service Retirement Allowance:

Eligibility – Group C – Age 55 with five (5) years of service.

Amount – Group C – 2.5% of AFC times service as a Group C member plus percentage earned as a Group A or B member times AFC.

Maximum benefit is 50% of AFC for Group C. The previous amounts include the portion of the allowance provided by member contributions.

Early Retirement Allowance - N/A.

Vested Retirement Allowance:

Eligibility – Five (5) years of service.

Amount – Allowance beginning at normal retirement age based on AFC and service at termination. The AFC is to be adjusted annually by one-half of the percentage change in the Consumer Price Index, subject to the limits on “Post-Retirement Adjustments”.

Disability Retirement Allowance:

Eligibility – Five (5) years of service and disability as determined by Retirement Board.

Amount – Immediate allowance based on AFC and service to date of disability.

Death Benefit:

Eligibility – Death after five (5) years of service.

Amount – For Group C, reduced early retirement allowance under 100% survivor option commencing immediately or, if greater, survivor(s) benefit under disability annuity computed as of date of death.

Optional Benefit and Death after Retirement - For Group C, lifetime allowance or actuarially equivalent 50% or 100% joint and survivor allowance with refund of contribution guarantee.

Refund of Contribution - Upon termination, if the member so elects or if no other benefit is payable, the member’s accumulated contributions are refunded.

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION DRAFT  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2018

Post-Retirement Adjustments - Allowance in payment for at least one year increased on each January 1 by one-half of the percentage increase in Consumer Price Index but not more than 3% for Group C.

Member Contributions - Group C – 10.00%.

Employer Contributions:

Group C – 7.25%.

Chittenden County Regional Planning Commission funded the employer contribution at 10% for the year ended June 30, 2018 resulting in a lower contribution for members (7.25%).

The 10% funding is per a CCRPC adopted policy to provide a level retirement contribution for their employees. The participants pay the balance of the overall contribution minus the 10%. This currently provides an additional benefit for employees as their funding percentage is reduced. Under the current policy, contribution increases will be borne by the employee.

Retirement Stipend - \$25 per month payable at the option of the Board of Trustees.

**Significant Actuarial Assumptions and Methods**

Interest Rate - 7.50%, net of pension plan investment expenses, including inflation.

Salary increases - 5% per year.

Deaths: Group C – 98% of RP-2014 blended 60% Blue Collar Employee, 40% Healthy Employee with generational projection using Scale SSA-2017.

Spouse's Age – Females three (3) years younger than males.

Cost-of-Living Adjustments to Benefits of Terminated Vested and Retired Participants – Assumed to occur on January 1 following one year of retirement at the rate of 1.30% for Group C members (beginning at Normal Retirement eligibility age for members who elect reduced ear retirement, and at age 55 for member of Group C who receive a disability retirement). The January 1, 2018 COLA is assumed to be .75%.

Actuarial Cost Method – Entry Age Actuarial Cost Method. Entry Age is the age at date of employment of, if date is unknown, current age minus years of service. Normal Cost and Actuarial Accrued Liability are calculated on an individual basis and are allocated by salary, with Normal Cost determined using the plan of benefits applicable to each participant.

Inflation – 2.50%.

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION DRAFT  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2018

Long-term Expected Rate of Return

The long-term expected rate of return on pension plan investments was determined using building block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected further real rates of return by the target asset allocation percentage and by adding expected inflation.

Best estimates of arithmetic real rates of return for each major asset class included in the pension plan's target asset allocation as of June 30, 2017 are summarized in the following table:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-term Expected Real Rate of Return</u>
US Equity	16.00%	6.07%
Non-US Equity	16.00%	7.42%
Global Equity	9.00%	6.85%
Real Estate	8.00%	4.62%
Private Markets	15.00%	7.80%
Hedge Funds	8.00%	3.95%
Risk Parity	4.00%	4.84%

Discount Rate - The discount rate used to measure the total pension liability was 7.50%. In accordance with paragraph 29 of GASB68, professional judgement was applied to determine that the System's projected fiduciary net position exceeds projected benefit payments for current active and inactive members for all years. The analysis was based on the expectation that employers will continue to contribute at the rates set by the Board, which exceed the actuarially determined contribution, which is comprised on an employer normal cost payment and a payment to reduce the unfunded liability to zero by June 30, 2038. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the Chittenden County Regional Planning Commission's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate - The following presents the Chittenden County Regional Planning Commission's proportionate share of the net pension liability calculated using the discount rate of 7.50 percent, as well as what the proportionate share would be if it were calculated using a discount rate that is one percent lower (6.50%) or one percent higher (8.50%):

