



Agenda
Joint Executive & Finance Committee
Wednesday, March 4, 2020 – 5:45 p.m.
Small Conference Room, CCRPC Offices
110 West Canal Street, Suite 202, Winooski, VT

1. Changes to the Agenda, Members' Items (Action)
2. Approval of February 5th Executive Committee Minutes* (Action)
3. Quarterly Journal Entries – October to December, 2019* (FC - Action)
4. FY20 Financial Statement Review July-December, 2019 (FC - Discussion)
5. 1st Draft FY21 Operating Budget (Joint FC & EC - Discussion)
6. Act 250 & Sec 248 Applications
 - a. Preferred site letter, Encore Renewable Development; Bolton* (Action)
 - b. Preferred site letter, Encore Renewable Development; Colchester* (Action)
 - c. VELCO Sandbar Substation Upgrades; Milton; #20-0444-PET* (Action)
7. Personnel Policy Update* (Action)
8. Clean Water Service Provider Proposal Update (Discussion)
9. Chair/Executive Director Report (Discussion)
 - a. Legislative Update
 - b. UPWP Update
10. Review Agenda for March 18 Board Meeting* (Discussion)
 - a. Appropriate balance of RPC vs. MPO business on agendas
11. Other Business (Discussion)
12. Executive Session – none anticipated (Action)
13. Adjournment (Action)

*Attachments

NEXT MEETING – Executive Committee – Wed. April 1, 2020; 5:45 p.m.

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 x *21 or evaughn@ccrpcvt.org, no later than 3 business days prior to the meeting for which services are requested.

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING MINUTES
DRAFT

DATE: Wednesday, February 5, 2020
TIME: 5:45 p.m.
PLACE: CCRPC Offices, 110 W. Canal Street, Suite 202; Winooski, VT 05404
PRESENT: Mike O'Brien, Chair Catherine McMains, Vice Chair
Chris Roy, Immediate Past Chair John Zicconi, Secretary-Treasurer
Chris Shaw, At Large >5000
ABSENT: Barbara Elliott, At Large <5000
STAFF: Charlie Baker, Executive Director Eleni Churchill, Transportation Program Mgr.
Forest Cohen, Senior Business Mgr.
Amy Irvin Witham, Business Office Associate

The meeting was called to order at 5:45 p.m. by the Chair, Mike O'Brien.

John Zicconi stated he will not be in attendance for either the March Executive Committee Meeting or the March Board Meeting.

1. Changes to the Agenda, Members' Items. There were none.

2. Approval of January 8th Joint Executive & Finance Committee Minutes.

JOHN ZICCONI MADE A MOTION, SECONDED BY CATHERINE MCMAINS, TO APPROVE THE MINUTES WITH EDITS. MOTION CARRIED UNANIMOUSLY. The following edits were requested:

- PG 1 Line 25, PG 2 Line 4 misspelled Catherine.
- PG 3 Line 35, 44 and PG 5 Line 17 capitalize Water
- Make note that Agenda items 2 & 3, were Finance Committee items and Treasurer, John Zicconi chaired that portion of the meeting.

3. ACT 250 & SEC 248 Applications.

- a. Colchester Avenue Housing, LLC, Burlington #4C1320. The application is for a 71-unit residential apartment building with surface and underground parking on 3 adjoining lots. The project is located at 72, 80 and 94 Colchester Avenue, in Burlington Vermont. The CCRPC finds the project to be consistent with the Planning Areas, in compliance with Criterion 9(L), and in conformance with the Planning Areas of the 2018 Chittenden County Regional Plan. John requested that "Avenue" be added to the location description.

JOHN ZICCONI MADE A MOTION, SECONDED BY CHRIS ROY, TO APPROVE THE LETTER TO AARON BRONDYKE, STATE COORDINATOR. MOTION CARRIED UNANIMOUSLY.

4. Clean Water Service Provider. Charlie said discussions have continued with peers (Northwest Regional Planning Commission, Lamoille County Planning Commission, Central Vermont Regional Planning Commission) about the best way to support each other in this endeavor. We are working with our neighboring RPCs to host introductory meetings for each watershed. The goal is to bring all the partners in each watershed together. Currently, the biggest question is if any of the partners are interested in becoming a clean water service provider. The meeting for Basin 5 (Direct to Lake –

North) is scheduled for February 18. Staff will provide an update at the March meeting. Charlie explained he and Dan Albrecht will continue working on the advisory group to DEC as they develop rules and guidance. Charlie said he will provide more information and an update at the February 19, Board meeting. It is likely a decision will need to be made at the April Board Meeting. John Zicconi passed along praise to Dan Albrecht on a job well done with his CWSP, Water Quality presentation that was provided at the January 15, 2020 Board Meeting.

5. Act 250 Proposed Comments Charlie referred members to the two documents on Act 250, provided via e-mail and with the packet; the Draft Bill 19-0040 and CCRPC Comments on VNRC/Administration proposed Act 250. He asked members for input on the comments and if anything of importance had not yet been addressed. Member discussion of the documents and corresponding comments ensued. Members agreed there have been many changes in Vermont over past 50 years, since Act 250, and appreciate the consideration for increased protections, and how to move forward in a way that best protects varying interests of urban centers as well as rural town centers, countryside and villages. Charlie's stated there is a balance of support and a few requests that the committee will take a second look at. This will go through the Judiciary, then House Commerce, and finally House General, all of this must happen before the House votes and it crosses over to the Senate.

6. Safety Performance Targets for the Metropolitan Planning Area
Eleni distributed a handout to the members that included charts of crash data that was used to develop the CY 2020 Statewide Safety Performance Targets for the different measures. She explained the charts include both statewide and Chittenden County crash data and were developed to supplement the Statewide Safety Performance Targets Memo included with the Agenda Packet. Federal regulations have State DOTs set the performance targets in various categories (safety, asset condition, system performance, etc.) and then give MPOs another 180 days to either accept the targets or develop their own. In 2018, the CCRPC Board voted to accept the statewide safety targets. VTRANS asked us to review the updated targets for 2020 and we added specific Chittenden County data. CCRPC staff recommendation is that the Executive Committee recommend the CCRPC Board accept the VTRANS statewide safety targets as reported in the 2019 HSIP Report for the metropolitan planning area. Eleni stated CCRPC staff find no adverse consequence or reason to do anything else. This will need to be done at the February 19, 2020 Board Meeting. Members discussed whether to list the topic under the consent agenda or as a deliberative agenda item. It was decided it should be added as an agenda item with a short presentation. John Zicconi pointed out, considering our population base, we are relatively low in terms of overall state totals (fatalities), however, bicycle and pedestrian crashes are higher.
CHRIS ROY MADE A MOTION, SECONDED BY CATHERINE MCMAINS TO RECOMMEND THE BOARD ACCEPT THE VTRANS STATEWIDE SAFETY TARGETS AS REPORTED IN THE 2019 HSIP REPORT FOR THE METROPOLITAN PLANNING AREA. MOTION CARRIED UNANIMOUSLY.

7. Chair/Executive Director Report.

- b. Annual Meeting Location: Charlie said Emma has asked members for location recommendations and provided a list of the previous 6 locations. Members discussed various options, including the Red Lantern in Charlotte, The Sunset Ballroom in South Burlington, All Souls, in Shelburne, and The Dudley Center at UVM in Burlington.
- c. Legislative Update: Charlie noted that in addition to bills discussed previously there is continued work on the Housing Bill and he will speak more on this as it moves forward. There is also a Global Warming Solutions Act being discussed which has about 60 sponsors and several

- 1 RPC related items. There is also a Transportation & Climate Initiative bill and Eleni mentioned
2 the public meeting being held Thursday, February 6 at 6:00 p.m. in Burlington at Contois
3 Auditorium.
- 4 d. **UPWP Update:** There were a lot of applications received with requests totaling approximately
5 \$1.5 million. Staff has been refining the estimate of available funding and thinks it may be closer
6 to \$1.25 million. Conversations with individual applicants are ongoing. The next UPWP
7 Committee Meeting will be held on Wednesday, February 19, at 3:30 p.m.
- 8 e. **Compensation Study Update:** Charlie noted that there will be individual conversations with
9 staff about the Compensation Study recommendations to make sure he has heard from
10 everyone before bringing recommendations for personnel policy changes to the Executive
11 Committee in March.
- 12
- 13 8. Review Agenda for February 19, CCRPC Board Meeting. Members reviewed and adjusted the
14 proposed Agenda. Changes included adding a presentation on The Safety Performance Targets for
15 the Metropolitan Planning Area and it was decided only a brief update will be needed for Act 250
16 since the bill will likely have changed by then.
- 17
- 18 9. Other Business: There was no other business.
- 19
- 20 10. Executive Session: There was none needed.
- 21
- 22 11. Adjournment: JOHN ZICCONI MADE A MOTION, SECONDED CHRIS ROY, TO ADJOURN THE MEETING
23 AT 6:51 P.M. MOTION CARRIED UNANIMOUSLY.
- 24

25 Respectfully submitted,
26 Amy Irvin Witham

Chittenden County RPC

Quarterly Journal Entries

October through December 2019

Trans #	Date	Name	Memo	Account	Debit	Credit
44361	10/01/20	932 - Gen...	to record EPL and D&O insurance expens...	Prepaid Insurance		359.42
		932 - Gen...	to record EPL and D&O insurance expens...	Liability Insurance	359.42	
					359.42	359.42
44362	10/01/20	932 - Gen...	Cincinnati Commercial Liability - effective ...	Prepaid Insurance		410.00
		932 - Gen...	Cincinnati Commercial Liability - effective ...	Liability Insurance	410.00	
					410.00	410.00
44363	10/01/20	932 - Gen...	Monthly HSA Expense	Prepaid Expense...		4,375.00
		932 - Gen...	Monthly HSA Expense	HSA Deposits	4,375.00	
					4,375.00	4,375.00
44364	10/01/20	932 - Gen...	Office furniture for Intern Space Reno Jul...	Depreciation	101.86	
		932 - Gen...	Office furniture for Intern Space Reno Jul...	A/D Furniture, E...		101.86
					101.86	101.86
44365	10/01/20	931 - IT A...	Place Creative - website hosting for July 2...	Equip & Softwar...	100.00	
		931 - IT A...	Place Creative - website hosting for July 2...	Prepaid Mainten...		100.00
					100.00	100.00
44433	10/04/20	932 - Gen...	Payroll check date 10/4/19	Salaries	49,112.46	
		932 - Gen...	Quarterly HSA Deposits	Prepaid Expense...	13,500.00	
		932 - Gen...	Payroll check date 10/4/19	Payroll Expenses	104.00	
		932 - Gen...	Payroll check date 10/4/19	Payroll Tax Expe...	3,630.75	
		932 - Gen...	Payroll check date 10/4/19	Health Insurance		1,203.70
		932 - Gen...	Payroll check date 10/4/19	Vision Plan		84.18
		932 - Gen...	Payroll check date 10/4/19	United Way Pay...		148.00
		932 - Gen...	Payroll check date 10/4/19	VMERS Defined ...		3,024.80
		932 - Gen...	Payroll check date 10/4/19	Life Insurance/Di...		24.51
		932 - Gen...	Payroll check date 10/4/19	457 Plan - Peter ...		300.00
		932 - Gen...	Charest 10/4/19	Dependent Care ...		192.31
		932 - Gen...	Payroll ACH 10/4/19	OCU Checking ...		61,369.71
					66,347.21	66,347.21
44532	10/18/20	932 - Gen...	Payroll check date 10/18/19	Salaries	51,230.63	
		932 - Gen...	Payroll check date 10/18/19	Payroll Expenses	86.00	
		932 - Gen...	Payroll check date 10/18/19	Payroll Tax Expe...	3,805.38	
		932 - Gen...	Payroll check date 10/18/19	Health Insurance		1,082.53
		932 - Gen...	Payroll check date 10/18/19	Vision Plan		71.01
		932 - Gen...	Payroll check date 10/18/19	United Way Pay...		125.00
		932 - Gen...	Payroll check date 10/18/19	VMERS Defined ...		3,166.72
		932 - Gen...	Payroll check date 10/18/19	Life Insurance/Di...		24.51
		932 - Gen...	Charest	Dependent Care ...		192.31
		932 - Gen...	Payroll ACH 10/18/19	OCU Checking ...		50,459.93
					55,122.01	55,122.01
44533	10/20/20	931 - IT A...	ESRI - Insights for ARC GIS license Feb ...	Prepaid Mainten...		41.67
		931 - IT A...	ESRI - Insights for ARC GIS license Feb ...	Equip & Softwar...	41.67	
					41.67	41.67
44619	10/31/20	931 - IT A...	2 Adobe Creative licenses - \$1,827.40 - J...	Prepaid Mainten...		152.28
		931 - IT A...	2 Adobe Creative licenses - \$1,827.40 - J...	Equip & Softwar...	152.28	
					152.28	152.28
44620	10/31/20	2321-Tra...	Caliper Corporation - Inv #14997 for perio...	Project - Equipm...	100.00	
		2321-Tra...	Caliper Corporation - Inv #14997 for perio...	Prepaid Mainten...		100.00
					100.00	100.00
44621	10/31/20	932 - Gen...	Conference Room tables August 2019 - ...	Depreciation	88.72	
		932 - Gen...	Conference Room tables August 2019 - ...	A/D Furniture, E...		88.72
					88.72	88.72

Chittenden County RPC

Quarterly Journal Entries

October through December 2019

Trans #	Date	Name	Memo	Account	Debit	Credit
44622	10/31/20	932 - Gen...	\$2,000 down payment on Kia Niro May 20...	Prepaid Equipm...		55.56
		932 - Gen...	\$2,000 down payment on Kia Niro May 20...	EV/CarShare	55.56	
					55.56	55.56
44638	11/01/20	932 - Gen...	to record EPL and D&O insurance expens...	Prepaid Insurance		359.42
		932 - Gen...	to record EPL and D&O insurance expens...	Liability Insurance	359.42	
					359.42	359.42
44639	11/01/20	932 - Gen...	Cincinnati Commercial Liability - effective ...	Prepaid Insurance		410.00
		932 - Gen...	Cincinnati Commercial Liability - effective ...	Liability Insurance	410.00	
					410.00	410.00
44640	11/01/20	932 - Gen...	Monthly HSA Expense	Prepaid Expense...		4,375.00
		932 - Gen...	Monthly HSA Expense	HSA Deposits	4,375.00	
					4,375.00	4,375.00
44641	11/01/20	932 - Gen...	Office furniture for Intern Space Reno Jul...	Depreciation	101.86	
		932 - Gen...	Office furniture for Intern Space Reno Jul...	A/D Furniture, E...		101.86
					101.86	101.86
44642	11/01/20	931 - IT A...	Place Creative - website hosting for July 2...	Equip & Softwar...	100.00	
		931 - IT A...	Place Creative - website hosting for July 2...	Prepaid Mainten...		100.00
					100.00	100.00
44643	11/01/20	932 - Gen...	Payroll check date 11/1/19	Salaries	46,088.08	
		932 - Gen...	Payroll check date 11/1/19	Payroll Expenses	84.00	
		932 - Gen...	Payroll check date 11/1/19	Payroll Tax Expe...	3,406.95	
		932 - Gen...	Payroll check date 11/1/19	Health Insurance		1,122.87
		932 - Gen...	Payroll check date 11/1/19	Vision Plan		75.38
		932 - Gen...	Payroll check date 11/1/19	United Way Pay...		125.00
		932 - Gen...	Payroll check date 11/1/19	VMERS Defined ...		2,783.36
		932 - Gen...	Payroll check date 11/1/19	Life Insurance/Di...		24.51
		932 - Gen...	Charest	Dependent Care ...		192.31
		932 - Gen...	Payroll ACH 11/1/19	OCU Checking ...		45,255.60
					49,579.03	49,579.03
44682	10/31/20	932 - Gen...	OCT EV	EV/CarShare		815.48
		932 - Gen...	OCT EV	Mileage	2.90	
		712-Data ...	OCT EV	Project - Mileage	263.90	
		2321-Tra...	OCT EV	Project - Mileage	84.68	
		214 - Stat...	OCT EV	Project - Mileage	89.90	
		215 - Affo...	OCT EV	Project - Mileage	205.90	
		213 - Mu...	OCT EV	Project - Mileage	106.14	
		332 - MR ...	OCT EV	Project - Mileage	31.90	
		21322-Bo...	OCT EV	Project - Mileage	30.16	
					815.48	815.48
44740	11/15/20	932 - Gen...	Payroll check date 11/15/19	Salaries	46,137.08	
		932 - Gen...	Payroll check date 11/15/19	Payroll Expenses	84.00	
		932 - Gen...	Payroll check date 11/15/19	Payroll Tax Expe...	3,411.17	
		932 - Gen...	Payroll check date 11/15/19	Health Insurance		1,122.87
		932 - Gen...	Payroll check date 11/15/19	Vision Plan		75.38
		932 - Gen...	Payroll check date 11/15/19	United Way Pay...		125.00
		932 - Gen...	Payroll check date 11/15/19	VMERS Defined ...		2,783.36
		932 - Gen...	Payroll check date 11/15/19	Life Insurance/Di...		24.51
		932 - Gen...	Charest	Dependent Care ...		192.31
		932 - Gen...	Payroll ACH 11/15/19	OCU Checking ...		45,308.82
					49,632.25	49,632.25
44765	11/20/20	931 - IT A...	ESRI - Insights for ARC GIS license Feb ...	Prepaid Mainten...		41.67
		931 - IT A...	ESRI - Insights for ARC GIS license Feb ...	Equip & Softwar...	41.67	

Chittenden County RPC

Quarterly Journal Entries

October through December 2019

Trans #	Date	Name	Memo	Account	Debit	Credit
					41.67	41.67
44818	10/31/20	932 - Gen...	DA October	Salaries		6,800.64
		1131 - 20...	DA October	Salaries	304.92	
		1132 - 20...	DA October	Salaries	9.24	
		1133 - BF...	DA October	Salaries	83.16	
		1134 - BF...	DA October	Salaries	64.68	
		1141 - 20...	DA October	Salaries	332.64	
		1143 - 20...	DA October	Salaries	221.76	
		121 - Byw...	DA October	Salaries	110.88	
		214 - Stat...	DA October	Salaries	9.24	
		322 - Reg...	DA October	Salaries	231.00	
		3221 - R...	DA October	Salaries	36.96	
		32251 - O...	DA October	Salaries	175.56	
		32252 - ...	DA October	Salaries	582.12	
		32253 - B...	DA October	Salaries	563.64	
		323 - Mu...	DA October	Salaries	166.32	
		32325 - ...	DA October	Salaries	138.60	
		32326 - ...	DA October	Salaries	18.48	
		32329-Je...	DA October	Salaries	55.44	
		328 - Milt...	DA October	Salaries	157.08	
		329 - VT ...	DA October	Salaries	9.24	
		3210 - W...	DA October	Salaries	36.96	
		3211 - Pr...	DA October	Salaries	314.16	
		3311 - Wi...	DA October	Salaries	138.60	
		3317-Win...	DA October	Salaries	240.24	
		5212 - E...	DA October	Salaries	619.08	
		5213 - E...	DA October	Salaries	415.80	
		912 - Wor...	DA October	Salaries	83.16	
		922 - Staf...	DA October	Salaries	138.60	
		923 - Per...	DA October	Salaries	36.96	
		932 - Gen...	DA October	Salaries	277.20	
		933 - PTO	DA October	Salaries	933.24	
		934 - Holi...	DA October	Salaries	295.68	
					6,800.64	6,800.64
44819	10/31/20	932 - Gen...	CB October	Salaries		10,454.81
		214 - Stat...	CB October	Salaries	162.51	
		222 - Cli...	CB October	Salaries	162.51	
		232 - Tra...	CB October	Salaries	108.34	
		233 - TD...	CB October	Salaries	270.85	
		23432 - E...	CB October	Salaries	54.17	
		237 - Bik...	CB October	Salaries	54.17	
		23134 - I...	CB October	Salaries	108.34	
		2319 - TIP	CB October	Salaries	54.17	
		322 - Reg...	CB October	Salaries	433.36	
		32251 - O...	CB October	Salaries	54.17	
		32253 - B...	CB October	Salaries	54.17	
		323 - Mu...	CB October	Salaries	108.34	
		5212 - E...	CB October	Salaries	54.17	
		712-Data ...	CB October	Salaries	108.34	
		7331 - Co...	CB October	Salaries	1,679.27	
		7332 - Co...	CB October	Salaries	108.34	
		741 - Reg...	CB October	Salaries	975.06	
		911 - Co...	CB October	Salaries	1,245.91	
		912 - Wor...	CB October	Salaries	270.85	
		913 - Fin...	CB October	Salaries	162.51	
		921 - Staf...	CB October	Salaries	2,708.50	
		922 - Staf...	CB October	Salaries	325.02	
		923 - Per...	CB October	Salaries	379.19	
		932 - Gen...	CB October	Salaries	379.19	
		934 - Holi...	CB October	Salaries	433.36	
					10,454.81	10,454.81
44821	10/31/20	932 - Gen...	PB October	Salaries		7,444.64
		231623-R...	PB October	Salaries	60.69	
		5213 - E...	PB October	Salaries	485.52	

