DATE: Wednesday, January 8, 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
OTHER: Amy Bell, VTrans (via phone)
ABSENT: Chris Shaw, At Large >5000  Barbara Elliott, At Large <5000
STAFF: Charlie Baker, Executive Director  Eleni Churchill, Transportation Program Mgr.
Forest Cohen, Senior Business Mgr.  Regina Mahony, Planning Program Mgr.
Amy Irvin Witham, Business Office Associate

The meeting was called to order at 5:46pm by the Chair, Mike O’Brien.

1. Changes to the Agenda, Members’ Items. There was one change, the addition of the January 15, 2020 Board Meeting Agenda for review.

2. Approve Quarterly Journal entries July to September 2019
   Forest distributed copies of Journal Entries dated July through September 2019. He explained he and Charlie closed a CD and deposited the funds into the Opportunities checking account. Members reviewed. CATHERENE MCMAINS MADE A MOTION, SECONDED BY JOHN ZICCONI, TO APPROVE THE QUARTERLY JOURNAL ENTRIES. MOTION CARRIED UNANIMOUSLY.

3. FY20 Financial Statement Review July to October 2019
   Forest Cohen provided a financial brief for the period covering July 2019 through October 2019. Forest reviewed the financial statements with members.

   **Balance Sheet, October 31, 2019** - Cash in checking, operating at $87,996; Cash in Money Market and CDs (reserve) at $327,717. Current assets over liabilities, $761,201. Deferred Income Communities (match) at $192,256. **Income Statement**; Through October 2019, FY20 year to date unaudited at $10,048. John asked why there is a 28.5% change year to year; Forest explained that our VMERS pension liability adjustments account for much of the differences. Forest explained, per our auditor’s recommendation, the CCRPC portion of the pension plan liability should be listed on our balance sheet. This can result in a large expense on our financial statements that management has no control over; VMERS must be reflected on the books and it is a high liability. Forest also explained the timing of checks being written as well as VTrans billing can create swings in the cash.

   **Income Statement, through October 31, 2019**; Forest explained FY19 was a difficult budget year, we ended with a deficit of $58,247. However, FY20 should show improvement, since our indirect rate is now closer in line with actual indirect costs. We are currently ahead of our budget year, which is 33.3% through October, with Operations Support revenue at 34.1% of budget. Expenses are just under 33.1%. We are generating positive income in this FY20 through October of $10,048. John requested Forest provide details of the $329K difference in cash on the balance sheet between October 2018 and October 2019. Forest will do so at the next meeting.
4. Approve December 4, 2019 Executive Committee Minutes CATERINE MCMAINS MADE A MOTION, SECONDED BY CHRIS ROY, TO APPROVE THE EXECUTIVE COMMITTEE MEETING MINUTES OF DECEMBER 4, 2019 WITH EDITS. MOTION CARRIED UNANIMOUSLY, WITH JOHN ZICONNI ABSTAINING. Chris Roy requested more information be included in the Executive Session section of the minutes; he suggested adding the names of people present and the topic(s) of discussion.

5. Act 250 & Sec 248 Applications There were none.

6. Approve Mid-year Adjustment FY2020 UPWP and Budget
Charlie reviewed the Draft FY20 Mid-year Adjustment and Budget document with members. There were changes to deliverables and dollars. One project was eliminated, Task # 2.3.9.2 Chittenden County Freight Plan, and the following projects were added:

Land Use / Planning projects
- 2.1.3.23 Charlotte Zoning Assistance
- 2.1.3.24 Essex Infographic
- 2.2.6 Energy Plan Implementation
- 5.2.4.1 Local Emergency Response Plans

Transportation Projects
- 2.3.4.34 Intermodal Facilities and Official Map (Williston)
- 2.3.4.35 Elderly and Disabled Transit Service Review (phase II)
- 3.2.3.29 Jericho Bolger Hill Drainage Improvements
- 3.2.3.30 Westford Town Green Stormwater Assessment
- 3.2.3.31 Jericho Road conceptual Plans (Richmond)
- 2.3.13.3 Winooski Avenue Corridor study (Major changes were made)

The result of these project changes created $44,000 in additional revenue and $36,559 in expenses, which yield a mid-year budget surplus of $7448. These figures are true through November.