<u>1% Decrease (6.50%)</u>	<u>Discount Rate (7.50%)</u>	<u>1% Increase (8.50%)</u>
\$1,088,034	\$609,395	\$212,440

**Additional Information**

Additional information regarding the State of Vermont Municipal Employees' Retirement System, including the details of the Fiduciary Net Position, is available upon request from the State of Vermont.

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION DRAFT  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2018

**Defined Contribution Plans**

CCRPC also participates in VMERS Group DC, a defined contribution plan. Employees in Group DC did not contribute and CCRPC contributed 10.00%. The premise of Plan DC is to allow employees to have a choice in investing their retirement assets. Each employee will receive the value of their account upon retirement. CCRPC's total payroll was \$1,333,728 while its covered payroll for Group DC was \$272,000. Pension expense for this plan for the year ended June 30, 2018 was \$27,200.

CCRPC also offers its employees a deferred compensation plan in accordance with Internal Revenue Code Section 457. The plan permits employees to defer a portion of their salary until future years. Deferred compensation funds are not available to employees until termination, retirement, death, or unforeseeable emergency.

**11) OPERATING LEASES**

CCRPC has an operating lease for office space in Winooski that was effective May 1, 2009. Each year, the annual base rent will increase by three percent (3%) or by CPI, whichever is greater. There is also a base amount of common area maintenance (CAM) paid monthly which is adjusted each year. The lease was renewed for five (5) years effective May 1, 2014 and expires April 30, 2019. Rent expense, including CAM, was \$132,561 for the year ended June 30, 2018.

CCRPC has two operating leases for copiers. The first copier lease expires in January, 2019 and the second lease expires in April, 2021. Total equipment lease expense was \$13,681 for the year ended June 30, 2018.

CCRPC has leases for two electric vehicles beginning in September, 2013. The leases expire in October, 2017 and October, 2018. The lease expiring in October, 2017 was not be renewed. In May, 2018, CCRPC entered into a new lease for a hybrid plug-in car. The lease expires in May, 2021. Total lease expense was \$1,905 for the year ended June 30, 2018.

Future lease commitments are as follows:

	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>Total</u>
Building	\$ 83,921	\$ 0	\$ 0	\$ 83,921
Copiers	6,730	2,775	2,313	11,818
Vehicles	<u>3,963</u>	<u>3,567</u>	<u>3,270</u>	<u>10,800</u>
Total	<u>\$ 94,614</u>	<u>\$ 6,342</u>	<u>\$ 5,583</u>	<u>\$ 106,539</u>

## **12) RISK MANAGEMENT**

CCRPC is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. CCRPC maintains insurance coverage covering each of those risks of loss. Management believes such coverage is sufficient to preclude any significant uninsured losses to CCRPC. Settled claims have not exceeded this coverage in any of the past three fiscal years.

## **13) COMMITMENTS AND CONTINGENCIES**

Grants and contracts require the fulfillment of certain conditions set forth in the grant or contract. Failure to fulfill the conditions could result in the return of funds to the grantors. Although that is a possibility, management deems the contingency remote, since by accepting the awards and their terms, it has accommodated the objectives of CCRPC to the provisions of the grants.

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION  
 REQUIRED SUPPLEMENTARY INFORMATION  
 SCHEDULE OF PROPORTIONATE SHARE OF THE NET PENSION LIABILITY  
 JUNE 30, 2018

	2018	2017	2016	2015
Total Plan Net Pension Liability	\$ 121,155,552	\$ 128,696,167	\$ 77,095,810	\$ 9,126,613
CCRPC's Proportion of the Net Pension Liability	0.5030%	0.4504%	0.5024%	0.4863%
CCRPC's Proportionate Share of the Net Pension Liability	\$ 609,395	\$ 579,583	\$ 387,332	\$ 44,379
CCRPC's Covered Employee Payroll	\$ 1,047,730	\$ 1,132,994	\$ 952,906	\$ 1,012,795
CCRPC's Proportionate Share of the Net Pension Liability as a Percentage of CCRPC's Covered Employee Payroll	58.1634%	51.1550%	40.6475%	4.3818%
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	83.64% as of June 30, 2017	80.95% as of June 30, 2016	87.42% as of June 30, 2015	98.32% as of June 30, 2014

**Notes to Schedule**

Benefit Changes: None.