Chittenden County RPC

Quarterly Journal Entries

October through December 2019

Trans #	Date	Name	Memo	Account	Debit	Credit
		7112 - On...	PB October	Salaries	1,598.17	
		7113 - M...	PB October	Salaries	364.14	
		7114 -Wa...	PB October	Salaries	525.98	
		712-Data ...	PB October	Salaries	3,520.02	
		922 - Staf...	PB October	Salaries	121.38	
		931 - IT A...	PB October	Salaries	202.30	
		932 - Gen...	PB October	Salaries	161.84	
		933 - PTO	PB October	Salaries	80.92	
		934 - Holi...	PB October	Salaries	323.68	
					<hr/>	
					7,444.64	7,444.64
44823	10/31/20	932 - Gen...	JC October	Salaries		6,430.93
		232 - Tra...	JC October	Salaries	68.78	
		2323 - Tr...	JC October	Salaries	120.37	
		236 - Tec...	JC October	Salaries	1,461.58	
		23614 - T...	JC October	Salaries	240.73	
		23618 - N...	JC October	Salaries	68.78	
		237 - Bik...	JC October	Salaries	584.63	
		23134 - I...	JC October	Salaries	240.73	
		2316-Sco...	JC October	Salaries	137.56	
		231616 - ...	JC October	Salaries	773.78	
		231617-H...	JC October	Salaries	309.51	
		231621 - ...	JC October	Salaries	240.73	
		231623-R...	JC October	Salaries	309.51	
		2318 - Tr...	JC October	Salaries	68.78	
		512 - Tra...	JC October	Salaries	240.73	
		7114 -Wa...	JC October	Salaries	103.17	
		712-Data ...	JC October	Salaries	171.95	
		912 - Wor...	JC October	Salaries	68.78	
		922 - Staf...	JC October	Salaries	68.78	
		933 - PTO	JC October	Salaries	876.95	
		934 - Holi...	JC October	Salaries	275.10	
					<hr/>	
					6,430.93	6,430.93
44824	10/31/20	932 - Gen...	EC October	Salaries		8,385.04
		222 - Cli...	EC October	Salaries	157.36	
		232 - Tra...	EC October	Salaries	134.88	
		2323 - Tr...	EC October	Salaries	854.24	
		233 - TD...	EC October	Salaries	134.88	
		234 - TO...	EC October	Salaries	247.28	
		23432 - E...	EC October	Salaries	67.44	
		236 - Tec...	EC October	Salaries	2,877.44	
		237 - Bik...	EC October	Salaries	112.40	
		23825 - R...	EC October	Salaries	22.48	
		239 - Air, ...	EC October	Salaries	112.40	
		2310- ITS...	EC October	Salaries	179.84	
		23133 - N...	EC October	Salaries	179.84	
		23134 - I...	EC October	Salaries	966.64	
		2316-Sco...	EC October	Salaries	179.84	
		231616 - ...	EC October	Salaries	89.92	
		323 - Mu...	EC October	Salaries	269.76	
		512 - Tra...	EC October	Salaries	359.68	
		712-Data ...	EC October	Salaries	22.48	
		7332 - Co...	EC October	Salaries	224.80	
		911 - Co...	EC October	Salaries	202.32	
		912 - Wor...	EC October	Salaries	179.84	
		922 - Staf...	EC October	Salaries	112.40	
		923 - Per...	EC October	Salaries	112.40	
		933 - PTO	EC October	Salaries	224.80	
		934 - Holi...	EC October	Salaries	359.68	
					<hr/>	
					8,385.04	8,385.04
44825	10/31/20	932 - Gen...	FC October	Salaries		7,100.56
		911 - Co...	FC October	Salaries	96.48	
		913 - Fin...	FC October	Salaries	3,405.57	
		922 - Staf...	FC October	Salaries	279.78	

Chittenden County RPC

Quarterly Journal Entries

October through December 2019

Trans #	Date	Name	Memo	Account	Debit	Credit
		923 - Per...	FC October	Salaries	617.44	
		933 - PTO	FC October	Salaries	2,392.58	
		934 - Holi...	FC October	Salaries	308.71	
					7,100.56	7,100.56
44828	10/31/20	932 - Gen...	BD October	Salaries		6,206.32
		222 - Cli...	BD October	Salaries	438.49	
		232 - Tra...	BD October	Salaries	134.92	
		233 - TD...	BD October	Salaries	1,113.09	
		234 - TO...	BD October	Salaries	67.46	
		23431 - S...	BD October	Salaries	168.65	
		236 - Tec...	BD October	Salaries	742.06	
		237 - Bik...	BD October	Salaries	303.57	
		23824-Bi...	BD October	Salaries	505.95	
		23133 - N...	BD October	Salaries	1,180.55	
		231622 - ...	BD October	Salaries	337.30	
		811 - Title...	BD October	Salaries	33.73	
		912 - Wor...	BD October	Salaries	67.46	
		921 - Staf...	BD October	Salaries	809.52	
		922 - Staf...	BD October	Salaries	33.73	
		934 - Holi...	BD October	Salaries	269.84	
					6,206.32	6,206.32
44829	10/31/20	932 - Gen...	MD October	Salaries		4,690.16
		222 - Cli...	MD October	Salaries	50.98	
		232 - Tra...	MD October	Salaries	50.98	
		234 - TO...	MD October	Salaries	841.17	
		23431 - S...	MD October	Salaries	178.43	
		23432 - E...	MD October	Salaries	395.10	
		23433 - C...	MD October	Salaries	433.33	
		236 - Tec...	MD October	Salaries	611.76	
		23614 - T...	MD October	Salaries	305.88	
		23823 - L...	MD October	Salaries	127.45	
		23824-Bi...	MD October	Salaries	318.63	
		23825 - R...	MD October	Salaries	178.43	
		239 - Air, ...	MD October	Salaries	50.98	
		231623-R...	MD October	Salaries	203.92	
		32322-R...	MD October	Salaries	101.96	
		524 - LEPC	MD October	Salaries	50.98	
		712-Data ...	MD October	Salaries	216.67	
		7332 - Co...	MD October	Salaries	152.94	
		912 - Wor...	MD October	Salaries	127.45	
		922 - Staf...	MD October	Salaries	89.22	
		934 - Holi...	MD October	Salaries	203.90	
					4,690.16	4,690.16
44830	10/31/20	932 - Gen...	CD October	Salaries		4,925.68
		232 - Tra...	CD October	Salaries	53.54	
		231622 - ...	CD October	Salaries	80.31	
		323 - Mu...	CD October	Salaries	856.64	
		32321 - ...	CD October	Salaries	53.54	
		32327 - I...	CD October	Salaries	53.54	
		332 - MR ...	CD October	Salaries	348.01	
		712-Data ...	CD October	Salaries	2,114.83	
		7332 - Co...	CD October	Salaries	80.31	
		912 - Wor...	CD October	Salaries	187.39	
		922 - Staf...	CD October	Salaries	160.62	
		933 - PTO	CD October	Salaries	722.79	
		934 - Holi...	CD October	Salaries	214.16	
					4,925.68	4,925.68
44831	10/31/20	932 - Gen...	CF October	Salaries		7,444.64
		232 - Tra...	CF October	Salaries	566.44	
		23422 - K...	CF October	Salaries	80.92	
		23430 - C...	CF October	Salaries	40.46	
		236 - Tec...	CF October	Salaries	1,901.62	

Chittenden County RPC
Quarterly Journal Entries
October through December 2019

Trans #	Date	Name	Memo	Account	Debit	Credit
		231618 - ...	CF October	Salaries	202.30	
		2319 - TIP	CF October	Salaries	2,144.38	
		5211 - E...	CF October	Salaries	40.46	
		5213 - E...	CF October	Salaries	647.36	
		524 - LEPC	CF October	Salaries	80.92	
		922 - Staf...	CF October	Salaries	40.46	
		933 - PTO	CF October	Salaries	566.44	
		934 - Holi...	CF October	Salaries	323.68	
		5241 - Lo...	CF October	Salaries	809.20	
					<hr/>	
					7,444.64	7,444.64
44832	10/31/20	932 - Gen...	AAIW October	Salaries		4,423.36
		911 - Co...	AAIW October	Salaries	216.36	
		912 - Wor...	AAIW October	Salaries	216.36	
		913 - Fin...	AAIW October	Salaries	1,754.92	
		922 - Staf...	AAIW October	Salaries	24.04	
		923 - Per...	AAIW October	Salaries	1,718.86	
		933 - PTO	AAIW October	Salaries	300.50	
		934 - Holi...	AAIW October	Salaries	192.32	
					<hr/>	
					4,423.36	4,423.36
44833	10/31/20	932 - Gen...	RM October	Salaries		7,994.80
		211 - Mu...	RM October	Salaries	238.98	
		213 - Mu...	RM October	Salaries	1,694.55	
		21321-Na...	RM October	Salaries	325.88	
		21322-Bo...	RM October	Salaries	423.64	
		214 - Stat...	RM October	Salaries	1,455.58	
		215 - Affo...	RM October	Salaries	934.18	
		222 - Cli...	RM October	Salaries	21.73	
		225 - Act ...	RM October	Salaries	43.45	
		226 - Ene...	RM October	Salaries	65.18	
		231 - Act...	RM October	Salaries	43.45	
		322 - Reg...	RM October	Salaries	54.31	
		323 - Mu...	RM October	Salaries	32.59	
		524 - LEPC	RM October	Salaries	21.73	
		7331 - Co...	RM October	Salaries	608.30	
		7332 - Co...	RM October	Salaries	152.08	
		911 - Co...	RM October	Salaries	130.35	
		912 - Wor...	RM October	Salaries	271.56	
		922 - Staf...	RM October	Salaries	325.88	
		923 - Per...	RM October	Salaries	347.60	
		932 - Gen...	RM October	Salaries	238.98	
		933 - PTO	RM October	Salaries	217.25	
		934 - Holi...	RM October	Salaries	347.55	
					<hr/>	
					7,994.80	7,994.80
44834	10/31/20	932 - Gen...	MN October	Salaries		6,598.24
		213 - Mu...	MN October	Salaries	35.86	
		21321-Na...	MN October	Salaries	143.44	
		214 - Stat...	MN October	Salaries	71.72	
		222 - Cli...	MN October	Salaries	71.72	
		225 - Act ...	MN October	Salaries	251.02	
		226 - Ene...	MN October	Salaries	251.02	
		531 - RPP	MN October	Salaries	663.41	
		712-Data ...	MN October	Salaries	3,980.46	
		7331 - Co...	MN October	Salaries	358.60	
		912 - Wor...	MN October	Salaries	71.72	
		922 - Staf...	MN October	Salaries	89.65	
		933 - PTO	MN October	Salaries	322.74	
		934 - Holi...	MN October	Salaries	286.88	
					<hr/>	
					6,598.24	6,598.24
44836	10/31/20	932 - Gen...	ENL October	Salaries		5,280.80
		1131 - 20...	ENL October	Salaries	57.40	
		1141 - 20...	ENL October	Salaries	186.55	
		1142 - 20...	ENL October	Salaries	14.35	

Chittenden County RPC
Quarterly Journal Entries
October through December 2019

Trans #	Date	Name	Memo	Account	Debit	Credit
		1143 - 20...	ENL October	Salaries	43.05	
		211 - Mu...	ENL October	Salaries	459.20	
		2115 - Hu...	ENL October	Salaries	373.10	
		213 - Mu...	ENL October	Salaries	896.88	
		214 - Stat...	ENL October	Salaries	530.95	
		222 - Cli...	ENL October	Salaries	444.85	
		225 - Act ...	ENL October	Salaries	530.85	
		226 - Ene...	ENL October	Salaries	416.15	
		231 - Act...	ENL October	Salaries	114.80	
		7331 - Co...	ENL October	Salaries	200.90	
		912 - Wor...	ENL October	Salaries	64.58	
		922 - Staf...	ENL October	Salaries	100.45	
		932 - Gen...	ENL October	Salaries	28.70	
		933 - PTO	ENL October	Salaries	588.35	
		934 - Holi...	ENL October	Salaries	229.69	
					5,280.80	5,280.80
44837	10/31/20	932 - Gen...	SS October	Salaries		5,827.28
		21322-Bo...	SS October	Salaries	443.38	
		232 - Tra...	SS October	Salaries	63.34	
		236 - Tec...	SS October	Salaries	1,536.00	
		23615 - P...	SS October	Salaries	411.71	
		23821 - S...	SS October	Salaries	31.67	
		23825 - R...	SS October	Salaries	174.19	
		23102 - R...	SS October	Salaries	475.05	
		23104 - ...	SS October	Salaries	981.77	
		23134 - I...	SS October	Salaries	95.01	
		2425 - Tr...	SS October	Salaries	348.37	
		512 - Tra...	SS October	Salaries	332.54	
		712-Data ...	SS October	Salaries	142.52	
		912 - Wor...	SS October	Salaries	142.52	
		921 - Staf...	SS October	Salaries	190.02	
		922 - Staf...	SS October	Salaries	110.85	
		933 - PTO	SS October	Salaries	95.01	
		934 - Holi...	SS October	Salaries	253.33	
					5,827.28	5,827.28
44838	10/31/20	932 - Gen...	EMMA October	Salaries		5,704.00
		121 - Byw...	EMMA October	Salaries	31.00	
		215 - Affo...	EMMA October	Salaries	124.00	
		531 - RPP	EMMA October	Salaries	93.00	
		7331 - Co...	EMMA October	Salaries	1,736.00	
		7332 - Co...	EMMA October	Salaries	1,457.00	
		741 - Reg...	EMMA October	Salaries	744.00	
		912 - Wor...	EMMA October	Salaries	93.00	
		922 - Staf...	EMMA October	Salaries	31.00	
		932 - Gen...	EMMA October	Salaries	31.00	
		933 - PTO	EMMA October	Salaries	1,116.00	
		934 - Holi...	EMMA October	Salaries	248.00	
					5,704.00	5,704.00
44839	10/31/20	932 - Gen...	Austen Thum October (intern)	Salaries		630.00
		712-Data ...	Austen Thum October (intern)	Salaries	630.00	
					630.00	630.00
44840	10/31/20	932 - Gen...	Rachel Galus October (intern)	Salaries		322.00
		323 - Mu...	Rachel Galus October (intern)	Salaries	322.00	
					322.00	322.00
44841	10/31/20	932 - Gen...	Kathie Finnie October	Salaries		972.00
		511 - Traf...	Kathie Finnie October	Salaries	972.00	
					972.00	972.00
44844	10/31/20	2321-Tra...	To Reverse Prepaid NETSC for SS/EC/J...	Prepaid Project ...		158.22

Chittenden County RPC

Quarterly Journal Entries

October through December 2019

Trans #	Date	Name	Memo	Account	Debit	Credit
		2321-Tra...	To Reverse Prepaid NETSC for SS/EC/J...	Project - Confere...	158.22	
					158.22	158.22
44845	10/31/20	713 - VO...	To reverse Prepaid Expense for PB Sund...	Prepaid Project ...		376.00
		713 - VO...	To reverse Prepaid Expense for PB Sund...	Project - Confere...	376.00	
					376.00	376.00
44858	11/30/20	931 - IT A...	2 Adobe Creative licenses - \$1,827.40 - J...	Prepaid Mainten...		152.28
		931 - IT A...	2 Adobe Creative licenses - \$1,827.40 - J...	Equip & Softwar...	152.28	
					152.28	152.28
44859	11/30/20	2321-Tra...	Caliper Corporation - Inv #14997 for perio...	Project - Equipm...	100.00	
		2321-Tra...	Caliper Corporation - Inv #14997 for perio...	Prepaid Mainten...		100.00
					100.00	100.00
44860	11/30/20	932 - Gen...	Conference Room tables August 2019 - ...	Depreciation	88.72	
		932 - Gen...	Conference Room tables August 2019 - ...	A/D Furniture, E...		88.72
					88.72	88.72
44861	12/01/20	932 - Gen...	to record EPL and D&O insurance expens...	Prepaid Insurance		359.42
		932 - Gen...	to record EPL and D&O insurance expens...	Liability Insurance	359.42	
					359.42	359.42
44862	12/01/20	932 - Gen...	Cincinnati Commercial Liability - effective ...	Prepaid Insurance		410.00
		932 - Gen...	Cincinnati Commercial Liability - effective ...	Liability Insurance	410.00	
					410.00	410.00
44863	11/30/20	932 - Gen...	\$2,000 down payment on Kia Niro May 20...	Prepaid Equipm...		55.56
		932 - Gen...	\$2,000 down payment on Kia Niro May 20...	EV/CarShare	55.56	
					55.56	55.56
44864	12/01/20	932 - Gen...	Monthly HSA Expense - and to tie out 201...	Prepaid Expense...		9,950.00
		932 - Gen...	Monthly HSA Expense - and to tie out 201...	HSA Deposits	9,950.00	
					9,950.00	9,950.00
44865	12/01/20	932 - Gen...	Office furniture for Intern Space Reno Jul...	Depreciation	101.86	
		932 - Gen...	Office furniture for Intern Space Reno Jul...	A/D Furniture, E...		101.86
					101.86	101.86
44866	12/01/20	931 - IT A...	Place Creative - website hosting for July 2...	Equip & Softwar...	100.00	
		931 - IT A...	Place Creative - website hosting for July 2...	Prepaid Mainten...		100.00
					100.00	100.00
44868	11/29/20	932 - Gen...	Payroll check date 11/29/19	Salaries	46,228.08	
		932 - Gen...	HSA Deposit (Heartland manual entry erro...	Prepaid Expense...	950.00	
		932 - Gen...	Payroll check date 11/29/19	Payroll Expenses	88.00	
		932 - Gen...	Payroll check date 11/29/19	Payroll Tax Expe...	3,418.80	
		932 - Gen...	Payroll check date 11/29/19	Health Insurance		1,122.87
		932 - Gen...	Payroll check date 11/29/19	Vision Plan		75.38
		932 - Gen...	Payroll check date 11/29/19	United Way Pay...		125.00
		932 - Gen...	Payroll check date 11/29/19	VMERS Defined ...		2,783.36
		932 - Gen...	Payroll check date 11/29/19	Life Insurance/Di...		24.51
		932 - Gen...	Charest	Dependent Care ...		192.31
		932 - Gen...	Payroll 11/29/19	OCU Checking ...		46,361.45
					50,684.88	50,684.88
44869	11/30/20	932 - Gen...	NOV EV	EV/CarShare		443.70
		932 - Gen...	NOV EV	Mileage	9.86	
		2321-Tra...	NOV EV	Project - Mileage	83.52	
		921 - Staf...	NOV EV	Mileage	135.72	
		226 - Ene...	NOV EV	Project - Mileage	9.86	

Chittenden County RPC

Quarterly Journal Entries

October through December 2019

Trans #	Date	Name	Memo	Account	Debit	Credit
		213 - Mu...	NOV EV	Project - Mileage	44.08	
		214 - Stat...	NOV EV	Project - Mileage	47.56	
		7331 - Co...	NOV EV	Project - Mileage	66.70	
		32251 - O...	NOV EV	Project - Mileage	46.40	
					443.70	443.70
44918	12/05/20	3317-Win...	to invoice SWRPC for RPC staff time for ...	Deferred Grants ...		14,394.03
		3317-Win...	to invoice SWRPC for RPC staff time for ...	Accounts Receiv...	14,394.03	
					14,394.03	14,394.03
44949	11/30/20	3315 - W...	for Underhill costs for Underhill CWBG	Deferred Grants ...	16,175.00	
		3315 - W...	for Underhill costs for Underhill CWBG	WQ Block Grant ...		16,175.00
					16,175.00	16,175.00
44986	11/30/20	932 - Gen...	DA November	Salaries		6,209.28
		1131 - 20...	DA November	Salaries	36.96	
		1132 - 20...	DA November	Salaries	240.24	
		1133 - BF...	DA November	Salaries	36.96	
		1134 - BF...	DA November	Salaries	18.48	
		1141 - 20...	DA November	Salaries	64.68	
		1142 - 20...	DA November	Salaries	184.80	
		1143 - 20...	DA November	Salaries	267.96	
		1144 - Br...	DA November	Salaries	27.72	
		121 - Byw...	DA November	Salaries	55.44	
		3221 - R...	DA November	Salaries	64.68	
		32251 - O...	DA November	Salaries	434.28	
		32252 - ...	DA November	Salaries	1,145.76	
		32253 - B...	DA November	Salaries	729.96	
		323 - Mu...	DA November	Salaries	231.00	
		32325 - ...	DA November	Salaries	27.72	
		32326 - ...	DA November	Salaries	18.48	
		32328 - S...	DA November	Salaries	36.96	
		32329-Je...	DA November	Salaries	64.68	
		328 - Milt...	DA November	Salaries	101.64	
		3211 - Pr...	DA November	Salaries	378.84	
		3316-Willi...	DA November	Salaries	18.48	
		3317-Win...	DA November	Salaries	55.44	
		5212 - E...	DA November	Salaries	369.60	
		527 - DE...	DA November	Salaries	277.20	
		912 - Wor...	DA November	Salaries	36.96	
		922 - Staf...	DA November	Salaries	36.96	
		923 - Per...	DA November	Salaries	129.36	
		933 - PTO	DA November	Salaries	295.68	
		934 - Holi...	DA November	Salaries	591.36	
		932 - Gen...	DA November	Salaries	231.00	
					6,209.28	6,209.28
44988	10/31/20	32251 - O...	Water Quality expenses for October	Deferred Grants ...	3,642.98	
		32251 - O...	Water Quality expenses for October	ANR - Water Qu...		3,642.98
					3,642.98	3,642.98
44991	10/31/20	332 - MR ...	Grants in Aid - October	Unbilled Receiva...	889.12	
		332 - MR ...	Grants in Aid - October	Grants in Aid Pilot		889.12
					889.12	889.12
44992	10/31/20	2118 - Bo...	Bolton CDBG - expenses for Oct 2019	Deferred Grants ...	2,344.31	
		2118 - Bo...	Bolton CDBG - expenses for Oct 2019	Bolton CDBG		2,344.31
					2,344.31	2,344.31
44994	10/31/20	226 - Ene...	to record exp/revenues for October	Deferred Grants ...	1,989.73	
		226 - Ene...	to record exp/revenues for October	Energy Plan Imp...		1,989.73
					1,989.73	1,989.73

