

**Agenda**  
**Joint Finance & Executive**  
**Committee**  
**Wednesday, April 1, 2020 – 5:45 p.m.**

**Remote Access Meeting Only**



Please join the meeting by clicking <https://global.gotomeeting.com/join/710796621>.

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*When participating remotely, please wait until you are recognized by the Chair before you speak. For each agenda item, the Chair will make sure to ask if anyone participating remotely would like to speak.*

- a. Use the "chat" feature or raise your hand if on video, or ask the Chair to request to speak.*
- b. To ensure everyone is heard, only one person should speak at a time.*
- c. When recognized by the Chair, introduce yourself each time.*
- d. Speak up so everyone in person and on the phone can hear clearly.*
- e. When participating remotely, take steps to avoid background noise, and make sure your microphone/phone is muted when you are not speaking.*

1. Call to Order, Attendance
2. Changes to the Agenda, Members' Items (Action)
3. Approval of March 4, 2020 Joint Finance and Executive Committee Minutes\* (Action)
4. Act 250 & Section 248 Applications
  - a. Act 250 Application, Champlain Apartments, LLC (Holiday Inn); South Burlington; #4C1149-1\* (Action)
5. Charge to Board Development Committee (Action)

The CCRPC Chair requests that the Board Development Committee develop a slate of Officers and Executive Committee Members to be presented to the CCRPC Board meeting on May 20<sup>th</sup> and to be considered at the CCRPC's Annual Meeting on June 17, 2020.
6. FY21 UPWP and Budget –warn public hearing (document will be sent on 3/27)\* (Action)

At their March meeting, the CCRPC Board voted to authorize the Executive to warn a public hearing for the draft FY21 UPWP and Budget at the CCRPC Board meeting on May 20<sup>th</sup> at 6:00 pm.
7. Financial statement review (to be reviewed at the meeting) (Discussion)
8. Admin Policy Update – Disaster Recovery/Continuity of Operations\* (Action)

-over-

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

- 9. Chair/Executive Director Report (Discussion)
  - a. Legislative Update
- 10. CCRPC April 15, 2020 Agenda review\* (Discussion)
- 11. Other Business (Discussion)
- 12. Executive Session, if needed (Action)
- 13. Adjournment (Action)

\*Attachments

NEXT MEETING – Executive Committee – **Wed. May 6, 2020; 5:45 p.m.**

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION  
JOINT EXECUTIVE & FINANCE COMMITTEE MEETING MINUTES  
DRAFT

DATE: Wednesday, March 4, 2020  
TIME: 5:45 p.m.  
PLACE: CCRPC Offices, 110 W. Canal Street, Suite 202; Winooski, VT 05404  
PRESENT: Mike O'Brien, Chair (via phone) Catherine McMains, Vice Chair  
Chris Roy, Immediate Past Chair Chris Shaw, At Large >5000  
Jeff Carr, Finance Committee Member  
ABSENT: Barbara Elliott, At Large <5000 John Zicconi, Treasurer  
STAFF: Charlie Baker, Executive Director Regina Mahony, Planning 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 Vice Chair, Catherine McMains.

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

2. Approval of February 5, 2020 Executive Committee Minutes.

CHRIS ROY MADE A MOTION, SECONDED BY CHRIS SHAW TO APPROVE THE MINUTES WITH EDITS.  
MOTION CARRIED UNANIMOUSLY.

The following edits were requested:

- Update PG 2, Line 30 – change the acronym HSIP to “Highway Safety Improvement Program”
- Update PG 2, Line 15 - update “Charlie’s” to “Charlie”

**Per Catherine McMains, the meeting moved from Executive Committee items into Finance Committee items.**

3. Approve Quarterly Journal Entries October to December 2019 (Finance Committee business)

Forest referred members to the Journal Entries dated October 2019 through December 2019, included with packet. Members reviewed and discussed. Jeff Carr asked about the closing of a CD; Forest explained the CD was moved to Opportunities Credit Union, with the Checking Account when that was transferred. Jeff also asked if the Water Quality expenses were related to recent developments with Clean Water Service Providers, Charlie and Forest explained, no, these are Water Quality Block Grants. JEFF CARR MADE A MOTION, SECONDED BY CATHERINE MCMAINS, TO APPROVE THE QUARTERLY JOURNAL ENTRIES. MOTION CARRIED UNANIMOUSLY.

4. FY20 Financial Statement Review July-December 2019

Forest Cohen provided a financial brief for the period covering July 2019 through December 2019. He also reminded members, at the previous Executive & Finance Committee Meeting, John Zicconi asked for an explanation of the \$300,000 difference between the current and previous years. Forest referred members to the “Change in Cash Year Over Year” document included with the packet. He explained the difference comes down to timing, the balance of bank accounts in relation to receivables and payables. When comparing monies month after month, we are not actually down \$300,000 in cash, the amount is closer to \$70,000, consistent with our FY19 year-end result.

Balance Sheet December 31, 2019 - Cash in checking, operating at \$203,488; Cash in Money Market (reserve) at \$176,584. Current assets over liabilities, \$608,311. Deferred Income Communities (match) at \$169,285. Jeff asked how the interest rates compared with the shift from commercial bank to Opportunities Credit union and asked that we consider on-going, future monitoring of rates between banking institutions. Forest explained the interest revenue is higher with the move to Opportunities Credit Union.

Income Statement, through December 2019 Forest addressed members, and reviewed the Income Statement. He explained after generating positive income in FY20 through October, we've had two negative months back to back, which brings us to the (\$71,442) year to date. This tracks with previous years that ended with negative income at the end of December. We've budgeted for ending the year at \$0 and have an indirect rate this year that should get us there, so the current number is behind expectations. Although the \$70,000 is a bit more than anticipated at this point in the year, expenses are okay, since we are 49%. Our cash flow through January is adequate for operations. However, there is 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 something to monitor. Forest feels the cash position is the result of our lower than expected revenue generation through the first half of the fiscal year. The Transportation line is down, which is based on Transportation Staff being out of the office for a period. We need to do a better job billing the transportation staff-time line through the second half of the year in order to hit our budget expectation and break even. Members reviewed and discussion regarding budgeting and the ebb and flow of consultant billings ensued.

5. First Draft FY21 Operating Budget

Charlie presented the draft FY21 operating budget to members. He explained we are trying to mitigate health care costs and decided to go with a new plan and system. Members discussed salary changes based on the Compensation Study finding. Jeff Carr stated it is important to look at total compensation including the benefits package, and members agreed. Charlie reminded members the compensation study helped to guide and determine these updates, and this is the highest proposal in a while. Mike asked about promotions, what is the base raise percent; Charlie explained it is closer to 4%, which is comparable to our municipalities and figures are very comparable to what the Burlington market is. He said we have had conversations with staff, and although we may not have the highest salaries, the overall package is solid, as it includes a flexible work environment and robust benefits. Members discussed training and conference expenses, specifically travel costs. Charlie explained, staff typically try to attend one local and one regional conference that includes travel, annually.

**At 6:20 p.m. the meeting returned to review of Executive Committee items.**

CATHERINE MCMAINS ASKED FOR A MOTION TO CLOSE THE FINANCE COMMITTEE PORTION OF THE MEETING; JEFF CARR MADE A MOTION TO CLOSE, SECONDED BY CATHERINE MCMAINS. MOTION CARRIED UNANIMOUSLY.

6. ACT 250 & SEC 248 Applications.

Regina explained that there are three stages of review in the PUC process: preferred site status when requested; 45-day pre-application notice; and final comments once the petition (aka application) is submitted.