Changes in Assumptions and Methods:

The following changes were effective for the June 30, 2017 valuation date:

- Assumed inflation was lowered from 3.0% to 2.5%.
- The investment return assumption was lowered from 7.95% to 7.50%.
- Assumed COLA increases were lowered from 1.50% to 1.15% for Group A members and from 1.80% to 1.3% for Group B, C and D members.
- The mortality tables were updated from valuations of RP-2000 with static projection to variations of RP-2014 with generational improvement.

Fiscal year 2015 was the first year of implementation, therefore, only four years are shown.

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION  
 REQUIRED SUPPLEMENTARY INFORMATION  
 SCHEDULE OF CONTRIBUTIONS  
 FOR THE YEAR ENDED JUNE 30, 2018

	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
Contractually Required Contribution (Actuarially Determined)	\$ 75,960	\$ 82,142	\$ 68,446	\$ 70,228
Contributions in Relation to the Actuarially Determined Contributions	<u>75,960</u>	<u>82,142</u>	<u>68,446</u>	<u>70,228</u>
Contribution Excess/(Deficiency)	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>
Town's Covered Employee Payroll	\$ 1,047,730	\$ 1,132,994	\$ 952,906	\$ 1,012,795
Contributions as a Percentage of Town's Covered Employee Payroll	7.2500%	7.2500%	7.1829%	6.9341%

**Notes to Schedule**

Valuation Date:	June 30, 2017	June 30, 2016	June 30, 2015	June 30, 2014
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Fiscal year 2015 was the first year of implementation, therefore, only four years are shown.

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION  
SCHEDULE OF OPERATIONS  
BUDGET AND ACTUAL  
FOR THE YEAR ENDED JUNE 30, 2018

	Budget	Actual	Variance Favorable (Unfavorable)
OPERATING REVENUES			
State of Vermont - Agency of Commerce and Community Development (ACCD)	\$ 388,379	\$ 388,379	\$ 0
Project Income-Grants	5,155,819	3,794,460	(1,361,359)
Project Match Contributions	139,179	302,876	163,697
Local Communities - Annual Assessments	40,325	59,234	18,909
Other Income	51,657	90,449	38,792
TOTAL OPERATING REVENUES	5,775,359	4,635,398	(1,139,961)
OPERATING EXPENSES			
Salaries and Wages	1,383,297	1,333,728	49,569
Payroll Taxes and Employee Benefits	523,417	511,724	11,693
Consultants and Contract Services	3,583,480	2,487,101	1,096,379
Rent	138,000	132,561	5,439
Internal Consultants	5,000	1,505	3,495
Legal, Audit and Accounting	24,700	22,442	2,258
Equipment and Software Maintenance	25,000	23,675	1,325
Depreciation Expense	4,200	4,118	82
Supplies	6,000	3,875	2,125
Copier	18,000	13,681	4,319
Auto and Mileage	8,000	0	8,000
Dues and Publications	16,000	12,330	3,670
Equipment and Software Purchase	20,000	10,662	9,338
Telephone and Internet	12,000	13,016	(1,016)
Postage	2,000	1,494	506
Conference and Training	20,000	16,632	3,368
Utilities	6,000	4,703	1,297
Program Workshops and Meetings	12,000	7,352	4,648
Insurance	12,000	9,971	2,029
Janitor	4,400	4,482	(82)
Payroll Processing	3,000	2,709	291
Travel	13,000	8,783	4,217
Communications and PR	20,000	13,333	6,667
Recruitment	2,000	1,479	521
Worker's Comp Insurance	4,000	3,323	677
Other	8,000	5,639	2,361
TOTAL OPERATING EXPENSES	5,873,494	4,650,318	1,223,176
OPERATING INCOME/(LOSS)	\$ (98,135)	\$ (14,920)	\$ 83,215

See Independent Auditor's Report.