Chittenden County RPC
Quarterly Journal Entries
October through December 2019

Trans #	Date	Name	Memo	Account	Debit	Credit
44998	10/31/20	3317-Win...	CCRPC staff costs - October	Deferred Grants ...	594.49	
		3317-Win...	CCRPC staff costs - October	WQ Block Grant ...		594.49
					594.49	594.49
44999	11/30/20	932 - Gen...	CB November	Salaries		8,992.22
		214 - Stat...	CB November	Salaries	216.68	
		222 - Cli...	CB November	Salaries	54.17	
		232 - Tra...	CB November	Salaries	108.34	
		234 - TO...	CB November	Salaries	108.34	
		23432 - E...	CB November	Salaries	108.34	
		239 - Air, ...	CB November	Salaries	433.36	
		23133 - N...	CB November	Salaries	54.17	
		23134 - I-...	CB November	Salaries	216.68	
		322 - Reg...	CB November	Salaries	758.38	
		323 - Mu...	CB November	Salaries	108.34	
		712-Data ...	CB November	Salaries	162.51	
		721 - EC...	CB November	Salaries	54.17	
		722 - EC...	CB November	Salaries	54.17	
		7331 - Co...	CB November	Salaries	1,137.57	
		7332 - Co...	CB November	Salaries	487.53	
		741 - Reg...	CB November	Salaries	325.02	
		811 - Title...	CB November	Salaries	54.17	
		911 - Co...	CB November	Salaries	541.70	
		912 - Wor...	CB November	Salaries	54.17	
		913 - Fin...	CB November	Salaries	54.17	
		921 - Staf...	CB November	Salaries	1,462.59	
		922 - Staf...	CB November	Salaries	379.19	
		923 - Per...	CB November	Salaries	812.55	
		932 - Gen...	CB November	Salaries	379.19	
		934 - Holi...	CB November	Salaries	866.72	
					8,992.22	8,992.22
45000	11/30/20	932 - Gen...	PB November	Salaries		6,797.28
		231623-R...	PB November	Salaries	283.22	
		5212 - E...	PB November	Salaries	283.22	
		527 - DE...	PB November	Salaries	283.22	
		7112 - On...	PB November	Salaries	1,072.19	
		7113 - M...	PB November	Salaries	121.38	
		712-Data ...	PB November	Salaries	1,375.64	
		922 - Staf...	PB November	Salaries	121.38	
		931 - IT A...	PB November	Salaries	182.07	
		932 - Gen...	PB November	Salaries	404.60	
		933 - PTO	PB November	Salaries	2,023.00	
		934 - Holi...	PB November	Salaries	647.36	
					6,797.28	6,797.28
45001	11/30/20	932 - Gen...	FC November	Salaries		6,483.12
		531 - RPP	FC November	Salaries	192.95	
		911 - Co...	FC November	Salaries	115.77	
		913 - Fin...	FC November	Salaries	4,129.13	
		922 - Staf...	FC November	Salaries	270.13	
		923 - Per...	FC November	Salaries	656.03	
		933 - PTO	FC November	Salaries	501.67	
		934 - Holi...	FC November	Salaries	617.44	
					6,483.12	6,483.12
45002	10/31/20	3311 - Wi...	WQ Williston Oct CCRPC Expenses	WQ Block Grant ...		342.98
		3311 - Wi...	WQ Williston Oct CCRPC Expenses	Deferred Grants ...	342.98	
					342.98	342.98
45003	11/30/20	932 - Gen...	RM November	Salaries		7,299.60
		211 - Mu...	RM November	Salaries	369.33	
		213 - Mu...	RM November	Salaries	1,118.84	
		21321-Na...	RM November	Salaries	586.58	
		214 - Stat...	RM November	Salaries	825.55	

Chittenden County RPC

Quarterly Journal Entries

October through December 2019

Trans #	Date	Name	Memo	Account	Debit	Credit
		215 - Affo...	RM November	Salaries	260.70	
		231 - Act...	RM November	Salaries	21.73	
		323 - Mu...	RM November	Salaries	43.45	
		524 - LEPC	RM November	Salaries	21.73	
		712-Data ...	RM November	Salaries	65.18	
		721 - EC...	RM November	Salaries	54.31	
		7331 - Co...	RM November	Salaries	890.73	
		7332 - Co...	RM November	Salaries	249.84	
		811 - Title...	RM November	Salaries	43.45	
		911 - Co...	RM November	Salaries	195.53	
		912 - Wor...	RM November	Salaries	238.98	
		921 - Staf...	RM November	Salaries	130.35	
		922 - Staf...	RM November	Salaries	304.15	
		923 - Per...	RM November	Salaries	869.00	
		932 - Gen...	RM November	Salaries	141.21	
		933 - PTO	RM November	Salaries	173.80	
		934 - Holi...	RM November	Salaries	695.16	
					<hr/>	
					7,299.60	7,299.60
45004	11/30/20	932 - Gen...	MN November	Salaries		6,078.27
		211 - Mu...	MN November	Salaries	107.58	
		222 - Cli...	MN November	Salaries	233.09	
		226 - Ene...	MN November	Salaries	1,846.79	
		531 - RPP	MN November	Salaries	322.74	
		7112 - On...	MN November	Salaries	107.58	
		712-Data ...	MN November	Salaries	1,308.89	
		721 - EC...	MN November	Salaries	1,039.94	
		7331 - Co...	MN November	Salaries	143.44	
		922 - Staf...	MN November	Salaries	125.51	
		923 - Per...	MN November	Salaries	179.30	
		932 - Gen...	MN November	Salaries	35.86	
		933 - PTO	MN November	Salaries	627.55	
					<hr/>	
					6,078.27	6,078.27
45005	11/30/20	932 - Gen...	AAIW November	Salaries		4,038.72
		911 - Co...	AAIW November	Salaries	252.42	
		913 - Fin...	AAIW November	Salaries	1,550.58	
		922 - Staf...	AAIW November	Salaries	144.24	
		923 - Per...	AAIW November	Salaries	1,706.84	
		934 - Holi...	AAIW November	Salaries	384.64	
					<hr/>	
					4,038.72	4,038.72
45006	11/30/20	932 - Gen...	ENL November	Salaries		4,821.60
		1132 - 20...	ENL November	Salaries	186.55	
		1142 - 20...	ENL November	Salaries	114.80	
		1143 - 20...	ENL November	Salaries	100.45	
		211 - Mu...	ENL November	Salaries	502.25	
		213 - Mu...	ENL November	Salaries	1,191.05	
		21321-Na...	ENL November	Salaries	86.10	
		214 - Stat...	ENL November	Salaries	200.90	
		222 - Cli...	ENL November	Salaries	14.35	
		225 - Act ...	ENL November	Salaries	157.85	
		226 - Ene...	ENL November	Salaries	114.80	
		231 - Act...	ENL November	Salaries	100.45	
		7331 - Co...	ENL November	Salaries	57.40	
		912 - Wor...	ENL November	Salaries	86.10	
		922 - Staf...	ENL November	Salaries	100.45	
		932 - Gen...	ENL November	Salaries	200.90	
		933 - PTO	ENL November	Salaries	1,148.00	
		934 - Holi...	ENL November	Salaries	459.20	
					<hr/>	
					4,821.60	4,821.60
45007	11/30/20	932 - Gen...	EMMA November	Salaries		5,208.00
		21324 - E...	EMMA November	Salaries	62.00	
		215 - Affo...	EMMA November	Salaries	93.00	
		511 - Traf...	EMMA November	Salaries	62.00	

Chittenden County RPC

Quarterly Journal Entries

October through December 2019

Trans #	Date	Name	Memo	Account	Debit	Credit
		531 - RPP	EMMA November	Salaries	248.00	
		721 - EC...	EMMA November	Salaries	46.50	
		722 - EC...	EMMA November	Salaries	46.50	
		7331 - Co...	EMMA November	Salaries	1,271.00	
		7332 - Co...	EMMA November	Salaries	1,302.00	
		741 - Reg...	EMMA November	Salaries	279.00	
		811 - Title...	EMMA November	Salaries	93.00	
		912 - Wor...	EMMA November	Salaries	62.00	
		922 - Staf...	EMMA November	Salaries	62.00	
		923 - Per...	EMMA November	Salaries	31.00	
		932 - Gen...	EMMA November	Salaries	217.00	
		933 - PTO	EMMA November	Salaries	837.00	
		934 - Holi...	EMMA November	Salaries	496.00	
					5,208.00	5,208.00
45009	10/31/20	3210 - W...	Oct CCRPC expenses	Direct to Lake/La...		91.46
		3210 - W...	Oct CCRPC expenses	Deferred Grants-...	91.46	
					91.46	91.46
45010	10/31/20	329 - VT ...	To record VT Clean Streets rev against ex...	Deferred Grant - ...	22.86	
		329 - VT ...	To record VT Clean Streets rev against ex...	Vermont Clean ...		22.86
					22.86	22.86
45013	12/13/20	932 - Gen...	Payroll check date 12/13/19	Salaries	45,774.08	
		932 - Gen...	Payroll check date 12/13/19	Payroll Expenses	84.00	
		932 - Gen...	Payroll check date 12/13/19	Payroll Tax Expe...	3,380.47	
		932 - Gen...	Payroll check date 12/13/19	Health Insurance		1,122.87
		932 - Gen...	Payroll check date 12/13/19	Vision Plan		75.38
		932 - Gen...	Payroll check date 12/13/19	United Way Pay...		125.00
		932 - Gen...	Payroll check date 12/13/19	VMERS Defined ...		2,783.36
		932 - Gen...	Payroll check date 12/13/19	Life Insurance/Di...		24.51
		932 - Gen...	Charest	Dependent Care ...		192.31
		932 - Gen...	Payroll 12/13/19	OCU Checking ...		44,915.12
					49,238.55	49,238.55
45014	10/31/20	328 - Milt...	to record revenue against expenses for O...	Deferred Grants ...	402.96	
		328 - Milt...	to record revenue against expenses for O...	Milton Stormwat...		402.96
		328 - Milt...	to record revenue against Fitzgerald expe...	Deferred Grants ...	3,150.87	
		328 - Milt...	to record revenue against Fitzgerald expe...	Milton Stormwat...		3,150.87
					3,553.83	3,553.83
45016	10/31/20	932 - Gen...	to adjust accrued PTO for Oct	Accrued Vacatio...		3,450.64
		932 - Gen...	to adjust accrued PTO for Oct	Salaries	3,450.64	
					3,450.64	3,450.64
45017	10/31/20	932 - Gen...	adjust accrued salary for Oct	Accrued Salaries	13,522.00	
		932 - Gen...	adjust accrued salary for Oct	Salaries		13,522.00
					13,522.00	13,522.00
45018	10/31/20	932 - Gen...	to record ACCD income against Oct expe...	Deferred Income...	37,050.53	
		932 - Gen...	to record ACCD income against Oct expe...	Project Income-...		37,050.53
		932 - Gen...	to record ACCD match income against O...	Deferred Income...	5,096.55	
		932 - Gen...	to record ACCD match income against O...	Project Income-...		5,096.55
					42,147.08	42,147.08
45039	11/30/20	932 - Gen...	JC November	Salaries		5,674.35
		2312 - Ac...	JC November	Salaries	171.95	
		232 - Tra...	JC November	Salaries	103.17	
		2323 - Tr...	JC November	Salaries	103.17	
		236 - Tec...	JC November	Salaries	1,358.41	
		23614 - T...	JC November	Salaries	85.98	
		23134 - I...	JC November	Salaries	378.29	
		2316-Sco...	JC November	Salaries	292.32	

Chittenden County RPC

Quarterly Journal Entries

October through December 2019

Trans #	Date	Name	Memo	Account	Debit	Credit
		231616 - ...	JC November	Salaries	447.07	
		231617-H...	JC November	Salaries	68.78	
		231621 - ...	JC November	Salaries	980.12	
		231623-R...	JC November	Salaries	206.34	
		911 - Co...	JC November	Salaries	103.17	
		912 - Wor...	JC November	Salaries	103.17	
		922 - Staf...	JC November	Salaries	137.56	
		932 - Gen...	JC November	Salaries	103.17	
		933 - PTO	JC November	Salaries	481.46	
		934 - Holi...	JC November	Salaries	550.22	
					5,674.35	5,674.35
45040	11/30/20	932 - Gen...	BD November	Salaries		5,666.64
		232 - Tra...	BD November	Salaries	202.38	
		233 - TD...	BD November	Salaries	236.11	
		234 - TO...	BD November	Salaries	33.73	
		236 - Tec...	BD November	Salaries	269.84	
		237 - Bik...	BD November	Salaries	573.41	
		23824-Bi...	BD November	Salaries	860.12	
		23133 - N...	BD November	Salaries	2,175.59	
		231622 - ...	BD November	Salaries	168.65	
		811 - Title...	BD November	Salaries	67.46	
		912 - Wor...	BD November	Salaries	168.65	
		922 - Staf...	BD November	Salaries	101.19	
		933 - PTO	BD November	Salaries	269.84	
		934 - Holi...	BD November	Salaries	539.67	
					5,666.64	5,666.64
45041	11/30/20	932 - Gen...	MD November	Salaries		4,282.32
		222 - Cli...	MD November	Salaries	38.24	
		232 - Tra...	MD November	Salaries	38.24	
		234 - TO...	MD November	Salaries	790.19	
		23416 - N...	MD November	Salaries	76.47	
		23432 - E...	MD November	Salaries	191.18	
		23433 - C...	MD November	Salaries	127.45	
		236 - Tec...	MD November	Salaries	203.92	
		23614 - T...	MD November	Salaries	280.39	
		23823 - L...	MD November	Salaries	50.98	
		23824-Bi...	MD November	Salaries	573.53	
		23825 - R...	MD November	Salaries	254.90	
		231621 - ...	MD November	Salaries	293.14	
		231623-R...	MD November	Salaries	63.73	
		712-Data ...	MD November	Salaries	203.92	
		7332 - Co...	MD November	Salaries	63.73	
		911 - Co...	MD November	Salaries	50.98	
		912 - Wor...	MD November	Salaries	446.08	
		932 - Gen...	MD November	Salaries	76.47	
		933 - PTO	MD November	Salaries	50.98	
		934 - Holi...	MD November	Salaries	407.80	
					4,282.32	4,282.32
45044	11/30/20	932 - Gen...	CD November	Salaries		4,497.36
		232 - Tra...	CD November	Salaries	80.31	
		236 - Tec...	CD November	Salaries	160.62	
		323 - Mu...	CD November	Salaries	1,499.12	
		32321 - ...	CD November	Salaries	80.31	
		332 - MR ...	CD November	Salaries	53.54	
		712-Data ...	CD November	Salaries	1,432.20	
		7332 - Co...	CD November	Salaries	53.54	
		912 - Wor...	CD November	Salaries	80.31	
		922 - Staf...	CD November	Salaries	160.62	
		932 - Gen...	CD November	Salaries	26.77	
		933 - PTO	CD November	Salaries	441.71	
		934 - Holi...	CD November	Salaries	428.31	
					4,497.36	4,497.36

Chittenden County RPC
Quarterly Journal Entries
October through December 2019

Trans #	Date	Name	Memo	Account	Debit	Credit
45077	11/30/20	932 - Gen...	CF November	Salaries		6,797.28
		232 - Tra...	CF November	Salaries	202.30	
		2323 - Tr...	CF November	Salaries	40.46	
		23422 - K...	CF November	Salaries	566.44	
		23430 - C...	CF November	Salaries	566.44	
		236 - Tec...	CF November	Salaries	80.92	
		231618 - ...	CF November	Salaries	161.84	
		2319 - TIP	CF November	Salaries	1,658.86	
		5212 - E...	CF November	Salaries	161.84	
		5213 - E...	CF November	Salaries	141.61	
		524 - LEPC	CF November	Salaries	40.46	
		5241 - Lo...	CF November	Salaries	40.46	
		527 - DE...	CF November	Salaries	1,476.79	
		912 - Wor...	CF November	Salaries	40.46	
		922 - Staf...	CF November	Salaries	121.38	
		933 - PTO	CF November	Salaries	849.66	
		934 - Holi...	CF November	Salaries	647.36	
					6,797.28	6,797.28
45078	11/30/20	932 - Gen...	SS November	Salaries		5,320.56
		21322-Bo...	SS November	Salaries	63.34	
		2312 - Ac...	SS November	Salaries	63.34	
		236 - Tec...	SS November	Salaries	1,631.01	
		23615 - P...	SS November	Salaries	110.85	
		23821 - S...	SS November	Salaries	63.34	
		23825 - R...	SS November	Salaries	95.01	
		23102 - R...	SS November	Salaries	791.75	
		23104 - ...	SS November	Salaries	237.53	
		23134 - I...	SS November	Salaries	63.34	
		2423 - Tr...	SS November	Salaries	31.67	
		2425 - Tr...	SS November	Salaries	126.68	
		712-Data ...	SS November	Salaries	79.18	
		912 - Wor...	SS November	Salaries	158.35	
		922 - Staf...	SS November	Salaries	158.35	
		932 - Gen...	SS November	Salaries	63.34	
		933 - PTO	SS November	Salaries	1,076.78	
		934 - Holi...	SS November	Salaries	506.70	
					5,320.56	5,320.56
45079	11/30/20	932 - Gen...	EC November	Salaries		7,890.48
		222 - Cli...	EC November	Salaries	22.48	
		2312 - Ac...	EC November	Salaries	22.48	
		232 - Tra...	EC November	Salaries	134.88	
		2323 - Tr...	EC November	Salaries	67.44	
		233 - TD...	EC November	Salaries	112.40	
		234 - TO...	EC November	Salaries	337.20	
		236 - Tec...	EC November	Salaries	1,730.96	
		237 - Bik...	EC November	Salaries	67.44	
		239 - Air, ...	EC November	Salaries	1,034.08	
		2310- ITS...	EC November	Salaries	202.32	
		2313 - Lo...	EC November	Salaries	44.96	
		23133 - N...	EC November	Salaries	247.28	
		23134 - I...	EC November	Salaries	809.28	
		2316-Sco...	EC November	Salaries	89.92	
		23162 - B...	EC November	Salaries	22.48	
		231616 - ...	EC November	Salaries	22.48	
		231621 - ...	EC November	Salaries	22.48	
		323 - Mu...	EC November	Salaries	314.72	
		512 - Tra...	EC November	Salaries	44.96	
		722 - EC...	EC November	Salaries	44.96	
		7332 - Co...	EC November	Salaries	134.88	
		811 - Title...	EC November	Salaries	44.96	
		911 - Co...	EC November	Salaries	224.80	
		912 - Wor...	EC November	Salaries	269.76	
		922 - Staf...	EC November	Salaries	202.32	
		923 - Per...	EC November	Salaries	179.84	
		932 - Gen...	EC November	Salaries	269.76	

Chittenden County RPC

Quarterly Journal Entries

October through December 2019

Trans #	Date	Name	Memo	Account	Debit	Credit
		933 - PTO	EC November	Salaries	449.60	
		934 - Holi...	EC November	Salaries	719.36	
					7,890.48	7,890.48
45080	11/30/20	932 - Gen...	Rachel Galus November [intern]	Salaries		413.00
		323 - Mu...	Rachel Galus November [intern]	Salaries	413.00	
					413.00	413.00
45081	11/30/20	932 - Gen...	Austen Thum November [intern]	Salaries		833.00
		712-Data ...	Austen Thum November [intern]	Salaries	833.00	
					833.00	833.00
45082	11/30/20	932 - Gen...	Kathie Finnie November	Salaries		936.00
		511 - Traf...	Kathie Finnie November	Salaries	936.00	
					936.00	936.00
45083	11/30/20	213 - Mu...	To Reverse Prepaid Expense ENL NNEP...	Prepaid Project ...		215.00
		213 - Mu...	ENL NNEPC Conf Fee Nov 13-15	Project - Confere...	215.00	
					215.00	215.00
45084	11/30/20	213 - Mu...	To Reverse Prepaid RM Lodging Fee for ...	Prepaid Project ...		216.91
		213 - Mu...	RM Lodging Fee for Conference NNEPC ...	Project - Travel	216.91	
		213 - Mu...	To Reverse Prepaid RM Conf Fee for N...	Prepaid Project ...		215.00
		213 - Mu...	RM Conf Fee for NNEPC 11/13 - 11/15	Project - Confere...	215.00	
					431.91	431.91
45085	12/20/20	931 - IT A...	ESRI - Insights for ARC GIS license Feb ...	Prepaid Mainten...		41.67
		931 - IT A...	ESRI - Insights for ARC GIS license Feb ...	Equip & Softwar...	41.67	
					41.67	41.67
45098	11/30/20	3316-Willi...	Williston LIRD BG - Nov CCPC staff costs	Deferred Grants ...	45.72	
		3316-Willi...	Williston LIRD BG - Nov CCPC staff costs	WQ Block Grant ...		45.72
		3316-Willi...	Williston LIRD BG - contractor costs	Deferred Grants ...	4,156.50	
		3316-Willi...	Williston LIRD BG - contractor costs	WQ Block Grant ...		4,156.50
					4,202.22	4,202.22
45100	11/30/20	3317-Win...	CCRPC staff costs - Nov	Deferred Grants ...	137.19	
		3317-Win...	CCRPC staff costs - Nov	WQ Block Grant ...		137.19
		3317-Win...	contractor costs - August through early De...	Deferred Grants ...	85,042.16	
		3317-Win...	contractor costs - August through early De...	WQ Block Grant ...		85,042.16
					85,179.35	85,179.35
45104	11/30/20	328 - Milt...	November staff costs minus overage	Deferred Grants ...	97.65	
		328 - Milt...	November staff costs minus overage	Milton Square St...		97.65
					97.65	97.65
45122	12/23/20	932 - Gen...	to withdraw balance and close CD	CD - 13043		26,546.17
		932 - Gen...	balance of North Country CD 13043 at clo...	Accounts Receiv...	26,546.17	
					26,546.17	26,546.17
45125	10/31/20	5241 - Lo...	to record revenue against expense for loc...	Unbilled Receiva...	1,953.60	
		5241 - Lo...	to record revenue against expense for loc...	Local Emergenc...		1,953.60
					1,953.60	1,953.60
45126	12/27/20	932 - Gen...	Payroll check date 12/27/19	Salaries	52,292.76	
		932 - Gen...	Payroll check date 12/27/19	Payroll Expenses	259.00	
		932 - Gen...	Payroll check date 12/27/19	Payroll Tax Expe...	3,875.92	
		932 - Gen...	Payroll check date 12/27/19	Health Insurance		1,122.87
		932 - Gen...	Payroll check date 12/27/19	Vision Plan		75.38
		932 - Gen...	Payroll check date 12/27/19	United Way Pay...		125.00
		932 - Gen...	Payroll check date 12/27/19	VMERS Defined ...		3,198.08