- 1 a. Preferred site letter, Encore Renewable Development; Bolton. Regina noted this is a request for  
2 preferred site status. This request is for the construction of a 500kW solar array to be located on  
3 Roosevelt Highway (US 2) in Bolton, VT. The subject parcel is owned by the DesLauriers family.  
4 The applicant has requested a letter from the town and CCRPC to designate the site as a  
5 “preferred site”, as described in PUC Rule 5.100. CCRPC Staff supports the identification of the  
6 site as a preferred site for net metering as the proposed project advances the 2018 ECOS plan’s  
7 goal of increasing renewable energy generation in Chittenden County. This review is based on a  
8 draft site plan. CCRPC will review the final site plan when it is submitted with the 45-day notice  
9 of application, and with the full Certificate of Public Good application, to ensure the proposed  
10 project continues to avoid known constraints and attempts to minimize impacts to possible  
11 constraints. Mike asked if there was an aesthetic component. Regina explained there are a few  
12 towns that have identified scenic resources as a local constraint so we’d only address it in those  
13 municipalities; and Chris Roy explained, regardless, the PUC does have an aesthetic component  
14 requirement that they will review. CHRIS SHAW MADE A MOTION, SECONDED BY CHRIS ROY, TO  
15 APPROVE THE LETTER TO JUDITH WHITNEY, CLERK OF THE VERMONT PUBLIC UTILITY  
16 COMMISSION. MOTION CARRIED UNANIMOUSLY.  
17
- 18 a. Preferred site letter, Encore Renewable Development; Colchester. Regina noted this is a  
19 request for preferred site status. Regina noted this is for the construction of a 500kW solar array  
20 to be located on US Rt 7 and US Rt 2 in Colchester, VT. The subject parcel is owned by Duane  
21 and Norma Juare. The applicant has requested a letter from the town and CCRPC to designate  
22 the site as a “preferred site”, as described in PUC Rule 5.100. CCRPC Staff supports the  
23 identification of the site as a preferred site for net metering as the proposed project advances  
24 the 2018 ECOS plan’s goal of increasing renewable energy generation in Chittenden County.  
25 This review is based on a draft site plan, and CCRPC has identified that the proposed project may  
26 impact on e State possible constraint (Agricultural Soils and Hydric Soils). CCRPC encourages the  
27 applicant to work with relevant State agencies to determine how to minimize impacts to this  
28 possible constraint. In addition, the proposed access road to the proposed solar facility will  
29 impact several other State and municipal known and possible constraints identified in the 2018  
30 ECOS Plan. CCRPC will review the final site plan when it is submitted with the 45-day notice of  
31 application, and with the full Certificate of Public Good application, to ensure the proposed  
32 project continues to avoid known constraints and attempts to minimize impacts to possible  
33 constraints. CHRIS SHAW MADE A MOTION, SECONDED BY CHRIS ROY, TO APPROVE THE LETTER  
34 TO JUDITH WHITNEY, CLERK OF THE VERMONT PUBLIC UTILITY COMMISSION. MOTION  
35 CARRIED UNANIMOUSLY  
36
- 37 b. VELCO Sandbar Substation Upgrades; Milton; #20-0444-PET Regina stated this was seen  
38 previously, in September, for the 45-day pre-application review. The CCRPC received the Section  
39 248 Petition for a Certificate of Pubic Good filed with the Vermont Public Utility commission for  
40 the Sandbar Substation at 586 Bear Trap Road in Milton, Vt. The project is an upgrade of an  
41 existing substation. CCRPC reviewed and submitted comments on the proposed project during  
42 the 45-day notice period. CCRPC has now reviewed the project again upon submittal of a full  
43 petition in regarding the project’s conformance with CCRPC’s 2018 ECOS plan. The project  
44 meets the intent of the Energy Goal of the 2018 ECOS Plan, and as the project replaces existing  
45 infrastructure without expanding the existing impervious substation yard, it complies with the  
46 plan’s constraint policies. The project currently conforms to the CCRPC’s 2018 ECOS Plan. CHRIS  
47 SHAW MADE A MOTION, SECONDED BY CHRIS ROY, TO APPROVE THE LETTER TO JUDITH

1 WHITNEY, CLERK OF THE VERMONT PUBLIC UTILITY COMMISSION. MOTION CARRIED  
2 UNANIMOUSLY  
3

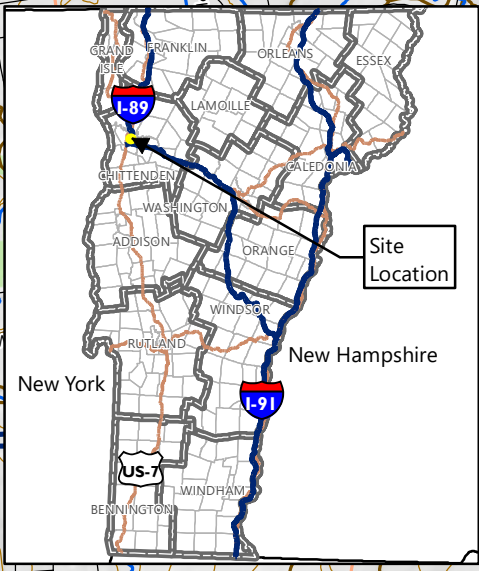
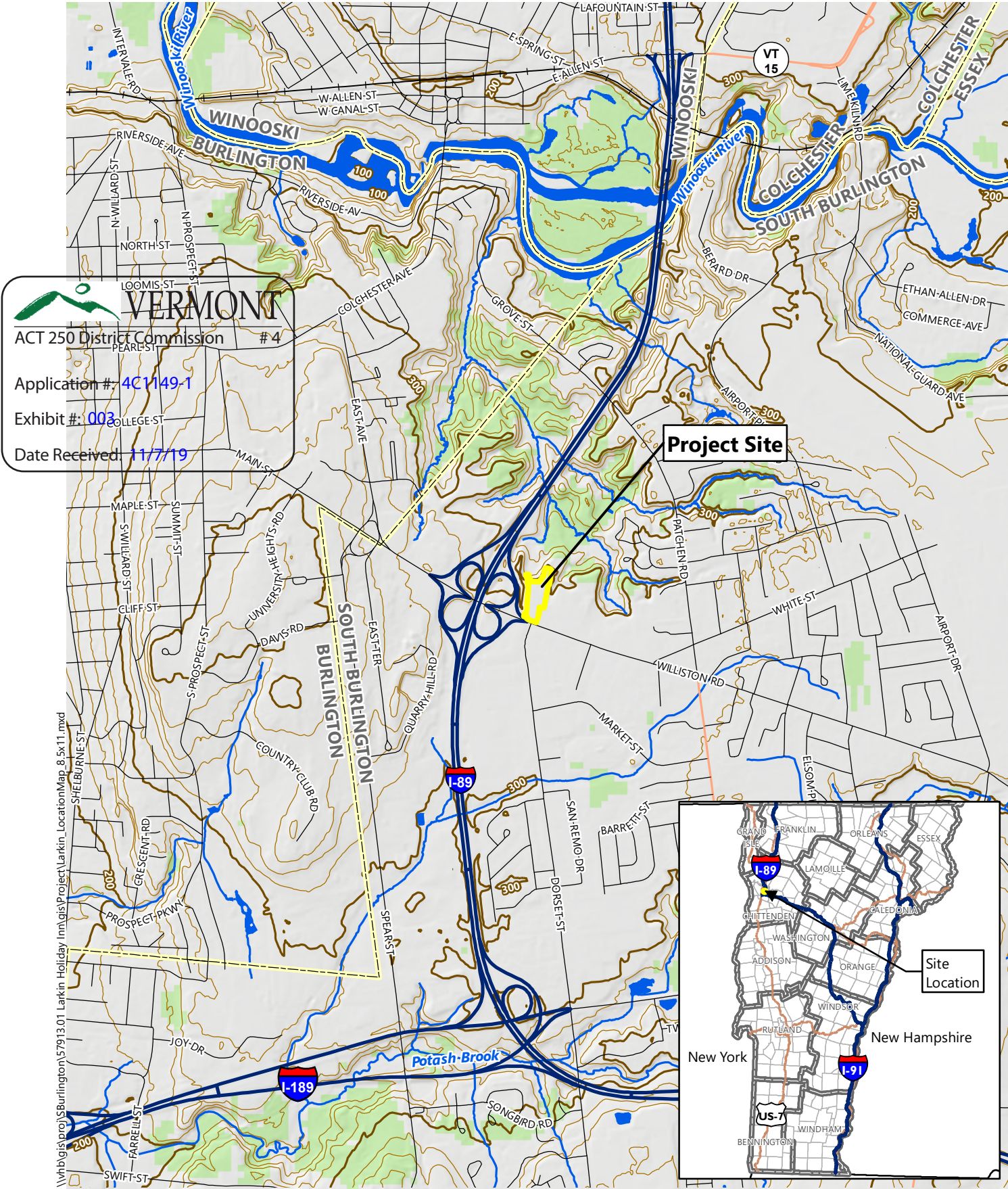
- 4 7. Personnel Policy Update. Charlie reminded members we looked at these proposed changes in  
5 January. He referred members to the memo as well as the pages from the Administrative and  
6 Operating Policies and Procedures for the CCRPC with the proposed edits highlighted. Most of the  
7 updates were administrative in nature, with little to no impact on daily functioning of the CCRPC,  
8 the staff, or to the budget. More substantive updates include the updated salary ranges and a  
9 proposed increase to the life insurance benefit. The cost of the proposal to increase the current life  
10 insurance benefit is from \$50,000 to two times an employee's annual salary up to \$200,000. The  
11 quote received from our insurance broker brings the price for the increased benefit to \$6720  
12 annually, up \$3840 from the current cost. Charlie explained it makes sense to implement the new  
13 salary ranges and the increased life insurance benefit effective at the beginning of the fiscal year.  
14 The rest could be effective immediately, following approval. Staff recommends the personnel policy  
15 updates be approved as presented with edits as the Committee sees fit. Staff is asking that the  
16 Committee recognize that some format and document changes will result from the updates that  
17 aren't as substantive to policies and procedures, such as page numbering and dates, that aren't  
18 being presented here. Members discussed the updates. Chris Shaw asked how paid time off is  
19 accrued; can you accrue time when you are on paid leave? Forest and Charlie explained how paid  
20 time off works, specifically, time does not accrue if an employee is on an unpaid leave. Mike asked  
21 for clarification on combined time off and holiday time; no, the holidays are separate from  
22 employees paid time off. Regarding the salary changes, Charlie reminded members the updates are  
23 a result of the findings from the Compensation Study. He referred members to the draft document  
24 included in the packet, Appendix A, Salary Ranges that outlines the proposed updates in terms of  
25 salary range, job titles, and broad descriptions. Members discussed the changes. Mike asked for  
26 more details on the life insurance policy change. Charlie and Forest explained, based on the  
27 compensation study, the industry standard is typically two times salary. CHRIS ROY MADE A  
28 MOTION, SECONDED BY MIKE O'BRIEN, TO APPROVE THE PERSONNEL POLICY UPDATES AS  
29 PROPOSED. MOTION CARRIED UNANIMOUSLY.  
30