Members discussed why estimations of some projects proved more expensive while others were less than originally budgeted. Charlie explained there are multiple factors contributing to the this; including changes in staff and staff time allocations. For instance, the Emergency Management budget was inflated since staff was pulled in for a couple of issues that came up. Amy Bell asked about the new project Task # 2.3.4.34 Intermodal Facilities and Official Map. She wanted to know if there was any feedback from the Federal highway regarding an official map, as she is not sure this type of project has ever been completed with transportation dollars before, Eleni said she will check whether we had any communication with Chris Jolly (FHWA) on this project and get back to her.

JOHN ZICONNI MADE A MOTION, SECONDED BY CHRIS ROY, TO RECOMMEND THE BOARD APPROVE THE PROPOSED MID-YEAR ADJUSTMENT FY20 UPWP AND BUDGET. MOTION CARRIED UNANIMOUSLY.

7. Approve Clean Water Service Provider RFP
Charlie distributed copies of a Draft Clean Water Service Provider (CWSP) RFP Letter and Memo that outlines planned roles and responsibilities of Clean Water Service Providers. The memo also
provides a map that highlights, geographically, the areas that make the most sense for the CCRPC to potentially be involved in (Basin 5)

John Zicconi stated, based on previous information and discussion, he was under the impression the CCRPC was not interested in becoming a CWSP and asked for clarification; Charlie said CCRPC is not necessarily opposed and wants to at least submit a draft RFP for Selection of Clean Water service providers. Charlie explained, currently the CCRPC is only asking the Board to review, make edit suggestions and approve submission of the draft letter RFP for Selection of Clean Water Service Providers. CCRPC staff wants to ensure an opportunity to be involved in the initial discussion of whether the CCRPC, potentially in partnership with Northwest RPC, should apply to be designated as the CWSP for the Northern Lake Champlain Direct Drainages, (Basin 5). This area covers several of our towns, several towns in Grand Isle and Franklin County and a small portion of Ferrisburgh in Addison county. The anticipated deadline for submission of a proposal is likely in early April 2020. Charlie anticipates we will need a Board decision at the March Board Meeting.

Members discussed how the process will work; Charlie explained the state would propose who the providers are, via rule in June; the process will be over the course of several months. Charlie explained, currently we are simply looking at our options. Even if we do apply, it doesn’t mean the CCRPC will do it. We need to see a full picture of what this will look like before we agree to anything.

John asked how staff and priorities align with Water Quality issues, and Chris asked what is the benefit for CCRPC to do this? Charlie explained the reality is, although these are not necessarily municipal projects, the legislature has stated if CWSP is not making good progress toward addressing the PHOSPHORUS REDUCTION then the municipalities in that area may not have access for Water Quality Grant monies for the Regulatory; becoming involved is a way for CCRPC to ensure our municipalities qualify for funding. Charlie said CCRPC role would likely be more of a supporting role.

Chris Roy asked if Northwest RPC needs help because they have such a large area to cover and why a joint endeavor might be favorable to us. Charlie explained grants and funds would be separated in terms of accounting. Charlie said if there is something better than the CCRPC to take the reigns on this, that is great. Charlie believes over the next month or entities that are interested in heading this up will surface. The State of Vermont has expressed they are open to any and all interested parties. Charlie wants to bring this to the board to see how the board members feel.

John stated this is not a simple issue, that water quality is important to our municipalities and there are changes and shifts in the work we do at CCRPC. It seems to be a larger, philosophical conversation for us and where we see ourselves in the future. He feels if the CCRPC believes this is important work, he supports that.