Chittenden County RPC

Quarterly Journal Entries

October through December 2019

Trans #	Date	Name	Memo	Account	Debit	Credit
		932 - Gen...	Payroll check date 12/27/19	Life Insurance/Di...		24.51
		932 - Gen...	Charest	Dependent Care ...		192.29
		932 - Gen...	Payroll 12/27/19	OCU Checking ...		51,689.55
					56,427.68	56,427.68
45131	12/31/20	931 - IT A...	2 Adobe Creative licenses - \$1,827.40 - J...	Prepaid Mainten...		152.28
		931 - IT A...	2 Adobe Creative licenses - \$1,827.40 - J...	Equip & Softwar...	152.28	
					152.28	152.28
45132	12/31/20	2321-Tra...	Caliper Corporation - Inv #14997 for perio...	Project - Equipm...	100.00	
		2321-Tra...	Caliper Corporation - Inv #14997 for perio...	Prepaid Mainten...		100.00
					100.00	100.00
45133	12/31/20	932 - Gen...	Conference Room tables August 2019 - ...	Depreciation	88.72	
		932 - Gen...	Conference Room tables August 2019 - ...	A/D Furniture, E...		88.72
					88.72	88.72
45136	12/31/20	932 - Gen...	\$2,000 down payment on Kia Niro May 20...	Prepaid Equipm...		55.56
		932 - Gen...	\$2,000 down payment on Kia Niro May 20...	EV/CarShare	55.56	
					55.56	55.56
45140	12/31/20	932 - Gen...	DEC EV	EV/CarShare		233.16
		932 - Gen...	DEC EV	Mileage	9.86	
		2321-Tra...	DEC EV	Project - Mileage	82.94	
		213 - Mu...	DEC EV	Project - Mileage	89.90	
		214 - Stat...	DEC EV	Project - Mileage	46.40	
		7331 - Co...	DEC EV	Project - Mileage	4.06	
					233.16	233.16
45175	10/01/20	931 - IT A...	ESRI - ARC GIS August 2019 - August 20...	Prepaid Mainten...		554.17
		931 - IT A...	ESRI - ARC GIS August 2019 - August 20...	Equip & Softwar...	554.17	
					554.17	554.17
45176	11/01/20	931 - IT A...	ESRI - ARC GIS August 2019 - August 20...	Prepaid Mainten...		554.17
		931 - IT A...	ESRI - ARC GIS August 2019 - August 20...	Equip & Softwar...	554.17	
					554.17	554.17
45177	10/01/20	932 - Gen...	Travelers WC policy - 7/2018 - 7/2019	Prepaid Insurance		255.50
		932 - Gen...	to record monthly workers comp insuranc...	Workers Comp	255.50	
					255.50	255.50
45178	10/01/20	932 - Gen...	to record server depr. - 5 yr ending 10/21	Depreciation	297.08	
		932 - Gen...	to record server depr. - 5 yr ending 10/21	A/D Furniture, E...		297.08
					297.08	297.08
45180	10/31/20	932 - Gen...	to match ineligible expenses for October	Deferred Income...	784.25	
		932 - Gen...	to match ineligible expenses for October	Project Income-L...		784.25
					784.25	784.25
45181	10/31/20	932 - Gen...	to record local match for Oct from rev. alloc	Deferred Income...	16,038.07	
		932 - Gen...	to record local match for Oct from rev. alloc	Match - commun...		16,038.07
		932 - Gen...	to record in-kind match Oct per rev. alloc	1121 - unbilled in...	1,222.96	
		932 - Gen...	to record in-kind match Oct per rev. alloc	Match - In-Kind		1,222.96
					17,261.03	17,261.03
45213	12/31/20	932 - Gen...	to write off pennies for DCA	Dependent Care ...		0.96
		932 - Gen...	to write off pennies for DCA	Bad Debt Expense	0.96	
					0.96	0.96
45229	11/30/20	2118 - Bo...	Bolton CDBG - expenses for Nov 2019	Deferred Grants ...	178.43	

Chittenden County RPC

Quarterly Journal Entries

October through December 2019

Trans #	Date	Name	Memo	Account	Debit	Credit
		2118 - Bo...	Bolton CDBG - expenses for Nov 2019	Bolton CDBG		178.43
					178.43	178.43
45230	11/30/20	32251 - O... 32251 - O...	Water Quality expenses for Nov Water Quality expenses for Nov	Deferred Grants ... ANR - Water Qu...	6,142.51	6,142.51
					6,142.51	6,142.51
45236	11/30/20	932 - Gen... 932 - Gen... 932 - Gen... 932 - Gen...	to record local match for Nov from rev. alloc to record local match for Nov from rev. alloc to record in-kind match Nov per rev. alloc to record in-kind match Nov per rev. alloc	Deferred Income... Match - commun... 1121 - unbilled in... Match - In-Kind	10,261.13 610.27	10,261.13 610.27
					10,871.40	10,871.40
45239	11/30/20	932 - Gen... 932 - Gen...	to adjust accrued PTO for Nov to adjust accrued PTO for Nov	Accrued Vacatio... Salaries	 2,764.18	2,764.18
					2,764.18	2,764.18
45240	11/30/20	932 - Gen... 932 - Gen...	adjust accrued salary for Nov adjust accrued salary for Nov	Accrued Salaries Salaries	23,250.04	23,250.04
					23,250.04	23,250.04
45241	11/30/20	932 - Gen... 932 - Gen... 932 - Gen... 932 - Gen...	to record ACCD income against Nov exp... to record ACCD income against Nov exp... to record ACCD match income against N... to record ACCD match income against N...	Deferred Income... Project Income-... Deferred Income... Project Income-...	30,532.75 3,147.33	30,532.75 3,147.33
					33,680.08	33,680.08
45254	11/30/20	332 - MR ... 332 - MR ...	Grants in Aid - November Grants in Aid - November	Unbilled Receiva... Grants in Aid Pilot	131.88	131.88
					131.88	131.88
45256	11/30/20	226 - Ene... 226 - Ene...	to record exp/revenues for November to record exp/revenues for November	Deferred Grants ... Energy Plan Imp...	6,053.05	6,053.05
					6,053.05	6,053.05
45260	11/30/20	5241 - Lo... 5241 - Lo...	to record revenue against expense for loc... to record revenue against expense for loc...	Unbilled Receiva... Local Emergenc...	97.68	97.68
					97.68	97.68
45263	11/01/20	932 - Gen... 932 - Gen...	Travelers WC policy - 7/2018 - 7/2019 to record monthly workers comp insuranc...	Prepaid Insurance Workers Comp	 255.50	255.50
					255.50	255.50
45264	11/01/20	932 - Gen... 932 - Gen...	to record server depr. - 5 yr ending 10/21 to record server depr. - 5 yr ending 10/21	Depreciation A/D Furniture, E...	297.08	297.08
					297.08	297.08
45265	11/30/20	932 - Gen... 932 - Gen...	to match ineligible expenses for November to match ineligible expenses for November	Deferred Income... Project Income-L...	100.00	100.00
					100.00	100.00
45290	11/25/20	932 - Gen... 932 - Gen...	Heartland Payroll processing correction -1... Heartland Payroll processing correction - ...	Payroll Expenses OCU Checking ...	 49.25	49.25
					49.25	49.25
45297	12/31/20	3311 - Wi... 3311 - Wi...	WQ Williston Dec CCRPC Expenses WQ Williston Dec CCRPC Expenses	WQ Block Grant ... Deferred Grants ...	 571.63	571.63
					571.63	571.63
45302	12/31/20	3311 - Wi...	to write off rounding	Deferred Grants ...		0.05

Chittenden County RPC

Quarterly Journal Entries

October through December 2019

Trans #	Date	Name	Memo	Account	Debit	Credit
		3311 - Wi...	to write off roundign	Bad Debt Expense	0.05	
					0.05	0.05
45303	12/31/20	3317-Win...	CCRPC staff costs - Dec	Deferred Grants ...	1,554.82	
		3317-Win...	CCRPC staff costs - Dec	WQ Block Grant ...		1,554.82
					1,554.82	1,554.82
45306	12/31/20	3316-Willi...	Williston LIRD BG - December contractor ...	Deferred Grants ...	3,243.00	
		3316-Willi...	Williston LIRD BG - December contractor ...	WQ Block Grant ...		3,243.00
					3,243.00	3,243.00
45357	12/31/20	932 - Gen...	Austen Thum December [intern]	Salaries		259.00
		712-Data ...	Austen Thum December [intern]	Salaries	259.00	
					259.00	259.00
45358	12/31/20	932 - Gen...	Rachel Galus December [intern]	Salaries		7.00
		323 - Mu...	Rachel Galus December [intern]	Salaries	7.00	
					7.00	7.00
45364	12/31/20	932 - Gen...	DA - December	Salaries		6,504.96
		1131 - 20...	DA - December	Salaries	286.44	
		1132 - 20...	DA - December	Salaries	388.08	
		1134 - BF...	DA - December	Salaries	18.48	
		1141 - 20...	DA - December	Salaries	221.76	
		1142 - 20...	DA - December	Salaries	397.32	
		1143 - 20...	DA - December	Salaries	83.16	
		1144 - Br...	DA - December	Salaries	175.56	
		121 - Byw...	DA - December	Salaries	18.48	
		23823 - L...	DA - December	Salaries	18.48	
		23824-Bi...	DA - December	Salaries	18.48	
		231622 - ...	DA - December	Salaries	9.24	
		315 - 604...	DA - December	Salaries	36.96	
		322 - Reg...	DA - December	Salaries	138.60	
		3221 - R...	DA - December	Salaries	92.40	
		32251 - O...	DA - December	Salaries	138.60	
		32252 - ...	DA - December	Salaries	924.00	
		32253 - B...	DA - December	Salaries	203.28	
		323 - Mu...	DA - December	Salaries	332.64	
		32321 - ...	DA - December	Salaries	18.48	
		32322-R...	DA - December	Salaries	27.72	
		32325 - ...	DA - December	Salaries	175.56	
		32326 - ...	DA - December	Salaries	9.24	
		32328 - S...	DA - December	Salaries	92.40	
		32329-Je...	DA - December	Salaries	27.72	
		3211 - Pr...	DA - December	Salaries	18.48	
		3311 - Wi...	DA - December	Salaries	231.00	
		3317-Win...	DA - December	Salaries	628.32	
		5211 - E...	DA - December	Salaries	9.24	
		5212 - E...	DA - December	Salaries	92.40	
		5213 - E...	DA - December	Salaries	18.48	
		527 - DE...	DA - December	Salaries	258.72	
		912 - Wor...	DA - December	Salaries	369.60	
		923 - Per...	DA - December	Salaries	120.12	
		932 - Gen...	DA - December	Salaries	295.68	
		933 - PTO	DA - December	Salaries	314.16	
		934 - Holi...	DA - December	Salaries	295.68	
					6,504.96	6,504.96
45365	12/31/20	932 - Gen...	CB December	Salaries		9,046.39
		232 - Tra...	CB December	Salaries	108.34	
		2323 - Tr...	CB December	Salaries	54.17	
		23422 - K...	CB December	Salaries	108.34	
		239 - Air, ...	CB December	Salaries	866.72	
		23134 - I...	CB December	Salaries	162.51	
		322 - Reg...	CB December	Salaries	433.36	

Chittenden County RPC

Quarterly Journal Entries

October through December 2019

Trans #	Date	Name	Memo	Account	Debit	Credit
		323 - Mu...	CB December	Salaries	216.68	
		712-Data ...	CB December	Salaries	162.51	
		7331 - Co...	CB December	Salaries	1,787.61	
		7332 - Co...	CB December	Salaries	270.85	
		741 - Reg...	CB December	Salaries	270.85	
		911 - Co...	CB December	Salaries	379.19	
		912 - Wor...	CB December	Salaries	270.85	
		913 - Fin...	CB December	Salaries	270.85	
		922 - Staf...	CB December	Salaries	162.51	
		923 - Per...	CB December	Salaries	1,083.40	
		932 - Gen...	CB December	Salaries	487.53	
		933 - PTO	CB December	Salaries	1,516.76	
		934 - Holi...	CB December	Salaries	433.36	
					<hr/>	
					9,046.39	9,046.39
45366	12/31/20	932 - Gen...	PB December	Salaries		7,120.96
		23825 - R...	PB December	Salaries	323.68	
		7112 - On...	PB December	Salaries	546.21	
		7113 - M...	PB December	Salaries	182.07	
		7114 -Wa...	PB December	Salaries	1,638.63	
		712-Data ...	PB December	Salaries	2,124.15	
		922 - Staf...	PB December	Salaries	121.38	
		931 - IT A...	PB December	Salaries	262.99	
		932 - Gen...	PB December	Salaries	343.91	
		933 - PTO	PB December	Salaries	1,254.26	
		934 - Holi...	PB December	Salaries	323.68	
					<hr/>	
					7,120.96	7,120.96
45367	12/31/20	932 - Gen...	JC December	Salaries		6,052.64
		232 - Tra...	JC December	Salaries	68.78	
		2323 - Tr...	JC December	Salaries	790.97	
		23422 - K...	JC December	Salaries	137.56	
		236 - Tec...	JC December	Salaries	825.36	
		23614 - T...	JC December	Salaries	275.12	
		23618 - N...	JC December	Salaries	34.39	
		2310- ITS...	JC December	Salaries	68.78	
		23134 - I...	JC December	Salaries	189.15	
		2316-Sco...	JC December	Salaries	103.17	
		231616 - ...	JC December	Salaries	103.17	
		231617-H...	JC December	Salaries	240.73	
		231621 - ...	JC December	Salaries	687.80	
		231623-R...	JC December	Salaries	189.15	
		2318 - Tr...	JC December	Salaries	275.12	
		7114 -Wa...	JC December	Salaries	154.76	
		912 - Wor...	JC December	Salaries	68.78	
		922 - Staf...	JC December	Salaries	137.56	
		932 - Gen...	JC December	Salaries	326.71	
		933 - PTO	JC December	Salaries	1,100.48	
		934 - Holi...	JC December	Salaries	275.10	
					<hr/>	
					6,052.64	6,052.64
45368	12/31/20	932 - Gen...	EC December	Salaries		7,463.36
		232 - Tra...	EC December	Salaries	112.40	
		2323 - Tr...	EC December	Salaries	337.20	
		233 - TD...	EC December	Salaries	89.92	
		234 - TO...	EC December	Salaries	67.44	
		23422 - K...	EC December	Salaries	67.44	
		236 - Tec...	EC December	Salaries	1,618.56	
		2367 - Up...	EC December	Salaries	44.96	
		237 - Bik...	EC December	Salaries	202.32	
		239 - Air, ...	EC December	Salaries	809.28	
		2310- ITS...	EC December	Salaries	44.96	
		23133 - N...	EC December	Salaries	67.44	
		23134 - I...	EC December	Salaries	876.72	
		2316-Sco...	EC December	Salaries	22.48	
		231621 - ...	EC December	Salaries	67.44	

Chittenden County RPC
Quarterly Journal Entries
October through December 2019

Trans #	Date	Name	Memo	Account	Debit	Credit
		323 - Mu...	EC December	Salaries	539.52	
		512 - Tra...	EC December	Salaries	22.48	
		712-Data ...	EC December	Salaries	22.48	
		7332 - Co...	EC December	Salaries	584.48	
		911 - Co...	EC December	Salaries	89.92	
		912 - Wor...	EC December	Salaries	314.72	
		922 - Staf...	EC December	Salaries	202.32	
		923 - Per...	EC December	Salaries	67.44	
		932 - Gen...	EC December	Salaries	269.76	
		933 - PTO	EC December	Salaries	562.00	
		934 - Holi...	EC December	Salaries	359.68	
					<hr/>	
					7,463.36	7,463.36
45369	12/31/20	932 - Gen...	FC December	Salaries		6,791.84
		531 - RPP	FC December	Salaries	135.07	
		911 - Co...	FC December	Salaries	57.89	
		912 - Wor...	FC December	Salaries	810.39	
		913 - Fin...	FC December	Salaries	2,662.71	
		922 - Staf...	FC December	Salaries	308.72	
		923 - Per...	FC December	Salaries	463.08	
		932 - Gen...	FC December	Salaries	231.54	
		933 - PTO	FC December	Salaries	1,813.73	
		934 - Holi...	FC December	Salaries	308.71	
					<hr/>	
					6,791.84	6,791.84
45370	12/31/20	932 - Gen...	BD December	Salaries		5,936.48
		222 - Cli...	BD December	Salaries	33.73	
		232 - Tra...	BD December	Salaries	168.65	
		233 - TD...	BD December	Salaries	134.92	
		236 - Tec...	BD December	Salaries	573.41	
		237 - Bik...	BD December	Salaries	978.17	
		23824-Bi...	BD December	Salaries	505.95	
		23133 - N...	BD December	Salaries	539.68	
		231622 - ...	BD December	Salaries	134.92	
		912 - Wor...	BD December	Salaries	269.84	
		921 - Staf...	BD December	Salaries	539.68	
		922 - Staf...	BD December	Salaries	67.46	
		932 - Gen...	BD December	Salaries	168.65	
		933 - PTO	BD December	Salaries	1,551.58	
		934 - Holi...	BD December	Salaries	269.84	
					<hr/>	
					5,936.48	5,936.48
45371	12/31/20	932 - Gen...	MD December	Salaries		4,486.24
		222 - Cli...	MD December	Salaries	267.65	
		232 - Tra...	MD December	Salaries	76.47	
		234 - TO...	MD December	Salaries	624.51	
		23416 - N...	MD December	Salaries	114.71	
		23432 - E...	MD December	Salaries	254.90	
		23433 - C...	MD December	Salaries	25.49	
		23614 - T...	MD December	Salaries	203.92	
		23823 - L...	MD December	Salaries	356.86	
		23824-Bi...	MD December	Salaries	191.18	
		23825 - R...	MD December	Salaries	216.67	
		231621 - ...	MD December	Salaries	191.18	
		231623-R...	MD December	Salaries	89.22	
		323 - Mu...	MD December	Salaries	50.98	
		32322-R...	MD December	Salaries	50.98	
		524 - LEPC	MD December	Salaries	114.71	
		712-Data ...	MD December	Salaries	331.37	
		7332 - Co...	MD December	Salaries	688.23	
		912 - Wor...	MD December	Salaries	38.24	
		921 - Staf...	MD December	Salaries	63.73	
		922 - Staf...	MD December	Salaries	101.96	
		932 - Gen...	MD December	Salaries	127.45	
		933 - PTO	MD December	Salaries	101.96	
		934 - Holi...	MD December	Salaries	203.87	
					<hr/>	

Chittenden County RPC
Quarterly Journal Entries
October through December 2019

Trans #	Date	Name	Memo	Account	Debit	Credit
					4,486.24	4,486.24
45372	12/31/20	932 - Gen...	CD December	Salaries		4,711.52
		323 - Mu...	CD December	Salaries	1,258.19	
		332 - MR ...	CD December	Salaries	26.77	
		712-Data ...	CD December	Salaries	977.11	
		912 - Wor...	CD December	Salaries	53.54	
		922 - Staf...	CD December	Salaries	187.39	
		932 - Gen...	CD December	Salaries	80.31	
		933 - PTO	CD December	Salaries	1,914.06	
		934 - Holi...	CD December	Salaries	214.15	
					4,711.52	4,711.52
45373	12/31/20	932 - Gen...	CF December	Salaries		7,120.96
		232 - Tra...	CF December	Salaries	445.06	
		23422 - K...	CF December	Salaries	182.07	
		23430 - C...	CF December	Salaries	404.60	
		231618 - ...	CF December	Salaries	161.84	
		2319 - TIP	CF December	Salaries	2,447.83	
		5211 - E...	CF December	Salaries	40.46	
		5212 - E...	CF December	Salaries	687.82	
		524 - LEPC	CF December	Salaries	323.68	
		912 - Wor...	CF December	Salaries	40.46	
		922 - Staf...	CF December	Salaries	80.92	
		932 - Gen...	CF December	Salaries	161.84	
		933 - PTO	CF December	Salaries	1,780.24	
		934 - Holi...	CF December	Salaries	323.68	
		236 - Tec...	CF December	Salaries	40.46	
					7,120.96	7,120.96
45374	12/31/20	932 - Gen...	AAIW December	Salaries		4,231.04
		911 - Co...	AAIW December	Salaries	156.26	
		913 - Fin...	AAIW December	Salaries	1,742.90	
		922 - Staf...	AAIW December	Salaries	84.14	
		923 - Per...	AAIW December	Salaries	1,286.14	
		932 - Gen...	AAIW December	Salaries	144.24	
		933 - PTO	AAIW December	Salaries	625.04	
		934 - Holi...	AAIW December	Salaries	192.32	
					4,231.04	4,231.04
45375	12/31/20	932 - Gen...	RM December	Salaries		7,647.20
		211 - Mu...	RM December	Salaries	130.35	
		213 - Mu...	RM December	Salaries	792.96	
		21321-Na...	RM December	Salaries	749.51	
		214 - Stat...	RM December	Salaries	1,064.53	
		225 - Act ...	RM December	Salaries	43.45	
		231 - Act...	RM December	Salaries	65.18	
		322 - Reg...	RM December	Salaries	21.73	
		323 - Mu...	RM December	Salaries	21.73	
		712-Data ...	RM December	Salaries	65.18	
		7331 - Co...	RM December	Salaries	619.16	
		7332 - Co...	RM December	Salaries	86.90	
		911 - Co...	RM December	Salaries	54.31	
		912 - Wor...	RM December	Salaries	358.46	
		922 - Staf...	RM December	Salaries	228.11	
		923 - Per...	RM December	Salaries	955.90	
		932 - Gen...	RM December	Salaries	304.15	
		933 - PTO	RM December	Salaries	1,738.00	
		934 - Holi...	RM December	Salaries	347.59	
					7,647.20	7,647.20
45376	12/31/20	932 - Gen...	MN December	Salaries		6,257.57
		214 - Stat...	MN December	Salaries	537.90	
		222 - Cli...	MN December	Salaries	71.72	
		225 - Act ...	MN December	Salaries	251.02	
		226 - Ene...	MN December	Salaries	179.30	

