2020 CCRPC Board Training

Part 2:
voting, budget, transportation project process
Membership

- Board Membership in Chittenden County Regional Planning Commission is as follows:

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<th>Bolton</th>
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<td>Vermont Agency of Transportation (VAOT)</td>
<td>US Federal Highway Administration (FHWA)</td>
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<td>Agriculture</td>
<td>Industrial/Business</td>
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<td>Socio-Economic-Housing)</td>
<td>Conservation/Environmental</td>
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<td>Burlington International Airport (BIA)</td>
<td>Federal Transit Administration (FTA)</td>
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<td>Chittenden County Transportation Authority (CCTA) dba Green Mountain Transit</td>
<td>Railroad Industry</td>
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Voting – MPO Business

- MPO business is defined comprehensively to include all activities undertaken by the Chittenden County Regional Planning Commission to carry out its responsibilities and authority as a metropolitan planning organization.
- MPO voting. When conducting MPO business, the voting power of the Chittenden County Regional Planning Commission shall consist of a total of 24 votes apportioned as follows:

<table>
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<tr>
<th>Municipality</th>
<th>Votes</th>
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<td>Winooski</td>
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<td>VT Agency of Transportation</td>
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</table>
Voting – MPO Business con’t

• Municipalities that are incorporated shall each have at least one vote. A majority of the voting power (i.e. 13 of 24 votes) shall constitute a quorum for the transaction of MPO business at meetings. A majority of the voting power (i.e. 13 of 24 votes) and a majority of the municipalities (10 of 18) is required to adopt or amend MPO business.

• Notwithstanding the need to make adjustments as a result of official corrections to the decennial census urbanized area boundary, the Chittenden County Regional Planning Commission shall review, and amend as it deems appropriate, its voting mechanisms and voting distribution for the purposes of MPO business within one year of the publication of each decennial census urbanized area boundary.
Voting – All Other Business

- For the purposes of voting on all other business, including elections, FHWA, VAOT, CCTA, Railroad Industry, FTA and BIA are non-voting Board members.

- A majority of the total of Municipal and Regional Board members shall constitute a quorum for the transaction of all other business at meetings of the Chittenden County Regional Planning Commission unless otherwise noted.

- Each Board member has one vote.

- Only Municipal Board members shall vote on approving municipal plans and planning processes per 24 V.S.A. § 4350.
Understanding Our Budget

Yes, it is Possible!
To the right is a picture of our FY20 Budget.

It is balanced, but you probably can’t see that because it’s pretty small.

That’s why you have a handout of the FY20 Adopted Budget in front of you.
How Did We Come Up With This?

• The Unified Planning Work Program (UPWP) process is where the revenues and expenses are plugged in and ultimately budgeted – this process starts in the fall and culminates in an approved UPWP and Budget (fingers crossed) in May.

• Many of the projects that make it into the UPWP, and therefore the budget, are driven by the applications made by our member municipalities and partners.

• We may be the lucky recipients of Federal grant awards that we apply for.

• The rest of the projects generally come from initiatives or ongoing programs at the State level that they need us to work on.

• The Project or Direct Expenses (more on this later) are determined by the needs of each project and the funding available.

• The Non-project Expenses (we’ll get into this more too) don’t change that much from year to year.
Major Sources of Revenue

• **VTrans – MPO Funding**
  - The large majority of our funding each year – about 75%
  - $4 million (including local and state match) out of our total budget of $5.25 million

• **Agency of Commerce and Community Development (ACCD)**
  - Each Vermont RPC receives an ACCD contract each year to do regional planning. $380,000 or 7%

• **Vermont Emergency Management (usually Federal dollars too)**
  - Emergency Management and Disaster Response. $150,000 or 2%

• **Agency of Natural Resources**
  - Water quality (mostly State dollars). $400,000 or 8%

• **Municipal Dues**
  - Thanks! We match the Federal Transportation dollars with these. $250,000 or 4%

• **Other Federal Dollars not passed through the State**
  - EPA for Brownfields work. $150,000 or 2%
Our Expenses

• We have the same kind of operational expenses a small business might have
  – Personnel Costs (that’s the biggie)
  – Rent
  – Insurance
  – Mileage
  – Equipment
  – Supplies
  – Utilities
  – Postage
  – You get the idea
  – We don’t sell that much stuff or own property, so we don’t really have any inventory or incur maintenance costs like a municipality might
Ok, time for a bit of Vocab

• **Match** Row 16
  – Most Federal grant programs and a lot of State ones require that we put in some of our own dollars or some equivalent of dollars (usually time) as a condition of receiving and using the funds – fun fact – this is where most of your Municipal Dues go

• **Direct [revenue]** Row 18, or Row 25, or 46...
  – Funds we receive to reimburse us for something we paid for or bought for a specific project – like an engineering consultant, mileage to meet with an engineering consultant, or a conference about traffic engineering

• **Operations Support** Row 64
  – This is reimbursement or payments that we receive for staff working on specific projects – billable hours

• **Project Consultant Revenue** Row 65
  – This is the summation of all the Direct Revenue (see 2nd bullet) that we think we’ll receive in the fiscal year
And on the Expense Side?