CHRIS ROY MADE A MOTION, SECONDED BY CATHERINE MCMAINS TO RECOMMEND the CCRPC BOARD REVIEW, EDIT, AND APPROVE SUBMISSION OF THE CCRPC COMMENTS ON DRAFT RFP FOR SELECTION OF CLEAN WATER SERVICE PROVIDER. MOTION CARRIED UNANIMOUSLY.

8. Compensation Study – Potential Personnel Policy Changes

Compensation Study documents were included in the agenda packet for members to review.
Charlie explained the compensation study shows CCRPC to be competitive within the labor market
and that we do offer a competitive benefits package. Areas we may want to improve on, in terms of benefits, include potentially offering an expanded life insurance policy as well as adding an annual floating holiday. Members agreed, the addition of a floating holiday puts CCRPC more in line with the State holiday structure. John had questions about the life insurance benefit, if from an employer standpoint, it is intended to cover burial services or to provide for the family of employee. Currently, life insurance provides $50,000 of coverage. Charlie stated there will be research done on the options and associated costs for increased life insurance amounts. Members discussed how the imputed cost of coverage in excess of $50,000 is taxed and must be included as income.

Charlie asked for more flexibility in offers when hiring more experienced employees. Members agreed that should be fine. Charlie explained, based on the compensation study, to remain competitive in the job market, there are proposed changes to current position job titles and salary ranges. He referred members to the document Appendix A - Salary Ranges that provided an outline of different positions and where adjustments needed to be made. Members discussed draft salary ranges. Eleni explained our Engineers could leave CCRPC and make more money at other organizations. Members discussed titles and job descriptions and how these correspond with the salary ranges. Members discussed how positions were outlined in the past, that the compensation study unearthed discrepancies in salaries and job descriptions. The Comp Study is designed to highlight that we ensure we are competitive in similar markets. Charlie explained he wanted to make sure the information is clear, that in general we are in a good place in terms of staff salaries and benefits. Next month there will be a request to approve changes.

9. Chair/Executive Director Report
a. Planner Recruitment – Charlie stated Emily Nosse-Leirer started her new position for Senator Leahy’s office in DC. We were lucky to have 30 very strong candidates apply for her open planner position. Taylor Newton accepted our offer and will begin in February. Taylor currently works for the NWRPC and his transition to CCRPC should be seamless, as his position there covers much of what Emily was doing.

b. Amtrak Storage update - Eleni stated there will be a Transportation Energy and Utilities Committee (TEUC) meeting next week to review the ranking of the six potential Amtrak Storage sites and take comments from the public. VHB is working to create a more detailed plan for a 6th site at the McNeil plan. Even though the McNeil site was ranked number one at the December Rail Council meeting the decision (by VTrans) of where to store the Amtrak train has not been finalized. VTrans is still waiting for feedback from Burlington.

c. Legislative Update – Charlie said the Act 250 bill has an agreement between administration and VNRC. Chris Roy said they are looking to do a two to three person board from each district, this addresses the time issues because you eliminate a level of review. Gives an inordinate amount of power to the board – so the three people would be deciding major development in and outside of their regions. 3 people and 2 from each region. Chris said he will provide a quick update on this at the Board Meeting next week.

Charlie mentioned that Transportation Climate Initiative and Water Quality have both been quiet. There is currently a bill for RPC’s to become more involved with health planning, but he doesn’t have any details about this currently. There is also discussion about expanding the scope of what Efficiency Vermont does.
10. [Item 1. Addition to Agenda] Review the Agenda for January 15, 2020 Board Meeting
   Members reviewed and made changes to the January 15, Board Meeting Agenda.

11. Other Business There was no other business.

12. Executive Session There was none.

13. Adjournment CHRIS ROY MADE A MOTION, SECONDED BY JOHN ZICCONI TO ADJOURN THE
   MEETING AT 8:00pm. MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,

Amy Irvin Witham