Chittenden County RPC
Quarterly Journal Entries
October through December 2019

Trans #	Date	Name	Memo	Account	Debit	Credit
		531 - RPP	MN December	Salaries	340.67	
		712-Data ...	MN December	Salaries	1,846.79	
		721 - EC...	MN December	Salaries	394.46	
		7331 - Co...	MN December	Salaries	358.60	
		912 - Wor...	MN December	Salaries	107.58	
		922 - Staf...	MN December	Salaries	107.58	
		923 - Per...	MN December	Salaries	591.69	
		932 - Gen...	MN December	Salaries	251.02	
		933 - PTO	MN December	Salaries	932.36	
		934 - Holi...	MN December	Salaries	286.88	
					6,257.57	6,257.57
45377	12/31/20	932 - Gen...	ENL December	Salaries		2,296.00
		211 - Mu...	ENL December	Salaries	215.25	
		213 - Mu...	ENL December	Salaries	416.15	
		214 - Stat...	ENL December	Salaries	28.70	
		225 - Act ...	ENL December	Salaries	172.20	
		231 - Act...	ENL December	Salaries	14.35	
		2312 - Ac...	ENL December	Salaries	100.45	
		712-Data ...	ENL December	Salaries	28.70	
		7331 - Co...	ENL December	Salaries	172.20	
		912 - Wor...	ENL December	Salaries	344.40	
		922 - Staf...	ENL December	Salaries	28.70	
		932 - Gen...	ENL December	Salaries	344.40	
		933 - PTO	ENL December	Salaries	430.50	
					2,296.00	2,296.00
45378	12/31/20	932 - Gen...	SS December	Salaries		5,573.92
		933 - PTO	SS December	Salaries	5,320.56	
		934 - Holi...	SS December	Salaries	253.36	
					5,573.92	5,573.92
45379	12/31/20	932 - Gen...	EMMA December	Salaries		5,456.00
		21324 - E...	EMMA December	Salaries	31.00	
		214 - Stat...	EMMA December	Salaries	248.00	
		511 - Traf...	EMMA December	Salaries	31.00	
		531 - RPP	EMMA December	Salaries	155.00	
		7331 - Co...	EMMA December	Salaries	1,054.00	
		7332 - Co...	EMMA December	Salaries	1,023.00	
		922 - Staf...	EMMA December	Salaries	62.00	
		932 - Gen...	EMMA December	Salaries	186.00	
		933 - PTO	EMMA December	Salaries	2,418.00	
		934 - Holi...	EMMA December	Salaries	248.00	
					5,456.00	5,456.00
45399	12/31/20	932 - Gen...	to record local match for Dec from rev. alloc	Deferred Income...	11,395.34	
		932 - Gen...	to record local match for Dec from rev. alloc	Match - commun...		11,395.34
		932 - Gen...	to record in-kind match Dec per rev. alloc	1121 - unbilled in...	1,447.91	
		932 - Gen...	to record in-kind match Dec per rev. alloc	Match - In-Kind		1,447.91
					12,843.25	12,843.25
45476	12/31/20	932 - Gen...	to adjust accrued PTO for Dec	Accrued Vacatio...	12,848.70	
		932 - Gen...	to adjust accrued PTO for Dec	Salaries		12,848.70
					12,848.70	12,848.70
45486	12/01/20	932 - Gen...	to record server depr. - 5 yr ending 10/21	Depreciation	297.08	
		932 - Gen...	to record server depr. - 5 yr ending 10/21	A/D Furniture, E...		297.08
					297.08	297.08
45487	12/01/20	932 - Gen...	Travelers WC policy - 7/2018 - 7/2019	Prepaid Insurance		255.50
		932 - Gen...	to record monthly workers comp insuranc...	Workers Comp	255.50	
					255.50	255.50

Chittenden County RPC

Quarterly Journal Entries

October through December 2019

Trans #	Date	Name	Memo	Account	Debit	Credit
45488	12/01/20	931 - IT A...	ESRI - ARC GIS August 2019 - August 20...	Prepaid Mainten...		554.17
		931 - IT A...	ESRI - ARC GIS August 2019 - August 20...	Equip & Softwar...	554.17	
					554.17	554.17
45505	12/31/20	32251 - O...	Water Quality CCRPC expenses for Dec	Deferred Grants ...	1,168.38	
		32251 - O...	Water Quality CCRPC expenses for Dec	ANR - Water Qu...		1,168.38
		32251 - O...	Water Quality subs expenses for Dec	Deferred Grants ...	61,407.98	
		32251 - O...	Water Quality subs expenses for Dec	ANR - Water Qu...		61,407.98
					62,576.36	62,576.36
45519	12/31/20	226 - Ene...	to record exp/revenues for Dec	Deferred Grants ...	490.25	
		226 - Ene...	to record exp/revenues for Dec	Energy Plan Imp...		490.25
					490.25	490.25
45520	12/31/20	332 - MR ...	to reverse Grants in Aid - October and No...	Unbilled Receiva...		1,021.00
		332 - MR ...	to reverse Grants in Aid - October and No...	Grants in Aid Pilot	1,021.00	
					1,021.00	1,021.00
45525	12/31/20	932 - Gen...	to record ACCD income against Dec exp...	Deferred Income...	23,070.27	
		932 - Gen...	to record ACCD income against Dec exp...	Project Income-...		23,070.27
		932 - Gen...	to record ACCD match income against De...	Deferred Income...	4,497.89	
		932 - Gen...	to record ACCD match income against D...	Project Income-...		4,497.89
					27,568.16	27,568.16
45526	12/31/20	932 - Gen...	adjust accrued salary for Dec	Accrued Salaries		7,166.03
		932 - Gen...	adjust accrued salary for Dec	Salaries	7,166.03	
					7,166.03	7,166.03
45527	12/31/20	932 - Gen...	to match ineligible expenses for Dec	Deferred Income...	1,214.79	
		932 - Gen...	to match ineligible expenses for Dec	Project Income-L...		1,214.79
					1,214.79	1,214.79
TOTAL					1,162,394.20	*****



To: Joint Finance & Executive Committee

From: Forest Cohen, CCRPC Senior Business Manager

Cc: Charlie Baker, CCRPC Executive Director

Date: February 26, 2020

Re: FY20 –July 2019 through December 2019 Financial Brief

Contained below you will find a summary of draft financial information for July 2019 through December 2019.

Discuss the change in cash versus previous year as requested by the Treasurer

Please find the “Change in Cash Year over Year” sheet included with the packet.

Financial Statements Summary Through December 2019

Balance Sheet December 31, 2019

- Cash in Checking (Operating) - \$203,488
- Cash in Money Market (Reserve) - \$176,584
- Current Assets over Current Liabilities: \$608,311
- Deferred Income Communities - Match: \$169,285

Income Statement through December 2019 -

- FY20 Year to Date Income (unaudited) : (\$71,442)

Income Statement through December 2019

After generating positive income in FY20 through October, we’ve had two negative months back to back to bring us to the (\$71,442) year to date. This tracks with previous years that ended with negative income at year end. We’ve budgeted for ending the year at \$0 and have an indirect rate this year that can get us there, so this current number is behind expectations.

Through December, which is 50% of the budget year, we were at 49.2% for Operating Expenses. Our issue is on the revenue side, with 46.8% generated through half of the budget year. We have to do a better job billing the transportation staff-time line through the second half of the year to hit our budget expectation this year and break even.

Cash Flow through January 2020

Our cash flow through January is adequate for operations. However, you can observe about a \$50,000 to \$60,000 reduction in projected actuals versus the original projection. This isn't critical to our financial position, but it is enough to keep an eye on. I believe that this moderately suppressed cash position is the result of our lower than expected revenue generation through the first portion of the fiscal year.

Change in Cash - Year Over Year for March 4, 2020 Joint Finance & Executive Committee

	Jul-19	Jul-18	Difference
Cash Balance	\$ 240,403	\$ 352,490	\$ (112,087)
Accounts Receivable	\$ 993,595	\$ 1,094,662	\$ (101,067)
Accounts Payable	\$ 437,971	\$ 579,230	\$ (141,259)
Cash + Receiveables Minus Payables	\$ 796,027	\$ 867,922	\$ (71,895)

	Aug-19	Aug-18	Difference
Cash Balance	\$ 344,948	\$ 679,669	\$ (334,721)
Accounts Receivable	\$ 725,107	\$ 590,907	\$ 134,200
Accounts Payable	\$ 313,642	\$ 440,982	\$ (127,340)
Cash + Receiveables Minus Payables	\$ 756,413	\$ 829,594	\$ (73,181)

	Sep-19	Sep-18	Difference
Cash Balance	\$ 293,156	\$ 608,094	\$ (314,938)
Accounts Receivable	\$ 761,091	\$ 862,837	\$ (101,746)
Accounts Payable	\$ 309,125	\$ 641,420	\$ (332,295)
Cash + Receiveables Minus Payables	\$ 745,122	\$ 829,511	\$ (84,389)

	Oct-19	Oct-18	Difference
Cash Balance	\$ 389,555	\$ 719,546	\$ (329,991)
Accounts Receivable	\$ 646,442	\$ 772,117	\$ (125,675)
Accounts Payable	\$ 246,935	\$ 612,625	\$ (365,690)
Cash + Receiveables Minus Payables	\$ 789,062	\$ 879,038	\$ (89,976)

	Nov-19	Nov-18	Difference
Cash Balance	\$ 192,628	\$ 465,447	\$ (272,819)
Accounts Receivable	\$ 875,493	\$ 899,692	\$ (24,199)
Accounts Payable	\$ 383,178	\$ 580,403	\$ (197,225)
Cash + Receiveables Minus Payables	\$ 684,943	\$ 784,736	\$ (99,793)

	Dec-19	Dec-18	Difference
Cash Balance	\$ 380,379	\$ 457,943	\$ (77,564)
Accounts Receivable	\$ 707,367	\$ 946,479	\$ (239,112)
Accounts Payable	\$ 411,211	\$ 705,060	\$ (293,849)
Cash + Receiveables Minus Payables	\$ 676,535	\$ 699,362	\$ (22,827)

Chittenden County RPC

Balance Sheet Prev Year Comparison

As of December 31, 2019

	Dec 31, 19	Dec 31, 18	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
OCU Savings Account	5.00	0.00	5.00	100.0%
OCU Money Market Account	176,584.02	0.00	176,584.02	100.0%
OCU Checking Account	203,488.43	0.00	203,488.43	100.0%
Checking - People's United Bank	0.00	114,708.52	-114,708.52	-100.0%
Savings - People's United Bank	0.00	188,010.56	-188,010.56	-100.0%
Money Market - People's	0.00	154,788.72	-154,788.72	-100.0%
Petty Cash	250.00	384.46	-134.46	-35.0%
North Country Savings	51.08	50.93	0.15	0.3%
Total Checking/Savings	380,378.53	457,943.19	-77,564.66	-16.9%
Accounts Receivable				
Accounts Receivable	707,386.53	946,478.77	-239,092.24	-25.3%
Total Accounts Receivable	707,386.53	946,478.77	-239,092.24	-25.3%
Other Current Assets				
Prepaid Equipment - Car Lease	888.80	1,555.52	-666.72	-42.9%
1121 - unbilled inkind	6,230.99	3,962.17	2,268.82	57.3%
Prepaid Project Expense	1,735.60	0.00	1,735.60	100.0%
Unbilled Receivable	2,051.28	0.00	2,051.28	100.0%
CD - 13043	0.00	26,170.87	-26,170.87	-100.0%
CD - 13568	0.00	36,608.51	-36,608.51	-100.0%
Undeposited Funds	-2,245.13	0.00	-2,245.13	-100.0%
Total Other Current Assets	8,661.54	68,297.07	-59,635.53	-87.3%
Total Current Assets	1,096,426.60	1,472,719.03	-376,292.43	-25.6%
Other Assets				
Deferred Outflows-Pensions	286,129.00	368,759.00	-82,630.00	-22.4%
Security Deposit	8,075.61	8,075.61	0.00	0.0%
Furniture, Equipment				
A/D Furniture, Equipment	-25,817.92	-21,198.20	-4,619.72	-21.8%
Furniture, Equipment - Other	42,436.97	31,002.01	11,434.96	36.9%
Total Furniture, Equipment	16,619.05	9,803.81	6,815.24	69.5%
Prepaid Insurance	4,982.60	5,073.96	-91.36	-1.8%
Prepaid Expense - HSA	950.00	0.00	950.00	100.0%
Prepaid Maintenance Expense	5,889.61	6,040.68	-151.07	-2.5%
Allowance for A/R	-2,000.00	-2,000.00	0.00	0.0%
Total Other Assets	320,645.87	395,753.06	-75,107.19	-19.0%

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Accrual Basis

Chittenden County RPC

Balance Sheet Prev Year Comparison

As of December 31, 2019

	Dec 31, 19	Dec 31, 18	\$ Change	% Change
TOTAL ASSETS	1,417,072.47	1,868,472.09	-451,399.62	-24.2%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	411,210.74	705,060.53	-293,849.79	-41.7%
Total Accounts Payable	411,210.74	705,060.53	-293,849.79	-41.7%
Other Current Liabilities				
Deferred Grants - Energy Plan	-1,616.62	0.00	-1,616.62	-100.0%
Deferred Grants- Direct to Lake	-137.19	0.00	-137.19	-100.0%
Deferred Grants - Bolton CDBG	-2,522.74	0.00	-2,522.74	-100.0%
Deferred Grants - WQ Basin Plan	-9,861.86	-7,001.96	-2,859.90	-40.8%
Deferred Grants - Underhill BG	0.00	-503.49	503.49	100.0%
Deferred Grants - Win Pine Grov	-0.09	-253.08	252.99	100.0%
Deferred Grants - W LIRD BG	0.00	-295.26	295.26	100.0%
Deferred Grants - Milton SWMP	0.00	9,240.46	-9,240.46	-100.0%
Deferred Grant - SB Pond 3 WQBG	-0.01	-147.63	147.62	100.0%
Deferred Grant - SB Pond B WQBG	-0.02	-421.80	421.78	100.0%
Deferred Grants - BTV BG	0.00	-0.01	0.01	100.0%
Deferred Grants - W OldStage BG	0.00	-400.70	400.70	100.0%
Deferred Grant - VT Clean Sts.	-112.51	-336.30	223.79	66.5%
VT Clean Streets - Muni Match	14,500.00	14,500.00	0.00	0.0%
RPP - Deferred Revenue	-1,523.48	-6,988.85	5,465.37	78.2%
Deferred Grant Rev - Act 174	0.00	-16,752.14	16,752.14	100.0%
VMERS Defined Benefit EE	-0.01	0.00	-0.01	-100.0%
Vision Plan	-77.47	-77.05	-0.42	-0.6%
Accrued Salaries	30,053.07	28,124.08	1,928.99	6.9%
Accrued Vacation Payable	48,204.41	57,398.50	-9,194.09	-16.0%
Total Other Current Liabilities	76,905.48	76,084.77	820.71	1.1%
Total Current Liabilities	488,116.22	781,145.30	-293,029.08	-37.5%
Long Term Liabilities				
Deferred Inflows-Pensions	58,148.00	26,644.00	31,504.00	118.2%
Net Pension Liability	610,069.00	609,395.00	674.00	0.1%
Deferred Income-ACCD	-33,522.35	11,716.87	-45,239.22	-386.1%
Deferred Income-Stormwater Educ	35.88	0.00	35.88	100.0%
Deferred Income-Communities	169,285.02	165,996.58	3,288.44	2.0%
Total Long Term Liabilities	804,015.55	813,752.45	-9,736.90	-1.2%
Total Liabilities	1,292,131.77	1,594,897.75	-302,765.98	-19.0%
Equity				
R/E Appro, Equipment	6,972.35	6,972.35	0.00	0.0%

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02/26/20

Accrual Basis

Chittenden County RPC
Balance Sheet Prev Year Comparison
As of December 31, 2019

	Dec 31, 19	Dec 31, 18	\$ Change	% Change
Retained Earnings	194,887.23	347,672.87	-152,785.64	-44.0%
Net Income	-76,918.88	-81,070.88	4,152.00	5.1%
Total Equity	124,940.70	273,574.34	-148,633.64	-54.3%
TOTAL LIABILITIES & EQUITY	<u>1,417,072.47</u>	<u>1,868,472.09</u>	<u>-451,399.62</u>	<u>-24.2%</u>

	A	B	C	D	E	F	G	H	I	J	Q	R	S	T
1	Revenue over Expenses Against Budget		ADOPTED FY20											1
2	Program Revenue		FY20		July	August	September	October	November	December		To Date	% of Budget	2
3	Municipal - Regional												50.0%	3
4	Regional Planning Grant - ACCD		\$379,620		\$30,035	\$43,913	\$35,388	\$40,574	\$31,856	\$27,134		\$208,900	55.0%	4
5	direct		\$8,000		\$394	\$372	\$1,218	\$1,573	\$1,824	\$434		\$5,815	72.7%	5
6	Local/Town Dues (exclusive of MPO match)		\$20,306		\$40	\$103	\$1,727	\$784	\$100	\$1,215		\$3,969	19.5%	6
7	GIS Revenue		\$1,000				\$20			\$145		\$165	16.5%	7
8	Interest		\$400		\$107	\$125	\$380	\$277	\$197	\$137		\$1,223	305.8%	8
9	Other Revenue		\$500									\$0	0.0%	9
10	Municipal Assistance		\$22,000		\$3,700	\$3,112	\$4,427	\$575	\$825	\$863		\$13,502	61.4%	10
11	direct		\$0		\$153	\$5						\$158		11
12	Bolton CDBG		\$30,720		\$2,547	\$965	\$1,399	\$2,314	\$178			\$7,403	24.1%	12
13	direct		\$0		\$71			\$30				\$101		13
14	Transportation													14
15	MPO Transportation Funding - FHWA, FTA, VTrans		\$1,424,126		\$120,766	\$115,065	\$98,436	\$109,999	\$85,369	\$76,643		\$606,278	42.6%	15
16	Municipal Dues		\$158,236		\$13,370	\$12,695	\$10,937	\$12,222	\$9,485	\$8,516		\$67,225	42.5%	16
17	Municipal Dues for Regionally Matched Consultants & Direct Costs		\$71,858		\$2,417	\$1,301	\$1,679	\$5,039	\$1,386	\$4,327		\$16,149	22.5%	17
18	MPO - Municipality Matched Consultants & Direct Costs		\$2,265,386		\$48,940	\$85,121	\$102,471	\$109,736	\$85,700	\$134,318		\$566,286	25.0%	18
19	Trans Prog Mgmt Services		\$0		\$1,605	\$1,115	\$732	\$981	\$427			\$4,860		19
20	direct		\$0		\$15							\$15		20
21	Real Time Traffic - AID - FHWA		\$9,647		\$1,115	\$1,650	\$1,071	\$1,338	\$2,229			\$7,403	76.7%	21
22	direct		\$150,000									\$0	0.0%	22
23	Total - MPO		\$4,079,253		\$188,228	\$216,947	\$215,326	\$239,315	\$184,596	\$223,804		\$1,268,216	31.1%	23
24	Natural Resources													24
25	Brownfields 2016 Petroleum		\$ 5,703		\$695	\$805	\$678					\$2,178	38.2%	25
26	direct		\$20,000		\$1,982	\$1,440	\$9,896					\$13,318	66.6%	26
27	Brownfields 2016 Hazardous		\$ 3,802		\$517							\$517	13.6%	27
28	direct		\$10,000		\$3,135	\$1,969						\$5,104	51.0%	28
29	Brownfields 2018 Petroleum		\$ 8,781					\$722	\$739	\$953		\$2,414	27.5%	29
30	direct		\$40,000					\$889	\$480	\$5,004		\$6,373	15.9%	30
31	Brownfields 2018 Hazardous		\$ 8,781		\$449	\$312	\$539	\$1,131	\$1,074	\$1,207		\$4,712	53.7%	31
32	direct		\$50,000			\$3,755	\$25,269	\$5,278	\$7,364	\$7,654		\$49,320	98.6%	32
33	RSEP/MS-4 Lead Agency Services		\$ 5,524		\$616	\$549	\$183	\$37	\$65	\$229		\$1,679	30.4%	33
34	direct		\$0		\$132				\$59			\$191		34
35	WQ Project Development: Direct-to-Lake and Lamaille Basins - ANR		\$ 2,762		\$46	\$983	\$46	\$91				\$1,166	42.2%	35
36	Milton Stormwater Master Plan		\$ 1,841		\$366	\$252	\$23	\$403	\$98			\$1,142	62.0%	36
37	direct		\$15,000		\$991		\$4,286	\$3,151				\$8,428	56.2%	37
38	Project Scoping for 3+ Acre Parcels - WCA/ANR		\$ 2,762			\$114	\$229	\$786	\$937	\$46		\$2,112	76.5%	38
39	direct		\$0						\$49			\$49		39
40	Water Quality Project Development & Implementation Block Grants		\$ 6,444		\$2,309	\$937	\$183	\$991	\$279	\$2,126		\$6,825	105.9%	39
41	direct		\$86,000		\$9,271		\$0		\$105,374	\$3,243		\$117,888	137.1%	40
42	604b Water Quality - ANR		\$ 3,636			\$3,636				\$91		\$3,727	102.5%	41
43	Water Quality - VCWA Outreach - ANR		\$ 31,493				\$4,812	\$3,544	\$5,717	\$1,168		\$15,241	48.4%	42
44	direct		\$218,507				\$40,979	\$99	\$426	\$61,408		\$102,912	47.1%	43
45	Vermont Municipal Clean Streets Phosphorus Credit Project		\$ 1,841		\$23	\$23	\$23	\$23				\$92	5.0%	44
46	direct		\$0									\$0		45
47	Grants in Aid Pilot Program - NRPC		\$ 17,785		\$2,283	\$2,959	\$1,492	\$857	\$100	\$66		\$7,757	43.6%	46
48	direct		\$0		\$194	\$49	\$0	\$32	\$32			\$307		47
49	Energy Plan Implementation - BRC		\$ -				\$2,834	\$1,982	\$5,362	\$490		\$10,668		48
50	direct		\$0					\$8	\$691			\$699		49
51	Emergency Management/Health													50
52	Emer Mgmt Perf Grant - Chittenden - VEM		\$ 52,411		\$5,974	\$7,771	\$9,054	\$5,509	\$2,317	\$2,056		\$32,681	62.4%	51
53	direct		\$0		\$29	\$53		\$65	\$82			\$229		52
54	Local Emergency Response Plans - VEM		\$ -					\$1,954	\$98			\$2,052		53
55	direct		\$0									\$0		54
56	Local Emergency Plng Committee Administration		\$ 4,000		\$747	\$834	\$239	\$208	\$85	\$512		\$2,625	65.6%	55
57	direct		\$500					\$84				\$84	16.8%	56
58	Regional Prevention Partnership - VDH		\$ 12,901		\$5,200	\$1,444	\$932	\$2,055	\$2,228	\$1,657		\$13,516	104.8%	57
59	direct		\$87,099		\$2,808	\$4,454	\$11,259	\$2,791	\$5,401	\$10,610		\$37,323	42.9%	58
60	DEMHS MOU - DPS		\$ -						\$4,921	\$679		\$5,600		59
61	direct		\$0									\$0		60
62														61
63	Subtotal - Operations Support		\$2,217,022		\$192,510	\$199,362	\$175,784	\$189,357	\$154,686	\$125,933		\$1,037,632	46.8%	62
64	Subtotal - Direct Project Revenue		\$3,022,350		\$70,532	\$98,519	\$197,057	\$128,775	\$208,868	\$226,998		\$930,749	30.8%	63
65														64
66	Total Income		\$5,239,372		\$263,042	\$297,881	\$372,841	\$318,132	\$363,554	\$352,931		\$1,968,381		65