- 31 8. Clean Water Service Provider Proposal Update.  
32 Charlie stated that based upon the recent meeting with partners in the Direct to Lake Basin and  
33 conversations with the DEC, if no one else steps up to fill the need, the RPC's will. From a policy  
34 perspective, we have not been embracing this too strongly, as we need to ensure that the rules  
35 being drafted will work. The Northwest RPC already has an agreement to support the Lamoille and  
36 Missisquoi. He is hopeful the Direct to Lake will be simpler to manage, since it is a highly regulated  
37 watershed with the MS4s. Charlie said he continues to inquire if any other entities are interested in  
38 becoming a CWSP. To date, there have not been any other interested parties. Charlie said the draft  
39 proposal should be ready at the end of March, with hopes to be close to the final draft by the April  
40 board meeting. Charlie said he is not totally confident that CVRPC will take on the CWSP role for the  
41 Winooski, which means we may need to take on that basin as well. He said we are working closely  
42 with DEC staff and other partners in developing the draft rules and guidance. Also, he asked for  
43 feedback since the DEC is worried about Conflict of Interest. Members discussed various ways to  
44 handle. Charlie said stay tuned, more information will come and there is a Winooski Partner  
45 meeting scheduled for the end of March. Members discussed various ways other organizations  
46 might support and help with this endeavor.  
47

- 48 9. Chair/Executive Director Report.

- a. **Legislative Update:** Charlie noted there is an Act 250 committee meeting next Tuesday morning. Member discussion regarding Act 250 changes ensued. Charlie said we do need to be prepared to discuss this in the Senate, as there are likely to be a few more adjustments. The Housing Bill will be voted on in a couple of weeks. Also, we are paying more attention to the Global Warming Solutions Act as many of the goals are closely related to our Energy Plan. Charlie also mentioned we continue to work with the Community Justice Center, as they figure out a different model.
  - b. **UPWP Update:** Charlie said they have arrived at a place where it should be easy to agree on what to fund. There were a few proposed projects that will be deferred for a year and some items were ineligible.
10. **Review Agenda for March 18 CCRPC Board Meeting.** Charlie referred members to a handout that details meeting minutes topic breakdown for the CCRPC board Meeting Agenda items. Members discussed ways to ensure there is equity between transportation and regional planning items moving forward. Charlie asked members to review the updated March 18, Board Meeting Agenda; Charlie explained additional language was added to address the potential need for members and the public to access meetings remotely, via conference call and/or video. He explained this is also in response to recent developments with the coronavirus to ensure we have a plan in place. Discussion regarding general meeting guidelines for announcing when people are speaking, and the need to hold roll call. Charlie also stated some of our towns have been asking for the ability to participate remotely. Members reviewed and adjusted the proposed Agenda; changes include the addition of an agenda item to ask for feedback on future items of discussion and to move the Legislative Update to a separate business item.
  11. **Other Business:** There was no other business. Mike asked about the location for the annual meeting. Charlie stated the venue will be at the Sunset Ballroom. There is concern the GBIC meeting could conflict with our annual meeting.
  12. **Executive Session:** There was none needed.
  13. **Adjournment:** CHRIS ROY MADE A MOTION, SECONDED BY CHRIS SHAW TO ADJOURN THE MEETING AT 7:51PM. MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,  
Amy Irvin Witham