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION  
SCHEDULE OF FISCAL YEAR 2018 INDIRECT COST RATE CALCULATION  
FOR THE YEAR ENDED JUNE 30, 2018

## INDIRECT COSTS

Allowable Indirect Costs - 2016 Fiscal Year	\$ 881,250
Less: Carryforward Adjustment - 2016	<u>(65,306)</u>
	<u>815,944</u>

## DIRECT COSTS

Direct Salaries and Wages - 2016 Fiscal Year	881,130
Direct Payroll Taxes and Employee Benefits - 2016 Fiscal Year	<u>329,027</u>
	<u>1,210,157</u>

INDIRECT RATE (Indirect Costs / Direct Costs)	<u><u>67.42%</u></u>
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See Independent Auditor's Report.

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION  
 SCHEDULE OF DIRECT AND INDIRECT COSTS RECOVERED  
 FOR THE YEAR ENDED JUNE 30, 2018

Grant/Agency	Direct Staff Costs	Indirect Costs at 67.42%
Regional Planning Grant (Vermont Agency of Commerce and Community Development )	\$ 227,035	\$ 153,067
Transportation Grants (U.S. Department of Transportation and Vermont Agency of Transportation)	758,483	511,369
Emergency Management Performance Grants (U.S. Department of Homeland Security and Vermont Department of Public Safety)	55,054	37,117
Other	<u>48,382</u>	<u>32,619</u>
Total Recovered	\$ <u><u>1,088,954</u></u>	\$ <u><u>734,172</u></u>

See Independent Auditor's Report.

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION  
SCHEDULE OF DIRECT AND INDIRECT COSTS  
FOR THE YEAR ENDED JUNE 30, 2018

	Total	Direct Costs	CCOA Direct Costs (a)	Unallowable Costs (b)	Allowable Indirect Costs
Salaries and Wages	\$ 1,333,728	\$ 877,104	\$ 46,112	\$ 0	\$ 410,512
Payroll Taxes and Employee Benefits	515,047	339,295	16,952	0	158,800
Payroll Processing	2,709	0	0	0	2,709
Consultants and Contract Services	2,487,101	2,483,255	3,846	0	0
Internal Consultant	1,505	0	0	0	1,505
Rent	132,561	0	0	0	132,561
Equipment and Software Maintenance	23,675	0	0	0	23,675
Janitor	4,482	0	0	0	4,482
Travel	8,677	0	0	0	8,677
Conference and Training	16,632	0	0	0	16,632
Program Workshops and Meetings	7,352	0	0	750	6,602
Supplies	3,875	0	0	0	3,875
Equipment and Software Purchase	10,662	0	0	0	10,662
Legal, Audit and Accounting	22,442	0	0	0	22,442
Dues and Publications	12,330	0	0	1,400	10,930
Depreciation Expense	4,118	0	0	0	4,118
Telephone and Internet	13,016	0	0	0	13,016
Utilities	4,703	0	0	0	4,703
Other	5,745	44	0	5,701	0
Copier	13,681	0	0	0	13,681
Communication and PR	13,333	0	0	0	13,333
Insurance	9,971	0	0	0	9,971
Postage	1,494	0	0	0	1,494
Bad Debt Expense	0	0	0	0	0
Recruitment	1,479	0	1,479	0	0
<b>TOTAL EXPENSES</b>	<b>\$ 4,650,318</b>	<b>\$ 3,699,698</b>	<b>\$ 68,389</b>	<b>\$ 7,851</b>	<b>\$ 874,380</b>

(a) Chittenden County Opioid Alliance (CCOA) direct costs are not included in the direct cost base or the indirect cost pool.  
CCOA staff do not reside at CCRPC offices and do not use any other indirectly funded CCRPC resources or facilities.

(b) Costs Not Allowed under 2 CFR Part 200 Subpart E - Cost Principles.

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION  
 SCHEDULE OF VERMONT AGENCY OF COMMERCE AND COMMUNITY DEVELOPMENT FUNDS  
 FOR THE YEAR ENDED JUNE 30, 2018

<u>Task #</u>	<u>Task Description</u>	<u>Staff</u>	<u>Indirect at 67.42%</u>	<u>Other Direct</u>	<u>Total</u>
1	Regional Planning	\$ 38,369	\$ 25,868	\$ 96	\$ 64,333
2	Municipal Plan/Technical Assistance	27,704	18,678	1,019	47,401
3	Municipal Training and Education	3,467	2,337	37	5,841
4	Regional and State Issues	13,932	9,393	470	23,795
5	Core Functions	94,370	63,624	4,211	162,205
	Match	49,093	33,099	2,612	84,804
	Total	<u>\$ 226,935</u>	<u>\$ 152,999</u>	<u>\$ 8,445</u>	<u>\$ 388,379</u>
Grant Revenue for 2018					<u>\$ 388,379</u>

See Independent Auditor's Report.