	A	B	C	D	E	F	G	H	I	J	Q	R	S	T
63	Subtotal - Operations Support		\$2,217,022		\$192,510	\$199,362	\$175,784	\$189,357	\$154,686	\$125,933		\$1,037,632	46.8%	62
64	Subtotal - Direct Project Revenue		\$3,022,350		\$70,532	\$98,519	\$197,057	\$128,775	\$208,868	\$226,998		\$930,749	30.8%	63
65														64
66	Total Income		\$5,239,372		\$263,042	\$297,881	\$372,841	\$318,132	\$363,554	\$352,931		\$1,968,381		65
67														66
68	Expenses		ADOPTED FY20		July	August	September	October	November	December		To Date	% of Budget	67
69			FY20										50.0%	68
70	Direct Project Expenses		\$3,022,350		\$70,494	\$98,190	\$210,943	\$129,867	\$210,614	\$228,708		\$948,816	31.4%	69
71	Personnel													70
72	Salaries		\$ 1,269,620		\$120,298	\$108,583	\$111,151	\$90,272	\$117,967	\$92,384		\$640,655	50.5%	71
73	Benefits		\$ 550,121		\$42,444	\$40,656	\$41,578	\$41,100	\$47,318	\$42,501		\$255,597	46.5%	72
74	Worker's Comp Insurance		\$ 4,000		\$256	\$256	\$256	\$150	\$256	\$256		\$1,430	35.8%	73
75	Recruitment		\$ 2,000						\$744			\$744	37.2%	74
76	Education/Partnerships													75
77	Conference & Training/Conference Travel		\$ 31,000		\$365	\$10,594	\$1,226	\$1,718	\$383	\$593		\$14,879	48.0%	76
78	Dues		\$ 14,000		\$1,257	\$570	\$1,693	\$0	\$369	\$125		\$4,014	28.7%	77
79	Program Workshops/Meetings		\$ 12,000		\$167	\$74	\$462	\$1,126	\$191	\$1,903		\$3,923	32.7%	78
80	Mileage		\$ 2,000		\$72	\$9	\$98	\$169	\$153	\$10		\$511	25.6%	79
81	Electric Vehicles/CarShare		\$ 2,000		\$563	\$48	\$104	-\$418	\$119	\$263		\$679	34.0%	80
82	Communications/PR		\$ 20,000		\$6,136	\$320	\$2,575	\$813	\$673	\$95		\$10,612	53.1%	81
83	Publications		\$ 500					\$345	\$111			\$456	91.2%	82
84	Office & General Operations													83
85	Rent		\$ 146,390		\$11,893	\$11,893	\$11,893	\$11,893	\$11,893	\$11,893		\$71,358	48.7%	84
86	Audit/Accounting		\$ 20,500		\$4,649		\$9,737	\$112	\$3,380	\$6,970		\$24,848	121.2%	85
87	Copier		\$ 15,000		\$655	\$635	\$799	\$391	\$240	\$1,019		\$3,739	24.9%	86
88	Equipment & Software Maint		\$ 29,000		\$2,008	\$2,461	\$3,296	\$2,185	\$2,086	\$2,086		\$14,122	48.7%	87
89	Depreciation		\$ 8,565		\$399	\$488	\$488	\$488	\$488	\$488		\$2,839	33.1%	88
90	Supplies		\$ 6,000		\$614	\$163	\$301	\$205	\$463	\$521		\$2,267	37.8%	89
91	Telephone/Internet		\$ 14,500		\$1,195	\$1,186	\$1,186	\$1,422	\$1,207	\$579		\$6,775	46.7%	90
92	Postage		\$ 1,500			\$138	\$12	\$0	\$136	\$504		\$790	52.7%	91
93	Equipment Purchase		\$ 15,326			\$7,085						\$7,085	46.2%	92
94	Utilities		\$ 6,000		\$349	\$503	\$686	\$430	\$258	\$373		\$2,599	43.3%	93
95	Ineligible		\$ 8,000		\$40	\$103	\$1,727	\$784	\$100	\$1,215		\$3,969	49.6%	94
96	Insurance - General Liability		\$ 12,000		\$769	\$769	\$794	\$769	\$769	\$797		\$4,667	38.9%	95
97	Janitor		\$ 5,000		\$341	\$511	\$342	\$339	\$339	\$341		\$2,213	44.3%	96
98	Payroll Processing		\$ 3,000		\$202	\$182	\$168	\$190	\$207	\$343		\$1,292	43.1%	97
99	Legal		\$ 5,000					\$0		\$0		\$0	0.0%	98
100	Internal Consultants		\$ 12,000				\$3,800			\$3,800		\$7,600	63.3%	99
101	Miscellaneous/Bank Charges		\$ -		\$445	\$282	-\$140	\$9	\$35	\$188		\$819		100
102	Software Purchase		\$ 2,000					\$525				\$525	26.3%	101
103			\$ -											102
104	Operations Support Expenses		\$ 2,217,022		\$ 195,117	\$ 187,509	\$ 194,232	\$ 155,017	\$ 189,885	\$ 169,247		\$1,091,007	49.2%	103
105	Direct Project Expenses		\$ 3,022,350		\$ 70,494	\$ 98,190	\$ 210,943	\$ 129,867	\$ 210,614	\$ 228,708		\$ 948,816	31.4%	104
106														105
107	TOTAL EXPENSES		\$ 5,239,372		\$ 265,611	\$ 285,699	\$ 405,175	\$ 284,884	\$ 400,499	\$ 397,955		\$ 2,039,823		106
108														107
109	Reserve/(deficit)		\$0		(\$2,569)	\$12,182	(\$32,334)	\$33,248	(\$36,945)	(\$45,024)		(\$71,442)	FY20	108
110	FY20 Approved Indirect Rate - 80%													109
111	Previous Indirect Rates		Fiscal Year - Budget									To Date Shown	Year End	110
112	FY19 Approved Indirect Rate - 68.12%		FY19 - (\$100,623)		(\$35,645)	(\$469)	\$884	\$7,122	(\$22,071)	(\$30,892)		(\$81,071)	(\$58,247)	111
113														112
114	Approved Rate 67.42%, Actual Rate 71.88%		FY18 - (\$98,135)		(\$26,270)	\$10,036	(\$18,355)	\$7,590	(\$59)	(\$26,238)		(\$53,296)	(\$14,920)	113
115														114
116	Approved Rate 82.55%, Actual Rate 69.98%		FY17 - \$0		(\$11,378)	\$22,181	\$15,135	\$3,504	\$11,659	\$5,089		\$46,190	\$85,989	115
117														116
118	Approved Rate 79.26%, Actual Rate 72.82%		FY16 - \$0		(\$4,320)	\$16,131	\$ (2,259)	\$10,637	\$ 5,695	\$ (11,055)		\$14,829	\$41,945	117
119														118
120	Approved Rate 71.24%, Actual Rate 82.76%		FY15 - (50,381)		\$4,314	(\$22,355)	\$ (8,506)	(\$9,022)	\$ (16,687)	\$ (8,538)		(\$60,794)	(\$34,162)	119

CCRPC Cash Flow/Targets FY20		Period Ending January 31, 2020			Prepared		2/26/2020						
		July	August	September	October	November	December	January	February	March	April	May	June
O P E R A T I O N G	Opportunities Credit Union - Checking	\$90,089	\$243,443	\$145,002	\$104,101	\$139,897	\$52,398	\$253,185	\$116,957	\$118,957	\$93,957	\$95,957	\$97,957
	Credits	\$591,945	\$518,089	\$364,329	\$454,345	\$202,677	\$552,914	\$217,329	\$327,000	\$300,000	\$327,000	\$327,000	\$300,000
	Debits	(\$438,591)	(\$616,530)	(\$405,230)	(\$418,549)	(\$290,176)	(\$352,127)	(\$353,557)	(\$325,000)	(\$325,000)	(\$325,000)	(\$325,000)	(\$325,000)
	Outstanding Checks/Activity	(\$156,217)	(\$16,018)	(\$12,009)	(\$97,157)	(\$36,525)	(\$50,632)	(\$1,051)					
	Bank Balance at the end of the month	\$243,443	\$145,002	\$104,101	\$139,897	\$52,398	\$253,185	\$116,957	\$118,957	\$93,957	\$95,957	\$97,957	\$72,957
	Register Balance at end of month	\$87,226	\$128,984	\$92,092	\$42,740	\$15,873	\$202,553	\$115,906	\$118,957	\$93,957	\$95,957	\$97,957	\$72,957
	Peoples United Bank - Checking	\$12,739	\$12,739	\$0									
M A T C H													
	Local Dues Fund Balance (\$250,400 total)	\$235,546	\$222,303	\$209,079	\$192,256	\$181,895	\$169,285	\$149,285	\$129,285	\$109,285	\$89,285	\$69,285	\$49,285
	Peoples United Bank - Savings	\$1,001	\$1,001	\$0									
	Peoples United Bank - Money Market	\$1,008	\$1,008	\$0									
R E S E R V E	Opportunities Credit Union - Money Market	\$137,683	\$137,788	\$200,910	\$201,059	\$301,253	\$176,449	\$176,584	\$251,767	\$251,767	\$251,767	\$251,767	\$251,767
	Credit	\$105	\$63,122	\$149	\$100,193	\$196	\$135	\$75,183					
	Debit					(\$125,000)							
	MM Balance at end of month	\$137,788	\$200,910	\$201,059	\$301,253	\$176,449	\$176,584	\$251,767	\$251,767	\$251,767	\$251,767	\$251,767	\$251,767
	North County CDs	\$63,245	\$63,245	\$26,464	\$26,464	\$26,546	\$0						
	Reserve Balance	\$201,033	\$264,155	\$227,523	\$327,717	\$202,995	\$176,584	\$251,767	\$251,767	\$251,767	\$251,767	\$251,767	\$251,767
Cash Position - 7/1/2019 - \$220,464													
		\$303,007	\$407,887	\$319,615	\$370,457	\$218,868	\$379,137	\$367,673	\$370,724	\$345,724	\$347,724	\$349,724	\$324,724
	Projection					\$344,613	\$346,613	\$423,613	\$425,613	\$400,613	\$402,613	\$404,613	\$379,613
	Total net cash position - FY19	\$413,898	\$741,001	\$668,932	\$780,464	\$527,265	\$519,862	\$569,615	\$482,383	\$429,125	\$454,743	\$369,540	\$305,765
	Total net cash position - FY18	\$853,582	\$1,061,125	\$896,615	\$1,022,541	\$944,143	\$889,971	\$468,898	\$519,873	\$488,792	\$571,225	\$466,085	\$508,889
	Total net cash position - FY17	\$564,222	\$676,074	\$568,363	\$768,943	\$672,341	\$599,238	\$710,943	\$599,778	\$663,208	\$766,524	\$664,998	\$596,789
	Total net cash position - FY16	\$662,162	\$603,404	\$540,822	\$590,126	\$643,320	\$493,475	\$504,201	\$676,825	\$455,015	\$435,694	\$493,222	\$518,144
	Date	2/26/2020											
	Accounts receivable	\$261,872											
	Accounts payable	\$307,672											
	Net Asset/Liability	-\$45,800											

	A	B	C	D	E	F	G	H
62	Expenses		Mid-Year Adjusted FY20		DRAFT FY21		FY20 Mid-Year Adjusted to DRAFT FY21	
63			FY20		FY21		Change	Change
64							\$'s	%
65	Direct Project Expenses		\$3,072,772		\$3,023,470		(\$49,302)	-1.60%
66	<i>Personnel</i>							
67	Salaries		\$1,263,047		\$1,323,321		\$60,274	4.77%
68	Benefits		\$538,065		\$566,654		\$28,589	5.31%
69	Worker's Comp Insurance		\$4,000		\$4,000		\$0	0.00%
70	Recruitment		\$2,000		\$2,000		\$0	0.00%
71	<i>Education/Partnerships</i>							
72	Conference & Training/Travel		\$31,000		\$31,000		\$0	0.00%
73	Dues		\$14,000		\$12,000		(\$2,000)	-14.29%
74	Program Workshops/Meetings		\$12,000		\$13,000		\$1,000	8.33%
75	Mileage		\$2,000		\$2,000		\$0	0.00%
76	Electric Vehicles/CarShare		\$2,000		\$2,000		\$0	0.00%
77	Communications/PR		\$20,000		\$19,000		(\$1,000)	-5.00%
78	Publications		\$500		\$800		\$300	60.00%
79	<i>Office & General Operations</i>							
80	Rent		\$146,390		\$146,390		\$0	0.00%
81	Audit/Accounting		\$24,000		\$26,000		\$2,000	8.33%
82	Copier		\$15,000		\$13,000		(\$2,000)	-13.33%
83	Equipment & Software Maint		\$30,000		\$30,000		\$0	0.00%
84	Depreciation		\$5,856		\$5,856		\$0	0.00%
85	Supplies		\$6,000		\$5,000		(\$1,000)	-16.67%
86	Telephone/Internet		\$16,800		\$16,000		(\$800)	-4.76%
87	Postage		\$1,500		\$1,500		\$0	0.00%
88	Equipment/Furniture Purchase		\$17,000		\$17,000		\$0	0.00%
89	Utilities		\$6,000		\$6,000		\$0	0.00%
90	Ineligible		\$8,000		\$10,000		\$2,000	25.00%
91	Insurance - General Liability		\$13,000		\$12,000		(\$1,000)	-7.69%
92	Janitor		\$5,000		\$5,000		\$0	0.00%
93	Payroll Processing		\$3,000		\$3,000		\$0	0.00%
94	Legal		\$5,000		\$5,000		\$0	0.00%
95	Internal Consultants		\$10,000		\$5,000		(\$5,000)	-50.00%
96	Software Purchase		\$2,000		\$2,000		\$0	0.00%
97	Reserve		\$0		\$0		\$0	
98								
99	<i>Operations Support Expenses</i>		\$2,203,158		\$2,284,522		\$81,363	3.69%
100	<i>Project Consultant Expenses</i>		\$3,072,772		\$3,023,470		(\$49,302)	-1.60%
101								
102	TOTAL EXPENSES		\$5,275,930		\$5,307,991		\$32,061	0.61%
103								
104	Excess/(deficit)		\$8,548		-\$399		(\$8,947)	-0.01%
105								
123								
124					Change from FY20 Mid-Year			
125					Salaries & Benefits		\$88,863	
126					Non-Personnel Expenses		(\$7,500)	

March 5, 2020

Judith Whitney, Clerk of the Commission
Vermont Public Utility Commission
112 State Street
Montpelier, VT 05620-2701

Re: Encore Renewable Development Preferred Site Letter - Chittenden County Regional Planning Commission

Dear Ms. Whitney,

The Chittenden County Regional Planning Commission ("CCRPC") is in receipt of a draft site plan submitted by Encore Renewable Development for the construction of a 500 kW solar array to be located on Roosevelt Highway (US 2) in Bolton, VT. The subject parcel is owned by the DeLaurier Family. The applicant has requested a letter from the Town and CCRPC to designate this site as a "preferred site," as described in PUC Rule 5.100.

The 2018 ECOS Plan and CCRPC's "Guidelines and Standards for Reviewing Act 250 and Section 248 Applications" provide guidance for the siting of renewable energy facilities and the designation of preferred sites.

The 2018 ECOS Plan contains a "Constraint Policies" to ensure that proposed facilities are not located within areas subject to State and local development restrictions. Based on the draft site plan, CCRPC has identified that the proposed project may impact two State possible constraints (Flood Hazard Area and Agricultural Soils) and one local possible constraint (Flood Hazard Area II). CCRPC encourages the applicant to work with relevant State agencies and the municipality to determine how to minimize impacts to these possible constraints.

In addition, the subject property does contain several other known and possible constraints identified in the 2018 ECOS Plan, but the draft site plan indicates that these constraints will be avoided. These constraints include a deer wintering area, slopes greater than 25%, and Vermont Conservation Design Highest Priority Forest Blocks.

This 2018 ECOS Plan also contains "Suitability Policies" which define characteristics of sites where CCRPC encourages renewable energy generation facilities. The proposed project meets the following policies:

1. Locate energy generation proximate to existing distribution and transmission infrastructure: The proposed facility is located adjacent to existing distribution infrastructure.
2. Locate ground-mounted solar larger than 15 kW...outside of state designated village centers: The project is not located within a designated village center.

Finally, the proposed project advances the 2018 ECOS Plan's goal of increasing renewable energy generation in Chittenden County. **The CCRPC supports the identification of this site as a preferred site for net metering.**

This review is based on a draft site plan. CCRPC will review the final site plan when it is submitted with the 45-day notice of application, and with the full Certificate of Public Good application, to ensure that the proposed project continues to avoid known constraints and attempts to minimize impacts to possible constraints. Thank you for your time and attention.

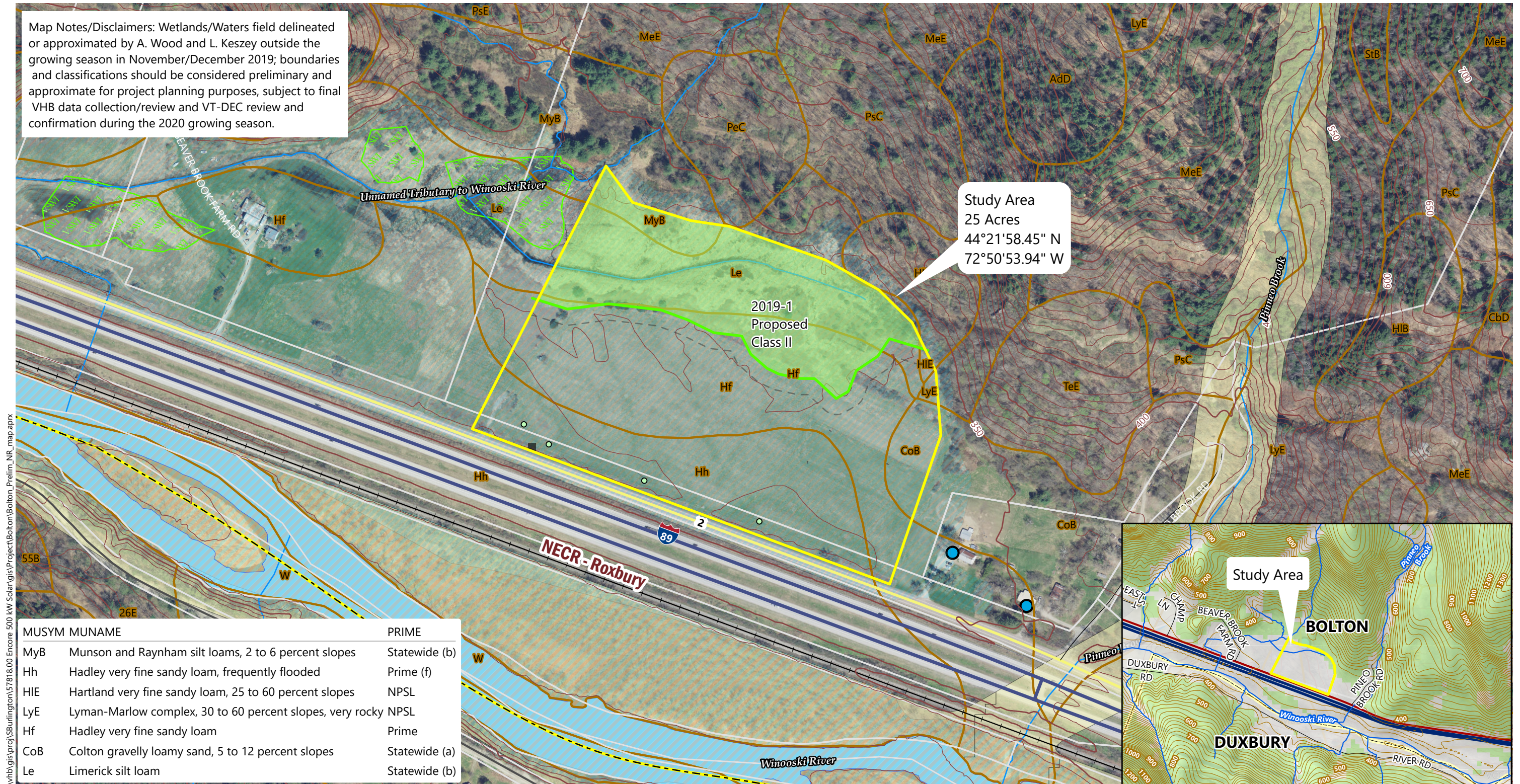
Sincerely,

Charlie Baker
Executive Director

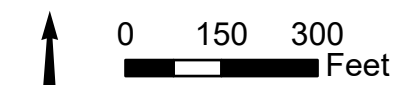
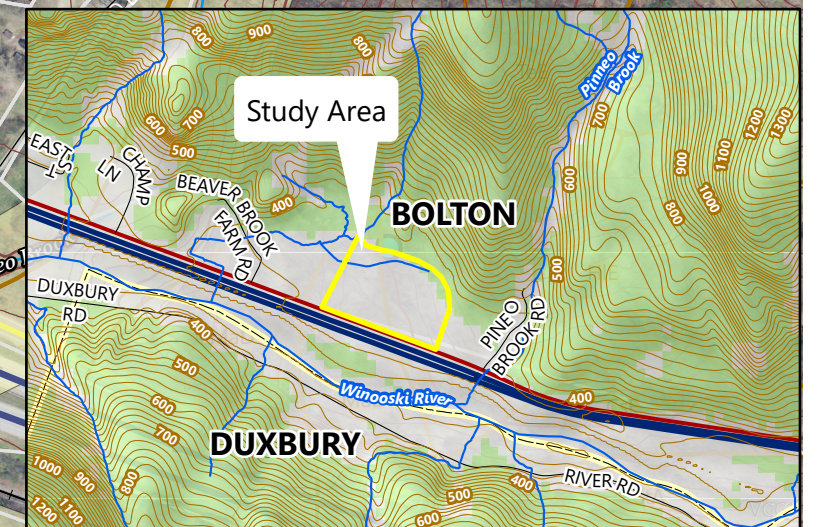
CC: CCRPC Board
Larry Lewack, Planning and Zoning Administrator

DRAFT

Map Notes/Disclaimers: Wetlands/Waters field delineated or approximated by A. Wood and L. Keszeý outside the growing season in November/December 2019; boundaries and classifications should be considered preliminary and approximate for project planning purposes, subject to final VHB data collection/review and VT-DEC review and confirmation during the 2020 growing season.