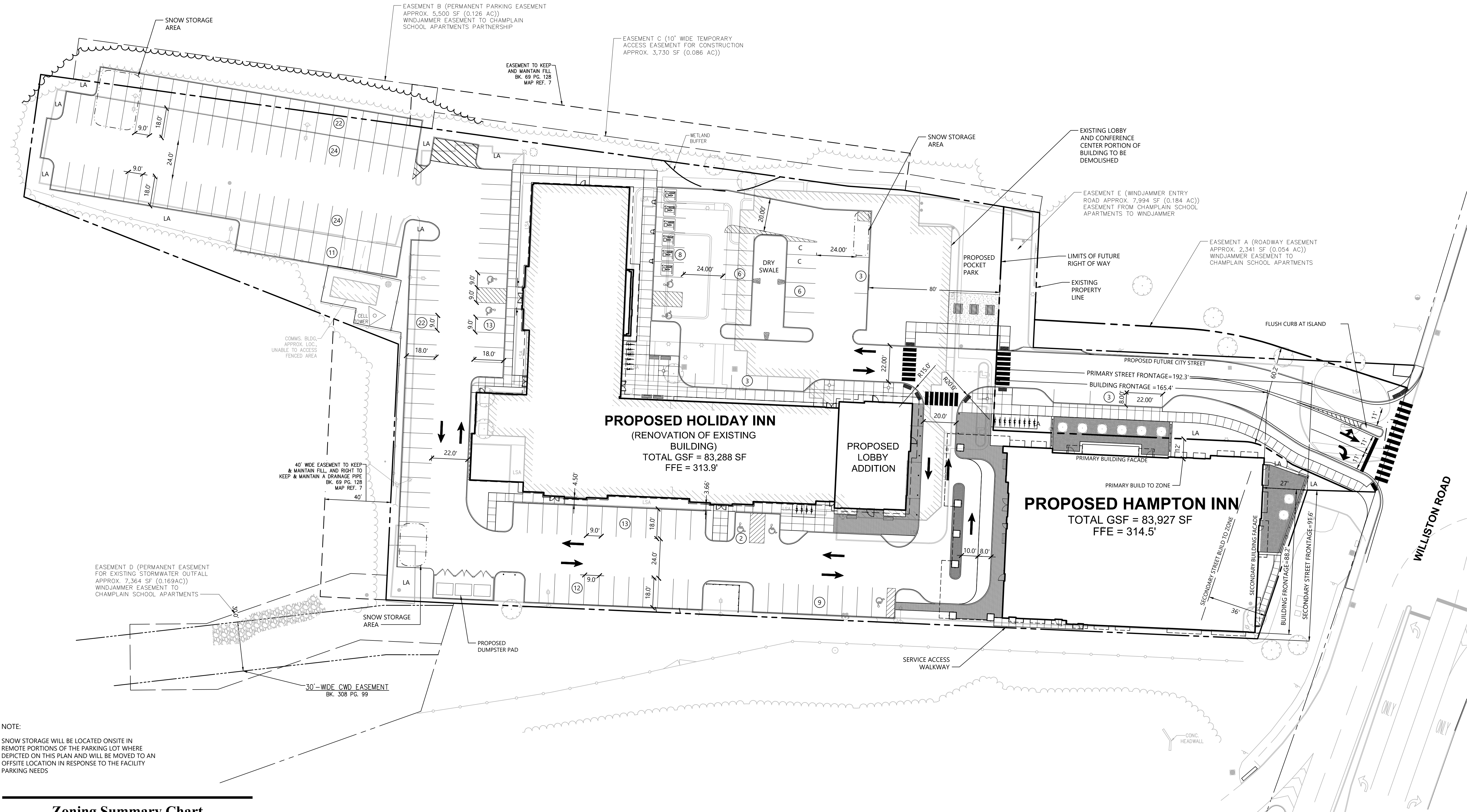
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**Larkin Realty Holiday Inn Redevelopment**

**South Burlington, Vermont**



40 IDX Drive, Building 100  
Suite 200  
South Burlington, VT 05403



NOTE:  
SNOW STORAGE WILL BE LOCATED ONSITE IN REMOTE PORTIONS OF THE PARKING LOT WHERE DEPICTED ON THIS PLAN AND WILL BE MOVED TO AN OFFSITE LOCATION IN RESPONSE TO THE FACILITY PARKING NEEDS

Zoning Summary Chart			
Zoning District(S):	Form Based Code - Transect Zone 4		
Overlay District(S):	Major Intersections - Zone 1, Transit Overlay District		
Zoning Regulation Requirements	Existing	Required	Provided
LOT AREA (SF)	160,195-SF	N/A	160,195-SF
LOT AREA (AC)	3.678-AC	N/A	3.678-AC
FRONT BUILD-TO BUILDING SETBACK		12'-FT	12'-FT
PRIMARY BUILD-TO ZONE		0'MIN, 12' MAX	
HOLIDAY INN			N/A
HAMPTON INN			12'-0"
FRONTAGE		70% MIN	
HOLIDAY INN			N/A
HAMPTON INN			86%
BUILDING GROSS FLOOR AREA			
HOLIDAY INN			83,288-SF
HAMPTON INN			83,927-SF

FOOTNOTES:  
1. REFER TO LANDSCAPE PLAN SHEET L4.01 FOR OPEN SPACE REQUIREMENTS.

Parking Summary Chart		
Description	Spaces	
	Existing	Proposed
COMPACT SPACES		2
STANDARD SPACES	229	163
STANDARD ACCESSIBLE SPACES		7 (MEETS ADA)
PARALLEL SPACES		9
TOTAL SPACES		181



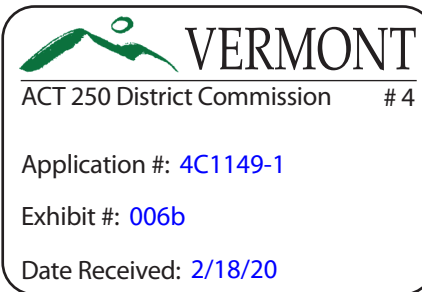
**Holiday Inn Redevelopment**  
1068 Williston Rd.  
South Burlington, Vermont

No.	Revision	Date	Apprd.
1	Local Comments	01/17/2020	PBS
2	Act 250 Resubmission	02/13/2020	PBS

Designed by	Checked by
CHS	PBS

Issued for: Act 250 Review  
Date: October 21, 2019  
Not Approved for Construction

Drawing Title  
**Proposed Site Plan**



C2.01

Sheet 2 of 27

Project Number  
57913.01

March 19, 2020

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

RE: Champlain School Apartments Partnership; South Burlington; #4C1149-1

Dear Ms. Lomonaco:

The Chittenden County Regional Planning Commission's (CCRPC) Staff and Executive Committee have reviewed this Act 250 application for the redevelopment of the existing Holiday Inn hotel, construction of a new 5-story 101 room hotel building, construction of a new roadway entrance, and other associated site improvements. The proposed project is located at 1068 Williston Road in South Burlington, Vermont. The City of South Burlington's Development Review Board has approved the project.

**CCRPC offers the following comments on the proposed project:**

The proposed project is located within the Metro Planning Area as defined in the Chittenden County Regional Plan, entitled the *2018 Chittenden County ECOS Plan*. CCRPC finds the proposed project to be consistent with the Planning Areas for the following reasons:

1. The Metro Planning Area is identified in the Plan as an area planned for growth, and therefore the proposed project helps implement Strategy #2 of the Plan, which calls for 80% of new development in the areas planned for growth.
2. The proposed project is served by municipal water and sewer, is located on bus lines, and is within walking distance to many services/jobs.
3. The proposed building form and land uses are consistent with the local regulations, as evidenced by the South Burlington DRB's approval of the project.

Therefore, CCRPC finds the proposed project to be in conformance with the Planning Areas of the *2018 Chittenden County Regional Plan*.

Additionally, CCRPC finds that the proposed project complies with Criterion 9(L), given the placement of the new hotel along the frontage of the lot.

The Traffic Impact Study dated 10/1/2019 conducted by VHB was reviewed. CCRPC concurs with the overall findings of the study and supports the proposed traffic mitigation concerning the westbound lane reassignment. CCRPC would like to point out there is an ongoing study of the interstate (I-89 2050 Study) that is looking at possible future improvements to the interstate and/or interchanges as necessary. Exit 14 will be assessed as a part of the I-89 2050 Study and may or may not result in proposed future improvements in the general vicinity of the project area.

CCRPC does not have any concerns regarding the proposed project's anticipated traffic impacts.

Due to the detailed level of development review in most Chittenden County municipalities, and the environmental permit reviews at the Vermont Department of Environmental Conservation, CCRPC focuses its Act 250 reviews on the type of proposed land use and the Planning Areas section of the 2018 Chittenden County ECOS Plan. The CCRPC also focuses its review on transportation-related issues, where appropriate, in accordance with the Metropolitan Transportation Plan, which is within the 2018 Chittenden County ECOS Plan.

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

Sincerely,

A handwritten signature in blue ink that reads "Charlie Z. Baker". The signature is written in a cursive, flowing style.

Charlie Baker  
Executive Director

Cc: CCRPC Board  
Certificate of Service



## **CCRPC Executive Committee**

**April 1, 2020**

**Agenda Item 8: Action Item**

### **Amendments to Administrative Policies and Procedures**

**Issues:**

CCRPC uses one document for all policies and procedures and is aptly named **Administrative and Operating Policies and Procedures**. Periodically there are additions, updates, and/or deletions that need to be made to the document, and the Executive Committee is charged with approving them. In this case the current public health emergency has prompted some needed edits and updates to our policies and procedures.