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION  
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDED JUNE 30, 2018

DRAFT Schedule 8

Federal Grantor Pass-Through Grantor Program or Cluster Title	Federal CFDA Number	Pass-through Entity Identifying Number	Passed through to Subrecipients	Total Federal Expenditures
<b>U.S. DEPARTMENT OF TRANSPORTATION</b>				
Passed through the Vermont Agency of Transportation				
<u>Highway Planning and Construction Cluster:</u>				
Highway Planning and Construction	20.205	GR1116	\$ 516,893	\$ 2,509,697
Passed through the Lake Champlain Byway Council				
Highway Planning and Construction	20.205	#CA0311	0	321
Total Highway Planning and Construction Cluster			516,893	2,510,018
Passed through the Vermont Agency of Transportation				
<u>Federal Transit Cluster:</u>				
Highway Research and Development Program	20.200	GR0744	0	88,952
Total U.S. Department of Transportation			516,893	2,598,970
<b>U.S. ENVIRONMENTAL PROTECTION AGENCY</b>				
Direct Programs				
Brownfields Assessment and Cleanup	66.818	BF-00A00214	0	86,795
Passed through the Addison County Regional Planning Commission				
Water Quality Management Planning	66.454	WQ2016-604B-01	0	1,818
Total U.S. Environmental Protection Agency			0	88,613
<b>U.S. DEPARTMENT OF HOMELAND SECURITY</b>				
Passed through the Vermont Department of Public Safety				
Emergency Management Performance Grant	97.042	02140-31024C-004	0	9,194
Emergency Management Performance Grant	97.042	02140-31023C-005	0	43,143
			0	52,337
Hazard Mitigation Grant	97.039	2016-HMGP-001	0	78,630
			0	78,630
Total U.S. Department of Homeland Security			0	130,967
<b>U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES</b>				
Passed through the Vermont Department of Health				
Substance Abuse and Mental Health Services Administration	93.242	03420-A17026S	0	4,415
Substance Abuse and Mental Health Services Administration	93.242	03420-A18047S	113,542	147,397
Total U.S. Department of Health and Human Services			113,542	151,812
Total Expenditures of Federal Awards			\$ 630,435	\$ 2,818,550

**Note A - Basis of Presentation**

The accompanying Schedule of Expenditures of Federal Awards (the Schedule) includes the federal award activity of Chittenden County Regional Planning Commission under programs of the federal government for the year ended June 30, 2018. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of Chittenden County Regional Planning Commission, it is not intended to and does not present the financial position, changes in net assets or cash flows.

**Note B - Summary of Significant Accounting Policies**

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Chittenden County Regional Planning Commission has elected not to use the 10 percent de minimis indirect cost rate allowed under the Uniform Guidance.

See Independent Auditor's Report.

Independent Auditor's Report on Internal Control Over Financial Reporting  
and on Compliance and Other Matters Based on an Audit of Financial  
Statements Performed in Accordance with "Government Auditing Standards"

Board of Directors  
Chittenden County Regional  
Planning Commission  
Winooski, Vermont 05404

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in "Government Auditing Standards" issued by the Comptroller General of the United States, the financial statements of the Chittenden County Regional Planning Commission as of and for the year ended June 30, 2018 and the related notes to the financial statements, which collectively comprise the Chittenden County Regional Planning Commission's basic financial statements and have issued our report thereon dated (DATED).

**Internal Control Over Financial Reporting**

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

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

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be significant deficiencies or material weaknesses. In addition, because of inherent limitations in internal control, including the possibility of management override of controls misstatements due to error or fraud may occur and not be detected by such controls. Given these limitations, during our audit we did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

### **Compliance and Other Matters**

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

However, we noted certain other matters that we reported in a separate letter to the management of Chittenden County Regional Planning Commission dated (DATED).