- **Direct Project Expenses** Row 73 and 109
  - The other side of the Direct Revenue or Income. These are all the expenses we budgeted for paying consultants, mileage, or buying supplies, etc. for our projects. The amount we spend on Direct Project Expenses and the amount we receive from our funders in Direct [Income] should be the same.

- **Operations Support Expenses** Row 108
  - These are expenses that we cannot charge directly to a project or a specific grant program. Therefore we must attempt to collect enough staff time reimbursement from our funders to also pay for things like rent, utilities, and liability insurance.

  *How do we do that?*

- **Indirect Rate?** See the history table starting on Row 115
  - Oh boy
Indirect Rate – Short Version

• Our Indirect Rate is a calculated percentage that we charge on a staff person’s time that is in addition to the actual cost of their salaries and benefits.

• The percentage is the cost of our Operations expenses distributed equally.

• We only charge indirect on staff hours. Full stop.

• This method was created and designed by the Federal government to allow public organizations to recover their costs.

• It is not a profit margin, it is designed to reimburse for actual costs – no more, no less.

• We have an MOU with the Vermont Agency of Transportation that says they agree to review and approve our Indirect Rate Proposals if we calculate the rate properly, construct our proposals correctly, and submit them on time.

• We are very thankful that VTrans agreed to do this for us!
How We Actually Get Paid

• Mostly on a monthly reimbursement basis

• A very large proportion of our revenue is reimbursed, which means we have to incur the expense and then get paid for those expenses later

• The Business Office spends a lot of time tracking and allocating expenses, then assembling them into invoices

• We have a lot of consultants, particularly in the Transportation Program, and a large portion of the revenue pays them

• Again, it’s the billable hours. We have to work the hours on each of our projects or we won’t be reimbursed by our funders
Tracking & Oversight

- **The Board**
  - Board approves the UPWP, Budget, and Mid-Year Adjustment, and accepts the Audit each year

- **Finance Committee**
  - per our Bylaws, “oversees the Chittenden County Regional Planning Commission finances and matters related to organizational finances...”
  - The **Executive Committee** also gets involved with financial oversight – draft audit report review for example

- **Financial Statements**
  - Balance sheet vs previous year
  - Income against budget per month and for the year to date
  - Cash position against projected per month and year to date
  - Journal Entries
Who Keeps Track of Us?

- A Certified Public Accountant firm conducts an independent audit of our entire organization annually.

- The annual Audit Report is presented to the Board each year for acceptance.

- Because of the amount of Federal dollars we expend each year, we are also required to have a “Single Audit”
  - The Single Audit looks very closely at a specific Federal program or programs. Usually the Transportation Program in our case.

- Each State and Federal agency that we receive funding from gets a copy of our Audit Report and has access to the Single Audit (national database).

- Federal funders can and will perform their own audits at their discretion.

- Our Budget, Audit Reports, and Finance Committee minutes are all available on our website.
Questions?

• This was a very quick and high-level run through.

• Please feel free to contact me to delve deeper into any of this.

• Thanks!

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  Senior Business Manager
  846-4490 x19
  fcohen@ccrpcvt.org
Transportation Planning Processes

• Transportation projects are identified because of community needs
  – Address safety, capacity, connectivity, access to jobs, support housing, etc.

• Corridor Management Studies
  – Develop recommendations that could be move towards implementation or towards further scoping

• Scoping/Project Definition Studies
  – Initial phase of the Project Development Process
VTrans Project Development Process

1. Project identification and Authorization to Proceed
2. Project Development (Scoping/Conceptual Plans/NEPA)
3. Design: Preliminary & Semi-Final Project Plans
4. Right-of-Way Acquisition
5. Final & Contract Plans
6. Construction
7. Town and Act 250 Permits
Project Example #1: Exit 16

• Circulation Study finalized July 2009

• Scoping study finalized December 2011
  – Preferred Alternative: DDI & Other Intersection Improvements

• VTrans Project Milestones
  – Preliminary Plans, September 2012
  – Permitting, November 2016
  – Act 250 Permit Appeals - Ongoing legal case
  – Construction, scheduled 2020-2021
VT 116 Potash Brook Culvert

- Scoping completed in January 2007
- 6 alternatives evaluated
  - Different culvert types
  - On or off alignment
  - Close road or maintain traffic
VT 116 Potash Brook Culvert

- Two Public Meetings
- Project added to the TIP in FY12
- Constructed in FY17
- Full road closure for 2 months
Jericho Center Multimodal Connection

2010 -- CCRPC funded a Feasibility Study. Project divided into phases.

2012 Jericho awarded a Transportation Enhancement Grant for Segments 3 & 4 – Pratt Road to Town Center. Constructed in 2015.

2015 Jericho awarded a Bike/Ped Grant for Segment 2 – Ethan Allen Road to Pratt Road. Construction programmed for 2020.

Segment 1 – Mount Mansfield Union Highschool to Ethan Allen Road not yet programmed.
South Burlington, VT 116 Sidewalk

- Pre-2010, project scoping
- 2011 CCRPC Sidewalk grant for design and construction
- 2014 VTrans Bike/Ped Grant, additional for design and construction
- 2017 Construction
• Questions?

• Topics for next meeting?

• Thanks!