The first major update is to our Disaster Recovery Plan. The plan was written from the perspective of the office being damaged or destroyed. We need a section that addresses continuity of operations during the kind of situation we are experiencing now when staff can't go to the office and have to work remotely.

The second set of updates, pages 100-102, are related to updating our financial control procedures for a mostly digital workplace. These updates are needed now for the emergency, but they may also make sense going forward. That will be evaluated after we've had some time with these updated systems. There were some minor updates that were needed to reflect some of our recent banking changes as well.

The last set of updates, pages 109-115, were prompted when staff noticed some outdated MPO financial procedures while going through this process. There have been some updates to the business office procedures with the staffing and organizational changes.

Staff asks the Committee recognize that there are incidental and non-substantive edits that will occur once the changes are made, including page number changes, updates to dates, and changes to tables of contents, and to include those changes in their motion to approve the substantive changes shown for review.

**Staff Recommendation:**

That the Executive Committee approve the amendments to the Administrative Policies and Procedures as presented.

**For more information  
contact:**

Forest Cohen  
861-0112 or [fcohen@ccrpcvt.org](mailto:fcohen@ccrpcvt.org)

Charlie Baker  
735-3500 or [cbaker@ccrpcvt.org](mailto:cbaker@ccrpcvt.org)

**Disaster Recovery Plan**  
**Chittenden County Regional Planning Commission**  
**Adopted by Executive Committee ~~July-April 1, 2015~~2020**

In order to assure continuity of operations during planning and unplanned business interruptions the Chittenden County Regional Planning Commission (CCRPC) has established the procedures as outlined below. This disaster recovery plan will be revisited annually or as updates are needed.

**Data to be Stored Offsite**

CCRPC performs complete back-ups of all data files through the backup of the CCRPC shared server. All on-going and past projects that are included in each person's computer are backed up including GIS data, image files and all existing e-mails.

CCRPC maintains copies of all CCRPC software, including but not limited to: MS Windows ~~7~~10, TransCAD; Highway Capacity Software 2000; Signal 2000; MicroPaver 5.2; Petra (turning movement count software); TraxPro (traffic recorder software) and Quickbooks in a fire-proof safe on site. Many of CCRPC software is delivered via the internet and/or are cloud-based applications (Microsoft Office 365, and Adobe Creative Cloud).

**Offsite Data Storage**

CCRPC performs complete back-ups daily which are stored on a NAS system which is located in the server room. The GIS, Data and IT Manager also runs a weekly back-up on an external ~~hard drive~~hard drive which is then stored at the home of the GIS, Data and IT Manager.

**Access to Offsite Data Storage**

The back-up held at GIS, Data and IT Manager's house can only be accessed by her.

**Offsite Contact Information**

The CCRPC ~~Business Manager~~ maintains an up-to-date phone contact listing of home phone numbers that is distributed to each CCRPC staff member as updates occur. The staff contact list is saved on the server and remote drives so the information may be accessed remotely.

**Equipment Contingency Plan**

In the event of a disaster, CCRPC would initially require all of its employees with home computers, to utilize them until new computers could be obtained. Required and immediately necessary CCRPC datafiles would be loaded onto employee computers on an as needed basis. Because of the unique back-up format, data and software, Personnel should be able to telecommute within 2 days. Due to the size of our organization, temporary or replacement computers would be purchased through regional computer distribution stores. CCRPC retains two lap top computers that could become part of a mobile network. The only known exception to immediate replacement would be large-format printing.

**Personnel Responsibilities During Emergency Offsite Operations**

Only necessary Personnel would be activated for office operations during emergency situations. Due to the public nature of the organizations, there is the potential that CCRPC staff would be diverted to other public agencies to provide assistance. At the time an emergency is identified, the Executive Director and Business Manager will be notified, followed by all other staff members. Should the emergency require staff mobilization, the Director, or in his absence the Program Managers, will provide guidance to staff regarding the plan of action for the event. For short term events, all efforts will be made to delay reactivation of full office operations until the emergency has passed. For longer term emergencies (spanning more than one week), staff shall re-establish limited office operations at an ~~off-site~~off-site location or in employee homes to enable critical functions to occur including inter-governmental communications, fiscal activities, and direct technical assistance. For long term offsite operations, the Executive Director, in coordination with the Executive Committee of the Board of Directors, shall re-establish business operations at an offsite location.

**Priority of Critical Operations and Reporting Requirements during the Emergency Period**

The following activities will be prioritized during emergency periods:

- *Intergovernmental Communications*
- *Community-wide Technical Assistance*

- Internal Fiscal Operations, Critical (Payroll, Limited Accounts Receivable/Payable)

### **Protocol for Public Health Emergency and/or Shelter in Place Event**

In the event of a public health emergency, such as a pandemic, where authorities have required or recommended that people not congregate at workplaces, the CCRPC will take the following steps to ensure continuity of operations to the extent possible:-

State and federal laws and orders may be passed or implemented during a public health emergency. CCRPC will follow all such laws and or official orders that may apply or be implemented during a public health emergency.

The Executive Director will communicate relevant information to staff. If the Executive Director is not able to communicate, the Program Managers and/or Senior Business Manager will be responsible for communicating with staff.

Staff will work remotely using CCRPC computers accessing the CCRPC server through VPN and utilize cloud-based storage applications such as One Drive and Microsoft Teams (Teams).

Meetings that must be held shall be conducted using the remote access capabilities of an appropriate software application. If legally required and feasible, a CCRPC staff member may need to be physically present at the CCRPC offices to recognize members of the public.

The following functions will be prioritized in a prolonged public health emergency: Payroll, Invoicing, and Payables

If necessary and feasible, staff may have to travel to the CCRPC offices to conduct priority functions such as checking mail and depositing checks. Staff will be assigned these duties and office visits will be scheduled to avoid conflicts and limit the amount of people entering the office. To the extent possible, business functions and workflow will be conducted electronically and “paperless”. Some business office procedures may need to be temporarily adjusted to maintain health and safety while also providing adequate financial controls.

limited to, annual salary sheets, annual bill rate sheets, employee timesheets, PTO tables, health insurance opt-out tables, depreciation schedules, grant invoices, and employee payroll deduction calculations. All such documents must be reviewed for accuracy and correctness by another qualified staff person at the CCRPC. The review shall be documented in writing.

### ***Accounts***

CCRPC shall maintain a collateralization agreement with their banking institution for checking, savings, and money market accounts to protect cash balances that exceed FDIC coverage.

#### **Checking Account**

The checking account requires two signatures or two written approvals for all checks in the amount of \$5,000 or greater, and one signer on such checks must be an officer and checks to Executive Director will be signed or approved by an officer. The signatories on the account are the Chair, Vice Chair, Secretary/Treasurer, and the Executive Director. The Executive Director reviews and approves all executed transactions against the checking account, i.e. vendor payments.

#### **Savings Account**

~~The CCRPC may maintain a savings account if necessary. The savings account is used primarily to hold funds designated to locally match transportation and land use projects. The savings account may be used to hold other funds as needed. CCRPC will assure that the savings account balance will adequately match carry forward transportation projects at the end of each fiscal year. The signatories on the account are the Chair, Vice Chair, Secretary/Treasurer, and the Executive Director. The Executive Director reviews and approves all executed transactions against the savings account, i.e. account transfers.~~

#### **Money Market**

The signatories on the account are the Chair, Vice Chair, Secretary/Treasurer, and the Executive Director. Funds kept in the money market include short and long term reserve. Executive Committee approval is required in the event that the balance of the account is drawn below \$40,000. If time does not allow full Executive Committee approval, written approval of at least two of the three office holders must be obtained (electronic mail is acceptable).

#### **Certificates of Deposit**

The signatories on the account are the Chair, Vice Chair, Secretary/Treasurer, and the Executive Director. Funds may be held in Certificates of Deposit (CDs) to earn higher interest rates than the checking, saving, or money market accounts return. Funds held in CDs are generally considered to be in reserve.

#### **Line of Credit**

~~The CCRPC may maintain a Line of Credit if necessary. Transactions on this account Lines of~~

Credit accounts are performed by the Executive Director with Executive Committee approval. If time does not allow full Executive Committee approval, written approval of at least two of the three office holders must be obtained (electronic mail is acceptable). The signatories on the account are the Chair, Vice Chair, Secretary/Treasurer, and the Executive Director.

### *Deposits*

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

- When a check comes in, the ~~Front Desk staff (or other designated staff person opening the mail, usually the Business Office opener)~~ Business Office Manager, restrictively endorses the check and records payer, amount, check number, and date of check.
- The restrictively endorsed check is passed to the Senior Business Manager.
- The Senior Business Manager records the check in QuickBooks and prepares the deposit, including the retention of check payment stub or photocopy if no stub is available and QuickBooks generated deposit summary.
- The Business Office Manager or the Senior Business Manager makes the deposit.
- The Business Office Manager or the Senior Business Manager attaches the bank deposit receipt to the check payment stubs and/or check photocopies and the deposit summary. The documentation is placed in the Checking Account binder and is attached to the appropriate bank reconciliation at the end of each month.
- Each month the Front Desk staff passes the list of received checks to the Executive Director. The Executive Director checks the list against the bank deposits for approval.
- If checks are not deposited promptly at the bank, they are to be stored in a secure, locked location.

### *Accounts Payable*

All bills are reviewed as they come in the mail by the Business Office Manager or the Senior Business Manager. Vendor invoices which are for a particular project (project consultant invoices) are reviewed by the Project Manager for that project for approval before passing to the Business Office Manager or the Senior Business Manager.

Payables are prepared as necessary:

- Invoices are thoroughly reviewed by the Business Office Manager and/or the Senior Business Manager to note the dates of services performed and invoices are recorded based on the dates services are performed.

- ~~Invoices are noted to ensure billing to the correct accounts.~~ The Executive Director reviews invoices for dates services performed, payment amounts, and proper account assignment, and approves all invoices to be paid. Invoices in the amount of \$5,000 or more will be reviewed by a second signer. Vendor invoices are entered into QuickBooks by the Business Office Manager or the Senior Business Manager.
- Vendor invoice dates are noted to ensure expenses are incurred in the proper timeframe.
- Vendor invoices are paid by the Senior Business Manager within QuickBooks, and checks are generated by QuickBooks.
- A limited number of vendor payments are executed online. In those cases the Executive Director signs off on the vendor invoice. If the payment is for \$5,000 or more a second approval by an office holder will be obtained. The Senior Business Manager executes the payment online. The Senior Business Manager monitors the checking account register online and notes the payment coming out of the checking account. A copy of the checking account register with the payment shown is generated and attached to the approved vendor invoice. The documentation is placed in the appropriate vendor file or binder.
- Checks are signed by the Executive Director except when checks are equal to or in excess of \$5,000, when they require additional signatures (see Accounts section). Checks in the amount of \$5,000 or more must be approved by two signers. Checks may be printed with a signer signature included. Before a check is printed with a signature a written approval may be obtained from the authorized signers. The Executive Director. In the rare case the Executive Director or Assistant/MPO Director are not available the Chair, Vice Chair, and Secretary/Treasurer are signers on CCRPC bank accounts.
- The Business Office Manager or the Senior Business Manager mails checks.
- The Business Office Manager or the Senior Business Manager files the check stubs with copies of the invoice in the vendor files. If applicable, copies will also be placed in the appropriate contract file.
- The list of written approvals shall be maintained, organized by month. The Executive Director or designee will compare the list to the checking account bank statement each month to ensure only approved checks were printed and disseminated.

### *Federal Awards*

CCRPC will follow the United States Office of Management and Budget (OMB) 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards. These requirements replace any previous OMB guidance or rules regarding the administration of federal awards under this section or any other section of this manual.

### Accounts Payable

~~For consultant invoices, the~~The Senior Business Manager reviews each incoming transportation project/consultant invoice. uses the following half sheet for vendor invoices.:

\_\_\_\_\_ Initials Date \_\_\_\_\_ Billed: (Month Billed to \_\_\_\_\_)

~~VTrans)~~

Goods and Services Received \_\_\_\_\_ (PM)

~~Invoice Accuracy~~ \_\_\_\_\_ (PM) ~~Project Name:~~ \_\_\_\_\_

Account Classification \_\_\_\_\_ (BMgr)

~~Posted Accounts Payable~~ \_\_\_\_\_ (BMgr)

Payment Approval	_____	_____	(ED)
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Check # \_\_\_\_\_ (BMgr)

~~Accounts Charged~~

Account Name	Amount	Task #
--------------	--------	--------

TOTAL:

~~% Match to be billed/deducted~~

~~Contract Amt. \$~~

Spent to date: \$ \_\_\_\_\_ to: \_\_\_\_\_

Balance: \$

Contract Expires: \_\_\_\_\_ (PM = project manager)

- ~~The Senior Business Manager makes a copy of the invoice to put in a 3-ring binder where we keep track of each consultant contract.~~
- ~~We have a handwritten ledger page for each consultant, by project. So, if the same firm is doing two projects, there are two ledger pages.~~
- ~~We then record~~ The date the invoice was received, invoice period, the invoice number, the total amount billed, and the match amount is entered into a tracking sheet. The sheet calculates and subtract this amount from the contract amount to determine the contract balance after each invoice is received.
- ~~There is also a column to record any match that may be required. The last column is a~~

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~~running total of charges to date (spent):~~

- ~~• The Senior Business Manager saves the consultant invoice file with the task number, funding source/match split code, contract amount, spent to date, remaining balance, and the contract term.~~
- ~~• The Senior Business Manager enters the invoice amount in the Monthly Consultant Summary for the appropriate month.~~
- ~~• The invoice is then transmitted to the Project Manager for their approval. Following the Project Manager approval the invoice is posted in QuickBooks, usually by the Business Office Manager.~~
- ~~• We then record the contract balance on the approval sheet so the project manager knows where it stands. This ledger sheet is handy because often work is done over two or more fiscal years, and we have a running record. Once a project is completed, this record is placed in the contract file and filed in the storeroom.~~
- ~~• We also enter each month's invoice amount on the Monthly Consultant Summary spreadsheet so we can compare it with the Project Expense report from Quickbooks, the billing spreadsheet and the Summary Task Cost spreadsheet to be sure we include all invoices in that month's invoice to VTrans.~~

Consultant and direct expenses are kept track of by a ~~suffix~~ funding source/split code which is used internally to show which funding source it is being charged to, ~~ie:~~ for example:

~~\_\_\_\_\_~~  
~~\_\_\_\_\_~~  
-03 - FTA 5303 funds – (80% fed/10% state/10% CCTA)

-06 – PL funds (80% fed/10% state/10% local assessment)

-08 – PL 80% (community matched projects where they provide special 20% match)

-11—FAFF funds – (90% fed/10% state)

~~-12—13—Federal earmark—not available every year~~

~~-14—SPR Funds 80% fed; 20% state—not available every year~~

~~-15—SPR funds 80% fed/20% state—not available every year~~

~~-16—STP/STDM funds 80% fed/20% state (not available every year)~~

- ~~• All consultant invoices are then given to the project manager (PM) (staff) to approve Goods and Services received and Invoice Accuracy.~~
- ~~• The Executive Director then approves it for payment.~~
- ~~• Once those approvals are received, the Senior Business Manager posts them in Quickbooks.~~

~~If funds permit, we pay the invoices for small contractors when we receive them rather than waiting until getting reimbursed by the State.~~

### Accounts Receivable

~~There are three types of invoices that are prepared by the Senior Business Manager.~~

- ~~1. Monthly billings to the Vermont Agency of Transportation for the staff time and consultant services and direct costs incurred in that month.~~
- ~~2. Yearly invoice to each community for the 10% local match required for PL funds, billed in~~

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~~July based on the approved UPWP.~~

- ~~3. Monthly invoices to communities who are providing the 20% match for a locally matched project, based on that month's consultant invoice.~~

### *Invoice procedures*

#### 1. Monthly invoice to Vermont Agency of Transportation

At the beginning of each fiscal year, the Senior Business Manager prepares an electronic timesheet template with each person's hourly rate and billing rate – which includes indirect rate) based on funding splits (generally 100% PL funds) for each task as indicated in the UPWP budget.

The Business Office ~~Associate Manager~~ reviews the timesheets to be sure the appropriate number of hours have been charged for the month, separates the funding sources (based on the same suffixes used for consultant invoices)..

- The Program Managers and the Executive Director signs each timesheet for members of their program and the ~~C~~hair or ~~S~~ecretary/~~T~~reasurer signs the Executive Director's timesheet.
- ~~Copies are put in the monthly accounting file.~~

To prepare the monthly invoice, the following spreadsheets are completed:

#### MONTHLY CONSULTANT TASK SUMMARY: (includes entire fiscal year)

- The Senior Business Manager adds consultant information to the MONTHLY CONSULTANT TASK SUMMARY spreadsheet which gives the following information by task number and consultant:
  - Total contract amount, total billed to date, and the contract balance. All 12 months in the fiscal year are shown. The total in any given month should match the consultant total on the billing spreadsheet and QB Project Consultant totals. This spreadsheet is included in the package to VTrans each month.

#### SUMMARY TASK COST BUDGET VS. ACTUAL:

- The ~~Senior Business Manager then~~ Business Office Manager enters the dollars from the timesheet to each task by employee; the consultant totals from the invoice copies and any direct expenses.
- This spreadsheet then totals all expenses for the particular month by task. Other columns show the task budget, the amount previously billed, total billed to date and the balance in that task.
- The third part of the spreadsheet is a revenue breakdown showing sources of funds for that invoice.
- This ~~whole~~ spreadsheet is included in the package to VTrans each month. ~~The first few columns showing Task number through Budget Balance are then printed out for the Executive Director and project managers along with the Monthly Consultant Summary so they can see the status of each contract and UPWP Task.~~

BILLING WORKSHEET: This is the actual invoice that is used to bill VTrans each month. A separate spreadsheet is prepared each month.

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- The invoice number is based on Fiscal Year – Month of the fiscal year (e.g. July would be FY\_\_\_\_-01, August would be FY\_\_\_\_-02, etc.) Any additional charges to the previous fiscal year can be billed continuing the numbering system FY\_\_\_\_-13, etc.
- Invoice Date is the date the invoice is completed.
- Billing period is the month in which the expenses were incurred and for which the invoice was prepared.
- Description: Transportation Planning remains the same all the time.
- The Grant Number is updated annually based on the contract with VTrans
- The first block indicates each employee by name and title. It includes the total possible hours for the fiscal year, the estimated chargeable hours (after deducting the maximum PTO and holiday time); estimated employee cost (the annual salary including fringes); the overhead rate as approved by VTrans, and the total standard rate per hour for each employee.
- The second section is the Direct Labor billed at Standard Rates: This section lists each employee and the number of hours worked under each funding percentage and source, multiplied by their standard rate (same as used on timesheet). The Senior Business Manager copies employee timesheets and breaks down the various funding categories to determine hours and dollars for each category. These totals are then used as the standard costs charged for the month. These are double checked with timesheet totals for accuracy.
- ~~Once we enter~~The Employee hours are entered on thisthe billing worksheet, ~~we enter the then the~~ employee dollars are entered into on the Summary Task Budget vs. Actual.
- ~~We then compare~~The match totals between the two spreadsheets to be sure they match are compared to ensure accuracy. That way if they don't match we can review funding categories and make corrections.
- The third section contains the consultant charges for the month, by funding source and percentage. These totals should be the same as the Consultant Task Summary and Summary Task Cost Budget vs. Actual. It then lists total expenditures for each funding source and percentage.
- ~~We then have to deduct~~All match not paid by the feds or state is deducted. So, PL 90% column deducts 10% match; FTA 80% deducts 20% match; and PL 80% deducts 20% match which is then ~~billed to the appropriate community or was deducted from the partners' invoices.~~ Anything with 20% match is put into Specific Task Match account. ~~We then compare~~The the match totals between the two spreadsheets are compared to ensure everything is entered in the correct funding category. to be sure they match. If they don't it usually means we have put something in the wrong funding category.
- ~~Once these are deducted we get the total we can expect to get from VTrans for each funding source. We added a line item separating federal dollars and state dollars for more accurate accounting.~~The information from the Billing Worksheet is then transferred to a ~~Quickbooks~~QuickBooks invoice so it gets posted to the proper accounts.

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The billing to VTrans then includes a cover letter to our planning coordinator indicating the total for each funding category, the Billing Summary; Summary Task Cost Budget vs. Actual; Monthly Consultant Task Summary; copies of each consultant invoice and direct costs; and the monthly progress report. Copies of this package are placed in the 3-ring binder as FY\_\_\_\_

Billings to VTrans – this way they are together for Audit purposes. Another copy of the entire package is filed in the monthly accounting folder for the month billed; ~~and just the cover letter and large spreadsheets are put in the monthly accounting folder for the month the invoice is mailed.~~ As of April 2019 VTrans will accept only electronic invoices.

~~We try to have the~~The monthly invoice is due ~~out~~ by the end of the next month at the latest. (e.g. January bill out by February 28<sup>th</sup>).

~~The Agency has been very responsive and has been getting payment to us within 2-3 weeks. We are sent a notice of when the bill was processed and the funds are usually deposited electronically around the time we receive the notice. The Senior Business Manager verifies that payment is received and then records it in Quickbooks. A copy of this sheet is put in the binder with the invoices to VTrans as well as the monthly accounting folder.~~

## 2. Invoice to Communities for 10% Local Match.

In the UPWP budget each year funding sources are listed. A 20% match is required to leverage federal PL funds. The state pays 10% and the other 10% is called local match.

~~We obtain the~~The Equalized Education Grand List for the previous January 1<sup>st</sup> is used and put the numbers in a spreadsheet to determine what percentage of the county total belongs to each community. This same percentage is then applied to the local match amount to determine the dollar value due from each of the 18 municipalities.

In late October or early November the Finance Committee determines the percent increase for the next fiscal year. Notices are then sent to town managers/administrators that give the proposed local match amount so municipalities can include them in their budgeting. Along with this estimate, is a cover letter explaining what has happened to justify the increase and then individual reports to communities listing services we've provided in recent history to use in their Town Reports. Those reports are prepared by staff..

On July 1<sup>st</sup> an invoice is prepared for each community in QuickBooks, which is automatically recorded in accounts receivable. It is sent to the municipal manager or clerk/treasurer with a cover letter. A copy of the letter and invoice is sent to the municipal RPC representative. ~~When the checks are received, they are deposited into the Savings Account. We only transfer the amount used in a given month (based on Revenue Spreadsheet) to our Checking Account (done by the ED).~~

### 4.1. Billing Match for locally matched projects that is over and above the local community assessment.

GMT is responsible for matching the 10% required to leverage Federal Transit Administration planning funds – the state matches the other 10%. The total amount of match is indicated in the UPWP budget, and included in the annual contract for services. Rather than bill GMT for the match for the planning work they do, they deduct it from the total invoice each month.

Each locally matched project requires additional community match. Those invoices are prepared

by the Senior Business Manager based on any consultant bills in a particular month. Copies of the consultant invoices are attached to the match invoices as reference for the communities. ~~Municipalities sign an agreement committing to paying the match for their projects. We have each community sign a one page agreement before we begin a project that they will cover the additional match. It is usually~~ The match is usually 20% for locally matched projects.

### *Monthly Standard Journal Entries*

Each month, once the invoice to VTrans is completed, there are some Standard Journal Entries that need to be made to QB. These include:

Deferred Revenue – Comm/Local Communities (to record local match earned per revenue allocation). This number comes from the Revenue Source on Summary Task Cost Budget sheet. This amount is then transferred from the savings account to the checking account.

Volunteer In-Kind Current Asset/Volunteer In-Kind Income (to record each month's volunteer match then to be billed to VTrans. This number comes from the Revenue Source on Summary Task Cost Budget sheet.

### *Budget Preparation For Unified Planning Work Program*

#### **UPWP Budget Spreadsheets**

the UPWP budget spreadsheet are a part of this spreadsheet divided into three sections. ~~Obviously, the~~ The first step in preparing the budget is to determine the Tasks that will be included for the coming fiscal year. A public forum is held in January each year to obtain ideas for tasks to be performed in the next fiscal year. With staff input, the UPWP Committee determines which tasks will be included. The Senior Business Manager then prepares the new budget spreadsheet with the approved tasks.

The **first section** is the Estimate of Staff, Consultant & -GMT Costs. This is where staff members indicate how many hours they anticipate they will spend on a particular task. This section includes total billing rate for each employee and includes the indirect rate. The CCRPC Staff column on the spreadsheet calculates the total hours each employee has estimated to spend multiplied by their total billable rate and come up with the total staff cost per task.

- There are two Consultant columns, one to be regionally matched and the second locally matched is where we enter the amount we anticipate to spend on Consultants for a given task.
- The Direct Expense column indicates expenses that are directly related to a particular task, e.g. technician mileage, GIS conference expenses and count equipment and supplies to the data collection task. FHWA has allowed a separate task called Transportation Direct Costs

which includes other direct expenses related to transportation, e.g. TIP flyer, count software, other conference expenses, mileage, etc. These direct costs are then billed directly to VTrans and costs recovered immediately and are not included in the indirect rate to be recovered over the whole year.

- The next column Total New for FY \_\_\_\_ adds up all previous columns to show new funds needed for each task.
- In-Kind Expense column. ~~Because we are in agreement with FHWA, CCRPC is~~ allowed to bill for volunteer and municipal employees time spent on certain tasks (e.g. TAC meetings). ~~These, we have to~~ dollars have to be included in ~~include some dollars in~~ the budget to allow ~~us to include the federal and state dollars needed for~~ reimbursement. ~~So in~~ In the next section of the spreadsheet – Funding Category Percentages and Match Sources – there is a column for In-Kind Match in which we indicate a small percentage of the task might generate volunteer/municipal employee participation, e.g. MTP Steering Committee, UPWP committee; project advisory committees. This percentage is what then calculates the amount put in the In-Kind expense column in the first section. This is added to the Total New FY \_\_\_\_ column to determine the **total budget** for that task. In the end the total budget number remains that same as Total New FY \_\_\_\_, but the budget by funding source will indicate more federal and state dollars and a bit less local match. ~~(This formula was worked out with our FHWA partners to allow us to bill the in-kind services and actually receive money.)~~
- The **second section** of the spreadsheet is where we show ~~whether a task is funded by Consolidated PL (FHWA and FTA planning funds. (Although they are now consolidated PL funds, we record amounts for GMT as FTA for audit purposes.)~~ the funding source.

The next few columns indicate **Match Sources for FHWA PL**

- The Federal PL column will generally be 80%. There will be rare occasions when the Feds will pick up 90 or 100% of the cost. The 80% will be 80% of whatever percentage will be paid by PL funds for that task. (e.g. 80% of 85% of the total.)
- The State column will generally be 10% for consolidated PL funds.
- The Local Match Cash column will generally be 10%. However, if ~~we anticipate~~ in-kind match is anticipated on a task, the Local Match might be 5 or 7.5% and the in-kind would be 5 or 2.5% - the two together must be 10%.
- Local Match In-Kind Labor column is where ~~we indicate what that~~ portion may be covered by volunteer/ municipal employee participation, as discussed above.
- Task Specific Local Match column is generally 20% to cover locally matched projects.

The third section of the spreadsheet is where ~~we show the~~ funding sources for each task are shown.

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# DRAFT **WORKSHOP** MEETING AGENDA

Wednesday, April 15, 2020 - 6:00 p.m.



## Remote Access Meeting Only

Please join the meeting by clicking <https://global.gotomeeting.com/join/787684445>.

For those who would prefer to join by phone or those without a microphone on your computer, please dial in using your phone. (For supported devices, tap a one-touch number below to join instantly.)

Call: +1 (646) 749-3122

Access Code: 787-684-445

- One-touch: <tel:+16467493122,,787684445#>

*When participating remotely, please wait until you are recognized by the Chair before you speak. For each agenda item, the Chair will make sure to ask if anyone participating remotely would like to speak.*

- a. *Use the "chat" feature, raise your hand if on video, or ask the Chair to request to speak. To ensure everyone is heard, only one person should speak at a time.*
- b. *When recognized by the Chair, introduce yourself each time.*
- c. *Speak up so everyone in person and on the phone can hear clearly.*
- d. *When participating remotely, take steps to avoid background noise, and make sure your microphone/phone is muted when you are not speaking.*

## CONSENT AGENDA

~~C.1 – Minor TIP Amendment – None~~

## DELIBERATIVE AGENDA

1. Call to Order; Attendance; 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 – None~~ (MPO Action, if needed; 1 minute)
4. ~~Approve Minutes of February 19, 2020 Meeting\*~~ (Action; 1 minute)
5. ~~Warn public hearing on FY21 UPWP and Budget\*~~ (Action; 1 minute)
6. ~~Charge to Board Development Committee to Develop slate of officers for FY20~~ (Chair Action; 1 minute)
7. Clean Water Service Provider Draft Proposal Review (Discussion/Possible Action; 45 minutes)
8. Draft Basin 5 – Direct to Lake Tactical Basin Plan Draft Comments (Discussion/Possible Action; 10 min.)
9. Chair/Executive Director Report (Discussion; 2 minutes)
  - a. Legislative Update
  - b. COVID-19 Response (<https://www.ccrpcvt.org/covid-19/>)
10. Committee/Liaison Activities & Reports \* (Information, 2 minutes)
  - a. Executive Committee (draft minutes April 1, 2020)
    - i. Act 250 Sec 248 letters
  - b. Clean Water Advisory Committee (draft minutes April 7, 2020)
  - c. Clean Water Advisory Committee – MS4 Subcommittee (draft minutes April 7, 2020)

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

d. — Planning Advisory Committee (draft minutes April 8, 2020)

11. Future Agenda Topics (Discussion; 10 minutes)
12. Members' Items, Other Business (Information, 5 minutes)
13. Adjourn

The March 18, 2020 Chittenden County RPC streams LIVE on YouTube at [https://www.youtube.com/playlist?list=PLJjLFn4BZd2O0l4hJU\\_nJ9q0l3PdQR0Pp](https://www.youtube.com/playlist?list=PLJjLFn4BZd2O0l4hJU_nJ9q0l3PdQR0Pp). 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>.

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

- Executive Committee – Wednesday, May 6, 2020, 5:45pm
- Transportation Advisory Committee – Tuesday, May 5, 2020, 9am
- Clean Water Advisory Committee - Tuesday, May 5, 2020, ~11am
- CWAC MS4 Subcommittee - Tuesday, May 5, 2020, ~12:30pm
- CCRPC Board Meeting - Wednesday, May 20, 2020 6:00pm
- Planning Advisory Committee – Wednesday, May 13, 2020, 2:30pm

Tentative future Board agenda items:

May 20, 2020	FY21 UPWP and Budget Public Hearing Nominations for Officers and Executive Committee Members
June 17, 2020	Annual Meeting Election of Officers and Executive Committee Members Warn FY21-23 TIP Hearing
July 15, 2020	FY21-23 TIP Hearing with fiscal constraint discussion Basin 5 – Direct to Lake Tactical Basin Plan Comments