### **Purpose of this Report**

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

(DATED)  
Montpelier, Vermont  
VT Lic. #92-000180

Independent Auditor's Report on Compliance for Each  
Major Program and on Internal Control Over  
Compliance Required by the Uniform Guidance

Board of Directors  
Chittenden County Regional  
Planning Commission  
Winooski, Vermont 05404

**Report on Compliance for Each Major Federal Program**

We have audited Chittenden County Regional Planning Commission compliance with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) "Compliance Supplement" that could have a direct and material effect on the Chittenden County Regional Planning Commission's major federal program for the year ended June 30, 2018. The Chittenden County Regional Planning Commission's major federal program is identified in the summary of auditor's results section of the accompanying Schedule of Findings and Deficiencies in Internal Control.

**Management's Responsibility**

Management is responsible for compliance with the requirements of laws, regulations, contracts and grants applicable to its federal programs.

**Auditor's Responsibility**

Our responsibility is to express an opinion on compliance for the Chittenden County Regional Planning Commission's major federal program based on our audit of the types of compliance requirements referred to previously.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in "Government Auditing Standards", issued by the Comptroller General of the United States; and Title 2 U.S. "Code of Federal Regulations" Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards" (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to previously that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Chittenden County Regional Planning Commission's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion on compliance for its major federal program. However, our audit does not provide a legal determination of the Chittenden County Regional Planning Commission's compliance.

## **Opinion on Each Major Federal Program**

In our opinion, the Chittenden County Regional Planning Commission complied, in all material respects, with the types of compliance requirements referred to previously that could have a direct and material effect on its major federal program for the year ended June 30, 2018.

## **Report on Internal Control Over Compliance**

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

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

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

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

(DATED)  
Montpelier, Vermont  
VT Lic. #92-000180

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION **DRAFT**  
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS  
JUNE 30, 2018

There were no prior year findings.

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION DRAFT  
SCHEDULE OF FINDINGS AND DEFICIENCIES IN INTERNAL CONTROL  
JUNE 30, 2018

SUMMARY OF AUDITOR'S RESULTS

Financial Statements

Type of Auditor's Report Issued:  
Unmodified.

Internal Control Over Financial Reporting:  
Material Weaknesses identified:  
None noted.  
Significant Deficiencies identified not considered to be material weaknesses:  
None noted.

Noncompliance material to financial statements:  
None noted.

Federal Awards

Internal Control Over Major Programs:  
Material Weaknesses identified:  
None noted.  
Significant Deficiencies identified not considered to be material weaknesses:  
None noted.

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

There are no audit findings that are required to be reported in accordance with 2CFR 200.516(a).

Major Program:

Highway Planning & Construction Cluster:

<u>CFDA #</u>	<u>Program</u>
20.205	U.S. Department of Transportation Highway Planning and Construction

The dollar threshold used to distinguish between Type A and Type B programs was \$750,000.

The auditee did qualify as a low risk auditee.

**Position Description:** Business Office Associate

**Reports to:** Senior Business Manager

**Exemption Status:** Exempt

**Minimum Qualifications:**

**1. Education and Experience:** No experience is needed with a bachelor's degree in accounting, business administration or related field. Alternatively, an associate degree with a minimum of one year of related experience or a high school diploma with three years' experience.

**2. Computer Proficiency:** High proficiency required with MS Office applications, particularly MS Excel, and proficiency with QuickBooks or similar accounting software.

**3. Other Skills and Characteristics:** As applicable:

- Knowledge of modern accounting theory, principles and practices, and of applicable provisions of local, state and federal programs and applicable regulations
- Knowledge of bookkeeping and accounting procedures and systems
- Thorough knowledge of computer applications for accounting
- Knowledge of office procedures and equipment
- Ability to perform numerous tasks with frequent interruptions
- Ability to handle inquiries tactfully and effectively
- Ability to create and maintain complex records and prepare reports from such records
- Ability to follow effective accounting procedures
- Ability to initiate and carry out assigned projects to their completion
- Ability to communicate effectively verbally and in writing
- Ability to take accurate meeting notes and minutes
- Ability to work well with co-workers and peers in partner organizations
- Ability to operate standard office equipment
- Aptitude for numbers and details
- Excellent organizational, planning, and analytical skills
- Performs other assigned duties as required

**4. General Responsibilities:** May include the following:

The Business Office Associate will work with the Senior Business Manager to provide skilled accounting and administrative work such as grant administration, administering payroll, processing accounts payable, processing accounts receivable, performing financial transactions. The Business Office Associate will also be responsible for taking meeting minutes, maintaining office supplies, accurate record keeping, and other duties as assigned.