MUSYM	MUNAME	PRIME
MyB	Munson and Raynham silt loams, 2 to 6 percent slopes	Statewide (b)
Hh	Hadley very fine sandy loam, frequently flooded	Prime (f)
HIE	Hartland very fine sandy loam, 25 to 60 percent slopes	NPSL
LyE	Lyman-Marlow complex, 30 to 60 percent slopes, very rocky	NPSL
Hf	Hadley very fine sandy loam	Prime
CoB	Colton gravelly loamy sand, 5 to 12 percent slopes	Statewide (a)
Le	Limerick silt loam	Statewide (b)



- | | | | | |
|--------------------------------|---------------------------|----------------------|-------------------------|--------------------|
| Approx. Wetland Boundary (VHB) | Public Water Source (ANR) | Floodway (FEMA) | Contour 10 (VCGI) | Interstate Highway |
| Approx. Wetland (VHB) | Private Well (ANR) | 100 Year (FEMA) | Parcel Boundary (VCGI) | US Highway |
| Wetland Buffer (VHB) | Stream (ANR) | VSWI (ANR) | County Boundary (VCGI) | State Highway |
| Utility Pole (VHB) | Waterbody (ANR) | Soil Map Unit (VCGI) | Town Boundary (VCGI) | Local Road |
| Culvert (VHB) | River Corridor (ANR) | Contour 50 (VCGI) | Railroad Lines (VTrans) | Private Road |

Encore DeLaurier Bolton Solar Project | Bolton, Vermont

Preliminary Wetlands and Waters Map

Sources:
ANR - Vermont Agency of Natural Resources Web Map Service
VCGI - Vermont Center for Geographic Information Web Map Service
VTrans - Vermont Agency of Transportation Web Map Service
Background Image by VCGI (2018)

March 5, 2020

Judith Whitney, Clerk of the Commission
Vermont Public Utility Commission
112 State Street
Montpelier, VT 05620-2701

Re: Encore Renewable Development Preferred Site Letter - Chittenden County Regional Planning Commission

Dear Ms. Whitney,

The Chittenden County Regional Planning Commission ("CCRPC") is in receipt of a draft site plan submitted by Encore Renewable Development for the construction of a 500 kW solar array to be located on Roosevelt Highway (US 7 and US 2) in Colchester, VT. The subject parcel is owned by Duane and Norma Juare . The applicant has requested a letter from the Town and CCRPC to designate this site as a "preferred site," as described in PUC Rule 5.100.

The 2018 ECOS Plan and CCRPC's "Guidelines and Standards for Reviewing Act 250 and Section 248 Applications" provide guidance for the siting of renewable energy facilities and the designation of preferred sites.

The 2018 ECOS Plan contains a "Constraint Policies" to ensure that proposed facilities are not located within areas subject to State and local development restrictions. Based on the draft site plan, CCRPC has identified that the proposed project may impact one State possible constraint (Agricultural Soils and Hydric Soils). CCRPC encourages the applicant to work with relevant State agencies to determine how to minimize impacts to this possible constraint.

In addition, the proposed access road to the proposed solar facility will impact several other State and municipal known and possible constraints identified in the 2018 ECOS Plan. These constraints include three State known constraints (River Corridor; state-significant natural communities/rare, threatened, and endangered species; and Class 2 wetlands) and one municipal known constraint (Water Protection Overlay District). Again, CCRPC encourages the applicant to work with relevant State agencies and the municipality to determine how to avoid impacts of the proposed access road to these known constraints.

This 2018 ECOS Plan also contains "Suitability Policies" which define characteristics of sites where CCRPC encourages renewable energy generation facilities. The proposed project meets the following policies:

1. Locate energy generation proximate to existing distribution and transmission infrastructure: The proposed facility is located adjacent to existing distribution infrastructure.
2. Locate ground-mounted solar larger than 15 kW...outside of state designated village centers: The project is not located within a designated village center.

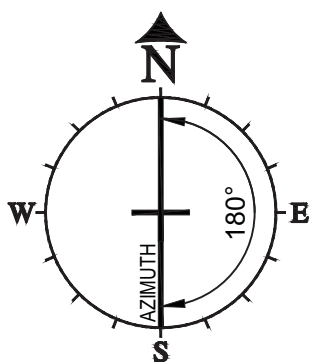
Finally, the proposed project advances the 2018 ECOS Plan's goal of increasing renewable energy generation in Chittenden County. **The CCRPC supports the identification of this site as a preferred site for net metering.**

This review is based on a draft site plan. CCRPC will review the final site plan when it is submitted with the 45-day notice of application, and with the full Certificate of Public Good application, to ensure that the proposed project continues to avoid known constraints and attempts to minimize impacts to possible constraints. Thank you for your time and attention.

Sincerely,

Charlie Baker
Executive Director

CC: CCRPC Board
Sarah Hadd – Director of Planning and Zoning



A1
SCALE:
N/A

encore
RENEWABLE ENERGY
Leaders in Distributed Energy Generation.
110 Main Street, Suite 2E
Burlington, VT 05401
802-861-3023
www.encorerenewableenergy.com

PROFESSIONAL SEAL

ENGINEER'S SEAL APPLIES TO DESIGN OF STRUCTURAL COMPONENTS ONLY

ER Pond Brook Solar, LLC

744 KW DC / 550 AC

RELEASE RECORD

1	12/30	Concept
MARK	DATE	DESCRIPTION

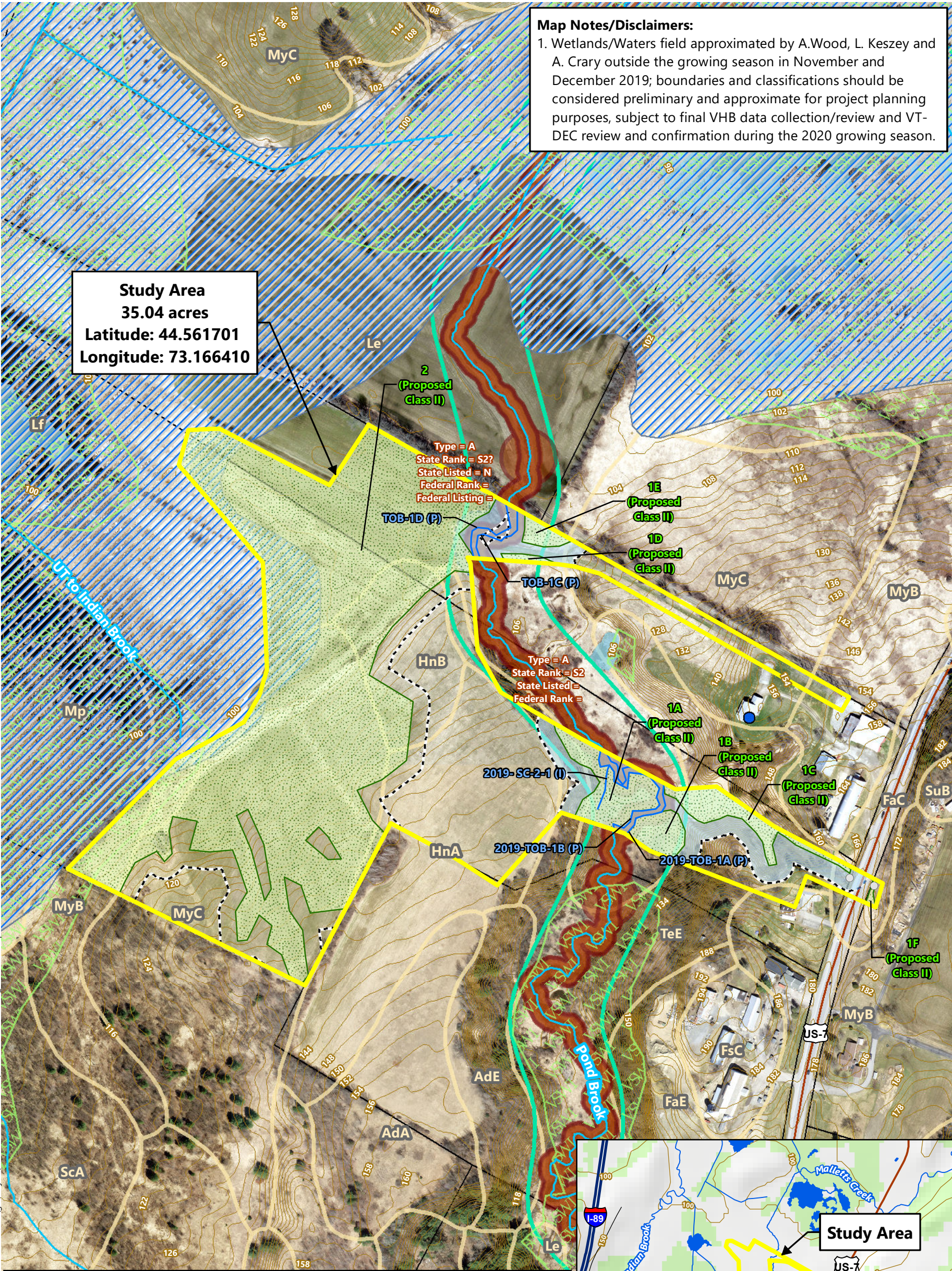
PROJECT INFORMATION

TITLE & ADDRESS: 4259 Roosevelt Highway Colchester, VT	
ER PROJECT No.:	
DRAWN BY: JCDC	REVIEWED BY:
SHEET TITLE: Conceptual Design	
SHEET No.: C-101	

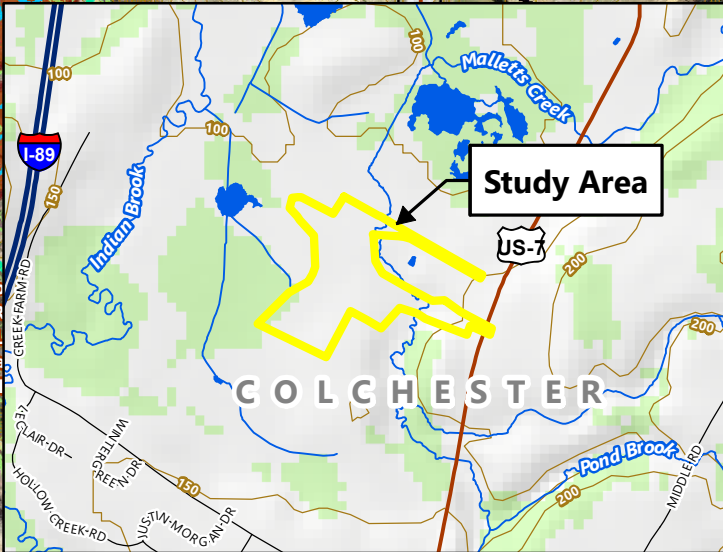
Map Notes/Disclaimers:

1. Wetlands/Waters field approximated by A.Wood, L. Keszey and A. Crary outside the growing season in November and December 2019; boundaries and classifications should be considered preliminary and approximate for project planning purposes, subject to final VHB data collection/review and VT-DEC review and confirmation during the 2020 growing season.

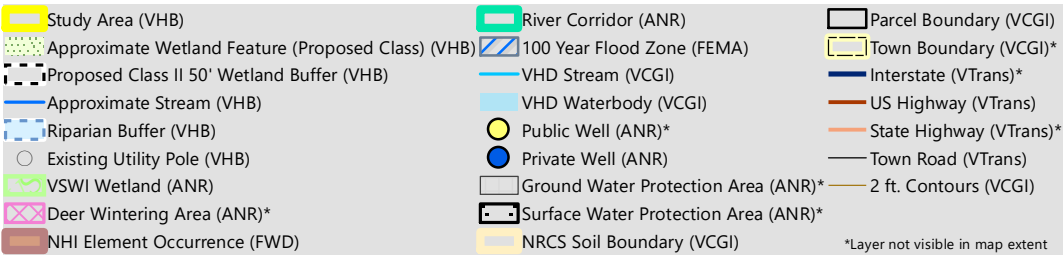
Study Area
35.04 acres
Latitude: 44.561701
Longitude: 73.166410



NRCS Soil Information				
Soil Abbreviation	Soil Map Unit	Vermont Farmland Classification	Erodibility Ranking	Area (acres)
FaC	Farmington extremely rocky loam, 5 to 20 percent slopes	NPSL	potentially highly erodible	0.28
HnA	Hinesburg fine sandy loam, 0 to 3 percent slopes	Prime	not highly erodible	4.97
HnB	Hinesburg fine sandy loam, 3 to 8 percent slopes	Prime	potentially highly erodible	3.23
Le	Limerick silt loam	Statewide (b)	not highly erodible	10.39
MyB	Munson and Raynham silt loams, 2 to 6 percent slopes	Statewide (b)	potentially highly erodible	1.00
MyC	Munson and Raynham silt loams, 6 to 12 percent slopes	Statewide (b)	potentially highly erodible	12.20
TeE	Terrace escarpments, silty and clayey	NPSL	not rated	2.96



ER Colchester Pond Brook Solar Site | Colchester, Vermont



Preliminary Natural Resources Map

Sources:
Background Imagery by VCGI (Collected in 2018)
VCGI (Vermont Center for Geographic Information - Various Dates)
ANR (Vermont Agency of Natural Resources - Various Dates)
FWD (Vermont Fish and Wildlife Department - 2018)
VTrans (Vermont Agency of Transportation - 2018)
VHB (2019)

March 5, 2020

Judith Whitney, Clerk of the Commission
Vermont Public Utility Commission
112 State Street
Montpelier, VT 05620-2701

RE: Petition for Upgrades to the Sandbar Substation at 586 Bear Trap Road in Milton, VT (Case #20-0444-PET)

Dear Ms. Whitney,

The Chittenden County Regional Planning Commission (CCRPC) has received the Section 248 Petition for a Certificate of Public Good filed with the Vermont Public Utility Commission for the Sandbar Substation at 586 Bear Trap Road in Milton, VT. The project is an upgrade of an existing substation. CCRPC reviewed and submitted comments on the proposed project during the 45-day notice period (submitted to the applicant on September 5, 2019). CCRPC has now reviewed the project again upon submittal of a full petition in regard to the project's conformance with CCRPC's *2018 Chittenden County ECOS Plan*, which gained a Determination of Energy Compliance from the Vermont Department of Public Service on August 9, 2018.

The project is located within the Rural Planning Area as defined in *2018 ECOS Plan*. The plan states that "the Rural Planning Area...provides for low density commercial, industrial, and residential development...that is compatible with working lands and natural areas." The Plan is not intended to prescribe uses and we find that a replacement of existing infrastructure without expansion of the footprint is consistent with this planning area. Therefore, we find this project to be generally in conformance with the Planning Areas of the *2018 Chittenden County Regional Plan*.

ECOS Energy Goal

CCRPC finds that this project meets the intent of the Energy Goal (Goal #17) of the *2018 ECOS Plan*: "Move Chittenden County's energy system toward a cleaner, more efficient and renewable system that benefits health, economic development, and the local/global climate by working towards the State's Comprehensive Energy Plan goals."

Strategy 2, Action 4b of the ECOS Plan states "CCRPC supports the generation of new renewable energy in the County to meet the Vermont Comprehensive Energy Plan's goals of using 90% renewable energy by 2050, in a manner that is cost effective and respects the natural environment." Development of this substation will increase efficiency and allow for future installations of distributed renewable energy generation.

Constraints

The 2018 ECOS Plan states that development should be located to avoid state and local known constraints that have been field verified, and to minimize impacts to state and local possible constraints that have been field verified (Strategy 3, Action 1.f and Strategy 4, Action 1.f and Action 2.e). The 2018

ECOS Plan also states that energy facilities on “existing structures and parking lots” meet the constraint policies of the plan. As this project replaces existing infrastructure without expanding the existing impervious substation yard, it complies with the plan’s constraint policies.

These comments are based on information currently available; we may have additional comments as the process continues.

Please feel free to contact me with any questions.

Sincerely,

Charlie Baker
Executive Director







cc: CCRPC Board
Don Turner, Town of Milton – Town Manager

DRAFT

Exhibit Petitioner EJM-3




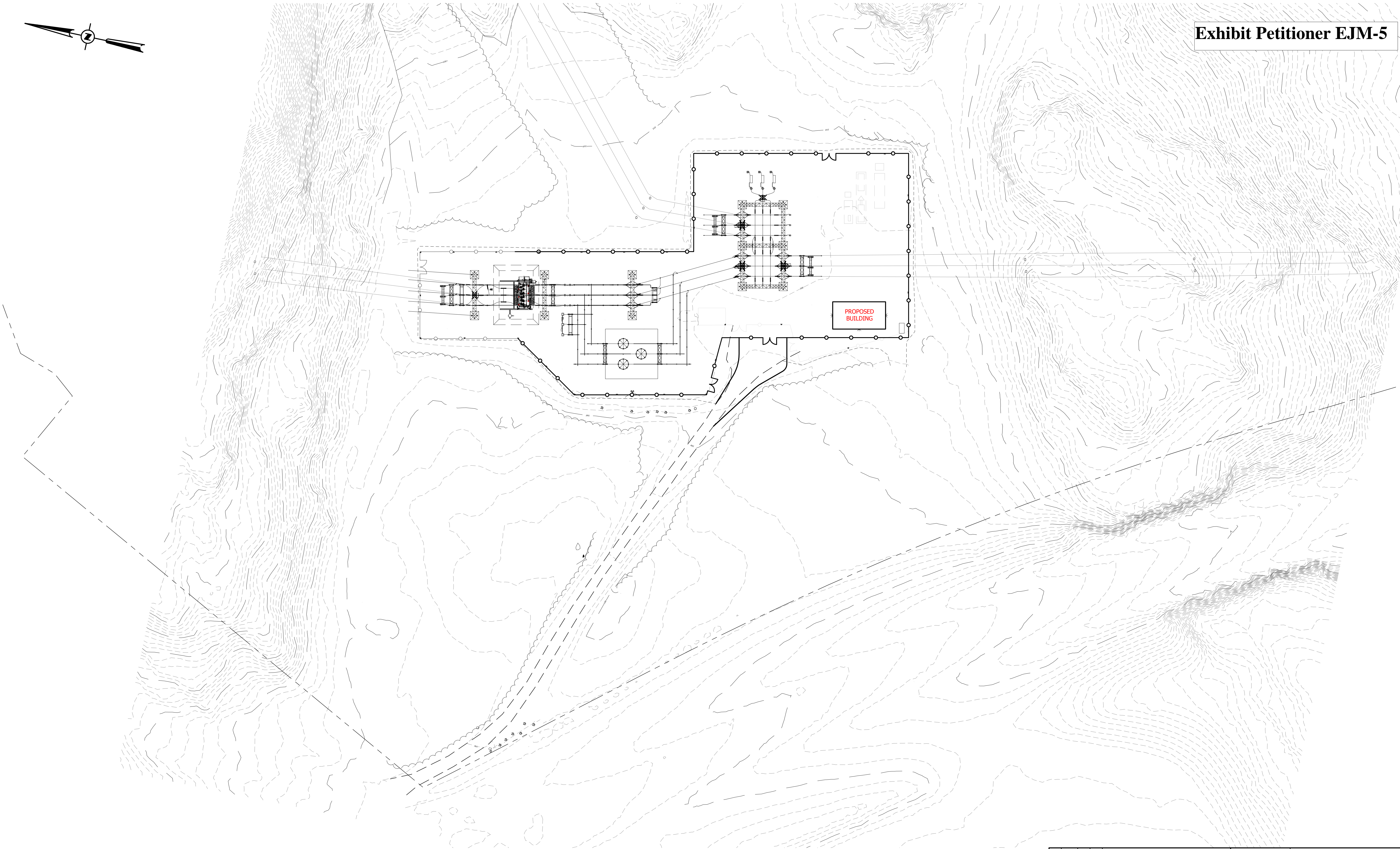
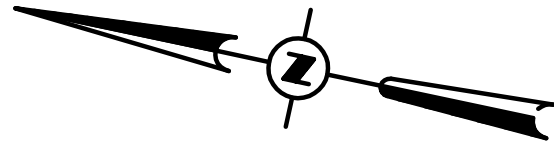
LEGEND

-
-  SUBSTATION FENCE
 EXISTING INFRASTRUCTURE TO REMAIN
 EXISTING INFRASTRUCTURE TO BE REMOVED
 NEW AND/ OR REPLACED INFRASTRUCTURE
 PROPOSED TREE CLEARING
 PROPOSED STAGING AREA

GENERAL NOTES:
--THIS PLAN DOES NOT CONSTITUTE A BOUNDARY SURVEY.



							VERMONT ELECTRIC POWER CO., INC.		
							RUTLAND, VERMONT		
							SANDBAR SUBSTATION		
							OVERALL ORTHO PLAN 115 kV YARD		
					SCALE: AS SHOWN		DRAWN BY: JWK		APPROVED BY:
1					12/31/19		JWK		DATE
2					9/2/19		JWK		DATE
					DATE		DR		CK
									DESCRIPTION
					SHEET NUMBER:		236-ORTHO		REV.
									FILE



LEGEND

- | | | | |
|--|------------------------------|--|---------------------------|
| | SURVEY POINT | | EXISTING SWITCHYARD FENCE |
| | PERMANENT CONTROL POINT | | EXISTING TREELINE |
| | EXISTING UTILITY POLE | | EXISTING 2' CONTOUR |
| | EXISTING UTILITY POLE ANCHOR | | EXISTING 10' CONTOUR |
| | APPROXIMATE BOUNDARY LINE | | PROPOSED SUBSTATION FENCE |

GENERAL NOTES:
--THIS PLAN DOES NOT CONSTITUTE A BOUNDARY SURVEY.



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CCRPC Executive Committee

March 4, 2020

Agenda Item 7: Personnel Policy Updates

Proposed changes to CCRPC Administrative and Operating Policies and Procedures

Background:

During the January Executive Committee meeting staff previewed a variety of policy updates. Most of the updates are administrative in nature with little to no impact on daily functioning of the CCRPC, to the staff, or to the budget. There are a couple of updates, including the updated salary ranges and a proposed increase in the life insurance benefit, which are more substantive.

The proposed edits and updates to the policies are presented with tracked changes on the following pages. The pages are excerpted directly from ***the Administrative and Operating Policies and Procedures for the CCRPC***.

As stated at the top of the memo, these updates were previewed at the beginning of the calendar year. The cost of the proposal to increase the current life insurance benefit from \$50,000 to two times annual salary wasn't known at the time of that meeting. A quote received from our insurance broker puts the price for this increased benefit at \$6,720 annually, up \$3,840 from the current cost of \$2,880 annually.

Staff doesn't feel it is necessary to wait until July 1st for all the updates to be effective. It makes sense to implement the new salary ranges and the increased life insurance benefit effective at the beginning of the fiscal year. The rest could be effective immediately following approval at this meeting.