## Appendix A – Salary Ranges

Job Title	Minimum	Mid-Point	Maximum
Executive Director	85,000	102,500	120,000
Planning Program Manager/ Transportation Program Manager/Senior Business Manager	65,000	77,500	90,000
Senior Transportation Planning Engineer/ Senior Transportation Planner/ Senior Planner/ / Transportation Business Manager/ GIS Data & IT Manager/ Communications Manager	55,000	68,000	81,000
Transportation Planner/ Planner/ Transportation Planning Engineer/ <u>Business Office Associate II</u>	40,000	52,500	65,000
Associate Planner/ <u>Business Office Associate I</u> Finance Assistant	35,000	42,500	50,000

Ranges Last updated: 6/30/2017

# REGULAR MEETING AGENDA

Wednesday, November 28, 2018 - **6:00 p.m.**

CCRPC Offices; 110 W. Canal Street, Suite 202

Winooski, VT 05404



## TRAINING – MPO Introduction 5:15 – 6:00 p.m. (Light dinner will be available)

### CONSENT AGENDA –

### DRAFT

C.1 TIP Amendments

### DELIBERATIVE AGENDA

1. Call to Order; Changes to the Agenda
2. Public Comment Period on Items NOT on the Agenda
3. Action on Consent Agenda - (MPO Business) (Action; 1 minute)
4. Approve Minutes of October 17, 2018 Meeting\* (Action; 1 minute)
5. FY18 Audit\* - presentation by Fred DuPlessis, Sullivan Powers (Action; 20 minutes)
6. Greenride Bikeshare update (Discussion; 20 minutes)
7. VTTrans Project Selection & Prioritization Process (Discussion; 40 minutes)
8. Chair/Executive Director Report (Discussion; 5 minutes)
  - a. Business Office Associate
  - b. Housing Convening
  - c. UPWP Process Update
  - d. Legislative Breakfast topics
9. Committee/Liaison Activities & Reports \* (Information, 2 minutes)
  - a. Executive Committee (draft minutes November 7, 2018)\*
    - i. Act 250 Sec 248 letters\*
  - b. Transportation Advisory Committee (draft minutes, November 6, 2018)\*
  - c. Planning Advisory Committee (draft minutes, November 7, 2018)\*
10. Members' Items, Other Business (Information, 5 minutes)
11. Adjourn

The October 17th Chittenden County RPC streams LIVE on YouTube at

<https://www.youtube.com/Channel17TownMeetingTV>. The meeting will air on \_\_\_\_\_, 2018 at 1 p.m. and is available on the web at <https://www.cctv.org/watch-tv/series/chittenden-county-regional-planning-commission>.

*In accordance with provisions of the Americans with Disabilities Act (ADA) of 1990, the CCRPC will ensure public meeting sites are accessible to all people. Requests for free interpretive or translation services, assistive devices, or other requested accommodations, should be made to Emma Vaughn, CCRPC Title VI Coordinator, at 802-846-4490 ext. \*21 or [evaughn@ccrpcvt.org](mailto:evaughn@ccrpcvt.org), no later than 3 business days prior to the meeting for which services are requested.*

Upcoming Meetings - Unless otherwise noted, all meetings are held at our offices:

- Transportation Advisory Committee - Tuesday, December 4, 2018; 9:00 a.m.
- Clean Water Advisory Committee - Tuesday, December 4, 2018; 11:00 a.m.
- CWAC MS4 Subcommittee - Tuesday, December 4, 2018; 12:15 a.m.
- Planning Advisory Committee - Wednesday, December 12, 2018; 2:30 p.m.
- Executive Committee – December 5, 2018; 5:45 p.m.
- Legislative Breakfast, Tuesday, December 11, 2018, 7:30-9:00 a.m. Trader Duke's Hotel
- CCRPC Board Meeting - Wednesday, **November 28, 2018; 6:00 p.m.**

Tentative future Board agenda items:

December 11, 2018 <i>Trader Duke's Hotel</i>	Legislative Breakfast
January 16, 2019	Mid-Year Budget Adjustment ECOS Annual Report? Vermont Climate Action Pledge
February 20, 2018	