Staff

Recommendation:

Staff recommends that personnel policy updates be approved as presented with edits as the Committee sees fit. Staff is asking that the Committee recognize that some format and document changes will result from the updates that aren't substantive to policies and procedures, such as page numbering or dates, that aren't being presented here.

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Terms of Employment

Terms of Employment

At the time of hire, CCRPC shall retain each employee by written contract that sets forth, at a minimum, the following matters:

- 1 Category of Employment,
- 2 Job Title,
- 3 Probationary Status, and
- 4 Salary Rate.

The written contract also must incorporate by reference the CCRPC *Personnel Policy Manual* that is in effect at the time of hire and must include a reference to the future possibility of amendment of that *Manual* in accordance with the procedures on page 45 of the *Manual*. The written contract will require that the employee provide to CCRPC a copy of the "Acknowledgement of Receipt of Personnel Policies" executed by the employee.

Only the Executive Director of CCRPC, with approval from the Executive Committee, may make an agreement for employment that is different from the terms and conditions outlined in this manual, and such agreement must be in writing, must identify the employee by name, must be signed by the Executive Director and the employee, and must be approved by the Executive Committee. To create a term of employment, the agreement must state "the term of employment is from _____ (start date) to _____ (end date), unless terminated earlier or extended by agreement of the parties."

Employee Classifications

Employee classifications are determined by the Fair Labor Standards Act. Those classifications most germane to CCRPC are "exempt" and "nonexempt." There are other classifications.

"Exempt Employees" are those who are independently performing technical, professional or administrative functions, working the hours necessary to fulfill the requirements of their positions and to complete all assigned tasks, and who are not covered by the Fair Labor Standard Act (FLSA) overtime pay provisions.

On May 18, 2016 a Final Rule to Update the Regulations Defining and Delimiting the Exemption for Executive, Administrative, and Professional (EAP) Employees was released by the US Department of Labor. The rule changes most relevant to the CCRPC include an increase in the salary level required for EAP employees to be exempt, as well as mechanism for automatically updating the salary and compensation levels every three years.

The CCRPC will not classify an employee as "exempt" that does not meet all of the rules and remaining requirements in the original FLSA, as updated in 2016, per automatic updates set forth in the rule 2016

~~change, and any other changes or updates to the act that may occur in any way that is not in accordance with all state and federal rules or laws.~~

“Nonexempt Employees” are those whose duties are clerical, paraprofessional or support in nature and who are required by the Fair Labor Standards Act to be paid overtime at a rate of one and one-half times their regular pay for all hours worked beyond the standard work week. Any overtime must be approved by the Executive Director.

Employment Categories

Benefits, Leaves, and Holidays for each employee category are shown in Figure 1 on page 26 *Benefit and Leave Eligibility by Employee Type*.

Probationary Period

Newly hired employees for Regular Full-Time, Regular Part-Time or Temporary employment shall be considered probationary until they have successfully completed six months of work from the start date of employment. During the six-month probationary period, an employee whose performance is unsatisfactory may be released without cause and may not appeal a decision by the Executive Director to terminate the employment.

When the Executive Director, or the employee’s supervisor as appropriate, decides that the employee should continue beyond the probationary period a written evaluation shall be prepared at the end of the probationary period, and shall be provided to the employee. The Executive Director, or supervisor, shall indicate on the written evaluation that the employee has completed the probationary period and shall rate their overall performance as excellent, very good, satisfactory, needs improvement or unsatisfactory. Employees who receive a rating of excellent, very good or satisfactory have successfully completed the initial probationary period and may not be released in the future without sufficient cause.

If, in the judgment of the Executive Director, a probationary period does not allow sufficient time to thoroughly evaluate an employee’s performance, the probationary period may be extended by written notification.

Regular Full-Time

A “Regular Full-Time Employee” is one who has satisfactorily completed the probationary period, who is not classified as Temporary, and works the standard office hours of at least 30 hours per week.

Regular Part-Time

A “Regular Part-Time Employee” is one who has satisfactorily completed the probationary period, who is not classified as Temporary, and who is regularly scheduled to work less than 30 hours per week. They are eligible for other benefits offered by CCRPC at the discretion of the Executive Director subject to the terms, conditions and limitations of each benefit program.

Temporary

A “Temporary Employee” is one who is hired as (1) an interim replacement, (2) an intern, (3) a temporary supplement to the work force, or (4) to assist in the completion of a specific project. A Temporary Employee may be either Full-Time or Part-Time. Assignments in this category are of a limited duration,

usually less than a year, and continued employment beyond any initially stated period does not imply a change in employment status. At the discretion of the Executive Director, a Temporary Employee may be eligible to receive all or a portion of the benefit package subject to the terms, conditions and limitations of each benefit program.

Employee Categories and Salary Structure

It is the intent of CCRPC to provide opportunities for advancement within the organization wherever practical. The CCRPC job categories/salary structure is defined by the level of training and experience necessary and the general duties and responsibilities assigned to the positions within the category. New employees may be hired at any level based upon available job opportunities and the employee's education and professional experience.

Salaries and Merit Increases

The salary ranges for each position shall be as approved by the Executive Committee. The Executive Director should periodically review compensation adjustments offered by peer organizations and other relevant factors in recommending revisions of the salary ranges for consideration by the Executive Committee. At least every five years the organization will comprehensively update the salary structure through a salary survey. The salary ranges for each authorized position will be maintained in Appendix A.

Annual evaluations will be conducted within 60 days of the end of the calendar year. As part of the annual budgeting process, the Executive Director will recommend to the Executive Committee a pool for staff salary increases considering the results of the annual evaluations and other budget considerations. This figure will be part of the adopted budget.

Any increases in employee salaries or bonuses will be primarily based upon employee performance as determined by the annual evaluation. Earning or obtaining professional certifications, licenses, advanced degrees, or technical training/education with applicable knowledge or skills that will benefit the work of the CCRPC may also be considered. Adjustments up or down in the salary range may also be a factor in determining individual employee salary increases. The Executive Director may also consider market competitiveness in making appropriate individual salary adjustments.

Discussions regarding any significant salary increase or promotion will be included in the annual evaluation process. The Executive Director's compensation will be determined by the Executive Committee after an annual review consistent with the Bylaws. The Executive Director shall make all other decisions regarding individual staff salary adjustments within the approved salary pool budget and salary range for each position. The Executive Director shall report decisions regarding salary adjustments to the Executive Committee.

Annual Evaluations

Each employee will be formally evaluated annually within 60 days of the end of the calendar year. Such evaluations will be in writing and will be the responsibility of the Executive Director to carry out in conjunction with the employee. The Executive Director shall review the evaluation and determine if a salary adjustment resulting from the evaluation is appropriate. The completed evaluation shall be placed in the employee's personnel file.

The objective of the performance appraisal process is to provide a mechanism to:

Life Insurance

A Life Insurance and Accidental Death and Dismemberment policy in the amount of 2 times annual salary up to a maximum of \$200,000 ~~\$50,000~~ may be provided by CCRPC for employees in certain job categories under a group plan. Each eligible employee shall name his or her beneficiary, which may be changed upon written notification. The Commission reserves the right to require an employee contribution toward the premiums dependent on the Commission's budget.

The CCRPC may provide access to voluntary group life insurance at the employee's expense when available.

Dental Care Benefits

Employees in certain job categories and their dependents are eligible and can participate in the Dental Plan authorized by the CCRPC. Domestic partners may be considered dependents for the purposes of the dental plan. The Commission reserves the right to require an employee contribution toward the premiums dependent on the Commission's budget.

Retirement Plan

CCRPC is a participant in the Vermont Municipal Employees' Retirement System (VMERS). Eligible employees may choose to enroll in either a Defined Benefit or a Defined Compensation Plan. CCRPC contributes 10% of an eligible employee's compensation to the Plan. Employees enrolled in the Defined Benefit Plan are required to contribute a percentage of their own compensation to the Plan. Contribution levels for employers and employees may be changed by VMERS according to their regulations.

VMERS information can be requested from the CCRPC and/or accessed here:

<http://www.vermonttreasurer.gov/retirement/municipal-vmers>

IRS Deferred Compensation

The State of Vermont 457 Deferred Compensation Plan may be available to employees in certain job categories. An employee may request to defer any portion of compensation for which he or she is eligible by IRS. The employee must furnish the necessary assurances of compliance with IRS regulations, along with proper authorization forms to withhold a fixed amount of compensation.

State of Vermont 457 Deferred Compensation Plan information can be requested from the CCRPC and/or accessed here:

<https://vermont457retire.gwrs.com/loginTemplate.do?accu=Vermont&nodeId=3816>

Wellness Program

To enhance the health of CCRPC employees and their family members and reduce the modifiable health care costs of the organization and employees the CCRPC will provide to each employee an amount each fiscal year that is available for appropriate "wellness" expenses on a reimbursable basis. Regular

employees working at least 24 hours a week who have completed the probationary period are eligible for the Wellness Program.

Following is a representative listing of activities, training, and expenses that would be considered eligible expenses. This list is not intended to be all inclusive.

Reimbursable expenses might include: Health Profile, Health Information Resources, Team Building, Wellness Classes, Activity Classes (exercise), Wellness Event Attendance, Personal Consultation/Lifestyle Coaching, Diversity Training, Drugs in the Workplace, Employee Assistance, Ergonomics, HIV/AIDS in the Workplace, Exercise Equipment, Interpersonal Skills, Preventing Violence in the Workplace, Safety in the Workplace, Spirituality in the Workplace, Health Club Fees.

ETPP/Commuter Benefit

Eligible employees will receive a Green Mountain Transit (GMT) transit pass through CCRPC's participation in the Employee Transit Pass Program (ETPP). The ETPP is administered by and in partnership with Chittenden Area Transportation Management Association (CATMA). Each eligible employee may use their transit pass without restriction up to a cost to the CCRPC of \$300 annually.

Flexible Work Schedules/Telecommuting/TDM

As the region's planning agency, CCRPC encourages actions and programs which manage travel demands and mitigate causes of highway congestion and air quality problems. CCRPC encourages temporary or semi-permanent flexible work schedules or telecommuting options on a case-by-case basis.

Employees should submit such requests in writing to the Executive Director with a proposed schedule and action plan to ensure work completion that is mutually beneficial to CCRPC and the employee. All requests will be reviewed on a case-by-case basis by the Executive Director, and consideration will be given to every request.

~~Employees are eligible to purchase CCTA bus passes at half price from the CCRPC at a value of up to \$300 each fiscal year.~~

Figure 1: Benefit Summary and Eligibility by Employee Type¹

Updated:

~~12/05/2018~~ 23/54/2020

	Regular Full-Time	Regular Part-Time		Probationary	Temporary
Type	At Least 30 Hours per Week	At Least 24 Hours but Less than 30 Hours per Week	Less than 24 Hours per Week	Regardless of Full-Time or Part-Time	Regardless of Full-Time or Part-Time
Benefit					
Health Insurance % of premium paid by RPC	85%	75% ⁵		85% or 75%	
Health Insurance Opt-out Compensation ³	35% of cost reduction to RPC				
Disability Insurance % of premium paid by RPC	100%	100%		100%	
Health Savings Accounts Amount or % \ contributed by RPC	\$5,400-2+ \$2,700-1	75%		\$5,400-2+ \$2,700-1 or 75%	
Life Insurance \$50,000 2X Annual Salary? % of premium paid by RPC	100%	100%		100%	
Dental Insurance % of premium paid by RPC	100%	75% ⁵	⁴	100% or 75%	
Retirement Plan % of annual compensation contributed by RPC	10%	10%		10%	
IRS Deferred Compensation	Offered	Offered		Offered	
Wellness program	\$300	\$300			
Dependent Care Accounts	Offered	Offered		Offered	
ETPP/Bus Pass	\$300	\$300	⁶	\$300	⁶
Flexible Work Schedule/ Telecommuting/TDM ²	Offered	Offered	Offered	Offered	Offered

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1-All benefits and contribution levels subject to adjustment based on Commission's budget

2-Flexible Work Schedule/Telecommuting subject to Executive Director approval. ~~Half-price bus passes are not available to Temporary Employees.~~

3-Health Insurance Opt-out Compensation may be reviewed annually and is subject to change.

4-Regular Part-time employees working at least 17 ½ hours a week are eligible to enroll in the Group Dental Plan. Enrolled employees working less than 24 hours a week will pay the full cost of the dental insurance premium.

5-Regular Part-time Employees working at least 24 hours a week but less than 30 hours a week may choose to shift some or all Health Insurance Opt-out Compensation, should they be eligible for it, from a cash payment and apply it to Dental Insurance premiums.

~~6-upon request and approval of the Executive Director~~

Leaves and Holidays

Employee Leaves and Holidays are described in the following sections: Figure 3, on page 31, *Leave Summary and Eligibility by Employee Type* shows employment categories and relative Leaves and Holidays. Pay for absence is computed at the regular hourly rate. Time off granted in accordance with guidelines shall not be credited as time worked for the purpose of computing overtime or trade time.

Paid Time Off

CCRPC combines vacation and sick time into “Paid Time Off” or PTO.

CCRPC believes that paid time off is very important to the ~~well-being~~wellbeing and continued productivity of employees. Employees in certain job categories are entitled to Paid Time Off (PTO) benefits. The amount of PTO to which employees are entitled is based on the length of service at the CCRPC. Employees with up to five years of service earn 24 days a year. Employees with between six and ten years of service earn 29 days per year. Employees with eleven or more years of service earn 34 days of PTO per year. Eligible employees earn PTO on a monthly basis as a pro-rated share of the days per year. schedule as shown below. The Executive Director may grant a different amount of PTO than prescribed by years of service upon hire.

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Figure 2: CCRPC Paid Time Off

Years of Service	# Paid Time off Days Per Year
5 years of service or less	24 days per year
Beginning the 6th and to end of the 10th years of service	29 days per year
Beginning the 11th year of service	34 days per year

~~Eligible employees earn PTO on a monthly basis as a pro-rated share of the days per year noted on the chart above.~~ Employees may carry over a portion of PTO across calendar years. For employees with up to eleven years of service, they may carry over a maximum of 15 days of unused PTO. For employees with eleven or more years of service, they may carry over 20 days of unused PTO. The Executive Director may allow an employee to carry over an additional 5 days of accrued PTO into the following calendar year for use during a planned family leave.

Donating Blood Leave

Employees who qualify will be granted leave with pay for time away from the office for the purpose of donating blood.

Volunteer Leave

Employees in certain job categories will be granted leave with pay for time away from the office for the purpose of volunteering their time for the good of the community. This may not exceed 20 hours per year, and must be included within the goals developed by the employee for that year. The Executive Director must approve both the time off and the schedule of time off for this activity.

Short Term Leave

CCRPC observes Vermont's Short Term Family Leave law which allows employees in certain job categories to take unpaid leave not to exceed 4 hours in any 30 day period and not to exceed 30 hours in any 12 month period. Such leave may be used for circumstances such as:

- ◆ to participate in school activities directly related to the academic educational advancement of the employee's child
- ◆ to attend to the employee's child, parent, spouse/civil union partner, or parent-in-law in routine medical, dental, or other appointments that relate to their care or well being
- ◆ to respond to a medical emergency involving the employee's child, parent, spouse/civil union partner or parent in law

Employees should request such time off in advance when possible.

Holidays

Holidays annually observed by CCRPC are the following: New Year's Day, Martin Luther King's Birthday, President's Day, Memorial Day, Independence Day, Labor Day, ~~Columbus Day~~ Indigenous Peoples' Day, Thanksgiving Day and the day after Thanksgiving, and Christmas Day. Eligible employees also have one floating holiday that may be used at their discretion.

———When a non-exempt employee is requested by the Executive Director to work on one of the observed holidays, he or she will be given equivalent replacement time off during the same week ~~or be paid for the holiday at one and one-half times the normal hourly rate.~~

Staff may work on a scheduled CCRPC holiday and take the time off on a regular work day, when approved in advance by the Executive Director.

The annual Holiday schedule will be posted in advance. Unused holidays are not paid upon termination.

Unpaid Personal Leave of Absence

An employee may request a leave of absence from work at the CCRPC for a reason or reasons that may not be addressed in the other provided leave categories, or are not applicable to State or Federal law. The Executive Director may allow such leaves for a period of time up to 6 months on a case by case basis.

Figure 32: Leaves Summary and Eligibility by Employee Type

	Regular Full-Time		Regular Part-Time		Probationary	Temporary
	At least 40 Hours per Week	At least 30 but less than 40 Hours per Week	At Least 24 Hours but less than 30 Hours per Week	Less than 24 Hours per Week	Regardless of Full-Time or Part-Time	Regardless of Full-Time or Part-Time
LEAVES						
Paid Time Off	X	X*	X*		X*	
VT Paid Sick Leave				X**	X**	
Family Leave	X	X			X	
Bereavement Leave	X	X	X		X	
Military Leave	X	X	X		X	
Civil Leave	X	X	X			
Crime Victims Leave	X	X	X	X***		
Short Term Leave	X	X*	X*			
Holidays****	X	X*	X*		X	

*Pro-Rated for Hours/Week

**Effective January 1, 2017. The law covers employees who work at least an average of 18 hours a week during a 12 month period.

***Vermont law stipulates employees working an average of 20 hours a week or more are granted this leave.

****CCRPC observes a total of 11 paid holidays.

Updated: 7/17/192/5/2020

Figure 3: CCRPC Paid Time Off

<u>Years of Service</u>	<u># Paid Time off Days Per Year</u>
<u>5 years of service or less</u>	<u>24 days per year</u>
<u>Beginning the 6th and to end of the 10th years of service</u>	<u>29 days per year</u>
<u>Beginning the 11th year of service</u>	<u>34 days per year</u>

Appendix A – Salary Ranges

DRAFT – 1/29/2020

Grade	Job Title	Minimum	Mid-Point	Maximum
1 (Entry Level)	Business Office Associate-1/ Finance Assistant	\$35,000	\$42,500	\$50,000
	Associate Planner	\$40,000	\$47,500	\$55,000
2 (Responsible professional requiring supervision)	Business Office Manager	\$40,000	\$52,500	\$65,000
	Transportation Planner/Planner	\$50,000	\$60,000	\$70,000
	Transportation Planning Engineer	\$55,000	\$65,000	\$75,000
3 (Highly responsible professional managing their work independently with manager consultation)	Communications Manager	\$55,000	\$68,000	\$81,000
	Senior Transportation Planner/Senior Planner	\$65,000	\$75,000	\$85,000
	Senior Transportation Planning Engineer	\$65,000	\$77,500	\$90,000
	GIS Data & IT Manager	\$65,000	\$77,500	\$90,000
4 (Management and supervisory responsibility)	Senior Business Manager	\$75,000	\$87,500	\$100,000
	Planning Program Manager/Transportation Program Manager	\$80,000	\$92,500	\$105,000
5 (Organizational direction and management)	Executive Director	\$90,000	\$110,000	\$130,000

	Associate Planner/ Business Office Associate I/ Finance Assistant	35,000	42,500	50,000
	Transportation Planner/ Planner/ Transportation Planning Engineer/ Business Office Associate II	40,000	52,500	65,000
	Senior Transportation Planning Engineer/ Senior Transportation Planner/ Senior Planner/ / Transportation Business Manager/ GIS Data & IT Manager/ Communications Manager	55,000	68,000	81,000
	Planning Program Manager/ Transportation Program Manager/Senior Business Manager	65,000	77,500	90,000
	Executive Director	85,000	102,500	120,000

Ranges last updated: April 2015

REGULAR MEETING AGENDA

Wednesday, March 18, 2020 - **6:00 p.m.**
CCRPC Offices; 110 W. Canal Street, Suite 202
Winooski, VT 05404



CONSENT AGENDA –

DRAFT

C.1 Minor TIP Amendment

DELIBERATIVE AGENDA

1. Call to Order; Changes to the Agenda (Action; 1 minute)
2. Public Comment Period on Items NOT on the Agenda (Discussion; 5 minutes)
3. Action on Consent Agenda (MPO Action, if needed; 1 minute)
4. Approve Minutes of February 19, 2020 Meeting* (Action; 1 minute)
5. US7 Signal Upgrades, Shelburne-South Burlington, Major TIP Amendment*
 - a. Public Hearing (MPO Action; 10 minutes)
 - b. Approval (MPO Action; 2 minutes)
6. FY22 VTrans Capital Program Prioritization (with draft new system too)* (MPO Action; 20 minutes)
7. Clean Water Service Provider Draft Proposal* (Discussion/Possible Action; 30 minutes)
8. Other project/program update... (ECOS Annual Report, CJs, TCI, Muni Planning Assistance, Housing Bill S.237, Global Warming Solutions Bill H.688, Other?)
9. Chair/Executive Director Report (Discussion; 10 minutes)
 - a. Legislative Update
 - b. FY21 UPWP Development
 - c. ECOS Annual Report
10. Committee/Liaison Activities & Reports * (Information, 2 minutes)
 - a. Executive Committee (final minutes February 5, 2020 and draft minutes March 4, 2020)
 - i. Act 250 Sec 248 letters
 - b. TAC (final minutes February 4, 2019 and draft minutes March 4, 2020)
 - c. Clean Water Advisory Committee – MS4 Subcommittee (final minutes February 4, 2020 and draft minutes March 4, 2020)
 - d. Clean Water Advisory Committee (final minutes February 4, 2020 and draft minutes March 4, 2020)
 - e. Planning Advisory Committee (draft minutes February 12, 2020)
 - f. Brownfields Committee (draft minutes February 18, 2020)
11. Members' Items, Other Business (Information, 5 minutes)
12. Adjourn

The March 18, 2020 Chittenden County RPC streams LIVE on YouTube at <https://www.youtube.com/Channel17TownMeetingTV>. The meeting will air Sunday, March 22, 2020 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, 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:

- Executive Committee – Wednesday, April 1, 2020, 5:45pm
- Transportation Advisory Committee – Tuesday, April 7, 2020, 9am
- Clean Water Advisory Committee - Tuesday, April 7, 2020, ~11am
- CWAC MS4 Subcommittee - Tuesday, April 7, 2020, ~12:30pm
- CCRPC Board Meeting - Wednesday, April 15, 2020 6:00pm
- Planning Advisory Committee – Wednesday, March 11, 2020, 2:30pm

Tentative future Board agenda items:

April 15, 2020	Warn Public Hearing for FY21 UPWP
May 20, 2020	FY21 UPWP and Budget Public Hearing
June 17, 2020	Annual Meeting Warn FY21-23 TIP Hearing

Potential Guest Speakers: