

Agenda
Joint Finance & Executive Committee
Wednesday, November 3, 2021 – 5:45 p.m.
Small Conference Room, CCRPC Offices
110 West Canal Street, Suite 202, Winooski, VT



Or Remotely:

Join Zoom Meeting: <https://us02web.zoom.us/j/83558676581>

One tap mobile: +16468769923,, 83558676581#

Dial in: +1 646 876 9923 Meeting ID: 835 5867 6581

1. Call to Order, Attendance
2. Changes to the Agenda, Members' Items (Action)
3. Approval of the October 6, 2021 Executive Committee Minutes* (Action)
4. Act 250 & Section 248 Applications
 a. none (Action)
5. 2021 Audit* (Finance Comm. & Exec. Comm, Action)
6. Legislative Breakfast topics (ARPA, housing, water/wastewater, transit financing, permit system, broadband beyond CUDs, equity, climate action plan, RPC & MPG funding, other?) (Discussion)
7. Chair/Executive Director Report (Discussion)
 a. Priority Economic Development Project list*
 b. Planning for Equity Summit
8. Draft CCRPC Board Meeting Agenda* (Discussion)
9. Other Business (Discussion)
10. Executive Session (not anticipated to be needed) (Action)
11. Adjournment (Action)

*Attachments

NEXT MEETING – Executive Committee – Wed. December 1, 2021; 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 ext. 121 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 October 6, 2021

TIME: 5:30 PM

PLACE: CCRPC office and Remote Attendance via ZOOM Meeting

PRESENT: Catherine McMains, Chair

Bard Hill, at large <5000

Mike O'Brien, Immediate Past Chair

Jacki Murphy, at large >5000

ABSENT: John Zicconi, Treasurer

Chris Shaw, Vice-Chair

STAFF: Charlie Baker, Executive Director

Regina Mahony, Planning Prog. Mgr.

Eleni Churchill, Trans. Program Mgr.

Forest Cohen, Senior Business Mgr.

Amy Irvin Witham, Business Office Mgr.

1. Call to Order, Attendance. The meeting was called to order at 5:35 PM by the Chair, Catherine McMains.

2. Changes to the Agenda, Members' Items. Charlie mentioned he had a request from VTRANS to move the new TIP amendment and item 6 VPSP2 update earlier in the agenda, prior to item 4 at the Board Meeting tonight.

3. Approval of the September 1 and September 15, 2021, Executive Committee Meeting Minutes
MIKE O'BRIEN MADE A MOTION, SECONDED BY JACKI MURPHY, TO APPROVE THE SEPTEMBER 1, 2021, JOINT EXECUTIVE & FINANCE COMMITTEE and THE SEPTEMBER 15, 2021, EXECUTIVE COMMITTEE MEETING MINUTES, WITH EDITS. MOTION CARRIED UNANIMOUSLY.

- Edit: September 1, 2021, minutes: pg 5, line 6, update the word *Land* to *Lane*

4. FY23 Dues: Forest referred members to the FY23 Municipal Dues Memo and accompanying dues table included with the packet. He explained staff is recommending a 2% overall increase, which increases the overall dues assessment by \$5,008. Forest and Charlie noted the last increase was in FY20 and dues were held level in FY21 and FY22. Members discussed. Charlie stated we need the increase to be able to bring in additional federal funds.

MIKE O'BRIEN MADE A MOTION, SECONDED BY BARD HILL, TO RECOMMEND THE BOARD APPROVE THE 2% INCREASE FOR THE FY23 DUES. MOTION CARRIED UNANIMOUSLY.

5. Personnel Policy Update; Senior Energy Project Manager

Forest referred members to the Senior Energy Project Manager and salary range documents included with the packet. He stated this is a grade level 3 position. Forest explained this is a request to approve the update to the CCRPC Personnel Policy by adding this position.

BARD HILL MADE A MOTION, SECONDED BY JACKI MURPHY, TO APPROVE THE PERSONNEL POLICY UPDATE FOR THE SENIOR ENERGY PROJECT MANAGER POSITION. MOTION CARRIED UNANIMOUSLY.

6. Act 250 & Section 248 Applications

a. Spear Street Solar; South Burlington, VT; #21-2523-AN

Regina shared a visual screen shot of the site plan with members and noted this project has been seen previously for the 45-day notice. Per the application letter, this is the Section 248 Petition filed with the Vermont PUC for a 500kW solar project located at 600 Spear Street in South Burlington, Vt. for a group net-metering facility. The CCRPC finds the proposed project meets the intent of the Energy Goal (Goal #17) and is in conformance with the 2018 ECOS Chittenden County Regional Plan. The CCRPC review indicates that one state possible constraint will be impacted by the project; the proposed project is located on prime agricultural soils. The CCRPC requests that impacts to the prime agricultural soils be minimized in accordance with recommendations of the VT. Agency of Agriculture, Food and Markets. The project meets the suitability policies as well as the constraints policies, provided the applicant works with the appropriate Vermont state agencies to mitigate impacts of constraint as outlined by the CCRPC. These comments are based on information currently available; CCRPC may have additional comments as the process continues. Mike asked if there are aesthetic considerations, such as fencing. Regina said she doesn't think they are, however, there is a natural boundary of shrubs and trees.

JACKI MURPHY MADE A MOTION, SECONDED BY BARD HILL, TO APPROVE THE SECTION 248 APPLICATION LETTER AS PRESENTED. MOTION CARRIED UNANIMOUSLY.

7. Committee member review/volunteers

Charlie referred members to the memo included with the packet. Charlie said there will be two motions for the Board, one for the regional board members and a second action for committee appointments. He reminded everyone this was discussed previously, and explained, per the Bylaws, every two years the Board needs to vote on the Regional Board members (Agriculture, Socio-Economic-Housing, Industrial/Business, Conservation/Environmental), currently represented by Tom Eaton, Tim Baechle, Jesse Bridges, Don Meals and Miles Waite. Justin Dextradeur is no longer able to serve as the representative, so we are looking to appoint someone for the Socio-Economic-Housing seat. Charlie said there are a few open spots for Board Members on committees, and we can ask for volunteers at the Board Meeting.

8. Draft CCRPC Board Meeting Agenda

Charlie reviewed the October 20 Board meeting agenda. He noted that the second round of Equity Training is 90 minutes. He also noted the agenda includes the Lamoille Basin Plan Letter, Municipal Dues, and VSPS2. Charlie said tonight, VTRANS would like to move the two transportation items (TIP Amendment and VPSP2 update), prior to item 4. Members discussed and decided this would be fine.

9. Chair/Executive Director Report

a. none

10. Other Business: There was none.

11. Executive Session: There was none.

- 1 12. Adjournment: MIKE O'BRIEN MADE A MOTION, SECONDED BY JACKI MURPHY, TO ADJOURN THE
2 MEETING AT 5:56 PM. MOTION CARRIED UNANIMOUSLY.

3
4 Respectfully submitted,
5 Amy Irvin Witham

DRAFT

**CHITTENDEN COUNTY REGIONAL
PLANNING COMMISSION**

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

JUNE 30, 2021

AUDIT REPORT
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Independent Auditor's Report

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

Report on the Financial Statements

We have audited the accompanying financial statements of the Chittenden County Regional Planning Commission as of and for the year ended June 30, 2021 and the related notes to the financial statements, which collectively comprise the Chittenden County Regional Planning Commission's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

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

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

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

Opinion

In our opinion, the financial statements referred to previously present fairly, in all material respects, the respective financial position of the Chittenden County Regional Planning Commission as of June 30, 2021, and the respective changes in financial position and cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters – Required Supplemental Information

Accounting principles generally accepted in the United States of America require that Management's Discussion and Analysis on pages 4 through 11, the Schedule of Proportionate Share of the Net Pension Liability – VMERS on Schedule 1 and the Schedule of Contributions – VMERS on Schedule 2 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Matters - Other Information

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

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

Other Reporting Required by "Government Auditing Standards"

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

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

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**CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2021**

The Financial Statements

This section explains the general financial condition and results of operations of the Chittenden County Regional Planning Commission (CCRPC) for the fiscal year ended June 30, 2021 (FY 2021). Please read it in conjunction with the Commission's financial statements, which begin on page 12.

COVID-19 continued to have an impact on us during the 2021 fiscal year. CCRPC had gone fully remote in FY20, on March 17, 2020. At that time, management and the rest of the staff moved quickly to implement public health protocols and updated policies and procedures to work remotely. Remote operations continued through FY2021. CCRPC's offices were still closed to the public on June 30, 2021, but some staff had begun using the offices on a limited basis. CCRPC has been extremely fortunate to manage through the pandemic, to date, without serious negative consequences.

Chittenden County Regional Planning Commission

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

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

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

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**CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION
MANAGEMENT'S DISCUSSION AND ANALYSIS - continued
JUNE 30, 2021**

Using These Financial Statements

The Statement of Net Position and Statement of Revenues, Expenses, and Changes in Net Position (starting on page 12) provides information about the activities of the Commission as a whole. These statements include all assets, deferred outflows of resources, liabilities and deferred inflows of resources of CCRPC using the accrual basis of accounting, which is similar to the accounting used by most private-sector companies. All of the current year's revenue and expenses are taken into account regardless of when cash is received or paid.

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

Budget

The CCRPC builds its annual budget on diverse sources of funding. Transportation funding is primarily federal (80%), including both Federal Highway Administration and Federal Transit Administration funds, so it is dependent on the Federal Transportation Bill and Annual Budget for appropriations of planning funds. CCRPC receives 10% of matching funds for the majority of the federal transportation funds from the State, so it is also dependent on actions of the Vermont legislature. The Commission receives dues from its member municipalities that in FY 2021 totaled \$250,400 as unrestricted revenue used to match projects and support basic operations. Locally specific projects are matched by the community (typically 20% matches); local match is generated by the local property tax.

The State of Vermont provides regional planning funding through an annual performance-based agreement. These contract funds were \$385,615 in FY 2021. With these funds, CCRPC carries out statutory duties as specified in the agreement and in the annual work program approved by CCRPC.

CCRPC also funds its operations through special purpose grants and service contracts for technical assistance, and there is some variability in these grant programs from year to year. These programs included the following in FY 2021: Brownfield grants funded by EPA, multiple water quality projects funded by Vermont Agency of Natural Resources, community health efforts funded by the Vermont Department of Health, and Emergency Management Performance Grants funded by Vermont Emergency Management. New for FY 2021 was a direct federal grant from the US Economic Development Authority to conduct a Comprehensive Economic Development Strategy for West Central Vermont.

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CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION
MANAGEMENT'S DISCUSSION AND ANALYSIS - continued
JUNE 30, 2021

Pension Liability Note

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

The net of these asset, deferred outflows of resources, liability and deferred inflows of resources accounts, along with how the CCRPC contributes to their employees' retirement plans, produces an additional expense of \$114,168 of Other Expense, shown in Exhibit II, Changes in Net Position. This expense is not considered Operating as CCRPC has no control over the changes in this expense. It should be noted that the expense may increase or decrease, even dramatically, due to changes in actuarial assumptions in coming years. This additional expense of \$114,168 was not actually paid out by CCRPC in FY 2021, but rather, is an estimate of our share of potential future costs to the VMERS pension system. This is why it is important to recognize these additions to CCRPC books, but not consider the figures part of our financial performance year over year. In addition, based on our current adopted policy, actual increases in our VMERS contributions will be the responsibility of the participating employees and therefore, may never be actual additional expense to CCRPC.

Operating Results

The CCRPC finished FY 2021 with an Operating surplus of \$86,223. These results are shown on the statement of Revenues, Expenses, and Changes in Net Position for the years ended June 30, 2021 on page 13. This result greater than the budgeted surplus for FY21, which was \$12,565.

Part of the surplus is the result of indirect expenses being a little lower than what was estimated in our approved FY 2021 Indirect Rate. Each year the upcoming Indirect Rate is estimated and negotiated based on the most recent audited expenses, which are always two fiscal years previous. There is variance between the estimates and actual experience. A rate that is higher than actuals will tend to produce revenues in excess of expenses, while a lower rate will reduce revenues. The variance between estimates and actuals in indirect rates are accounted for by a "carry-forward" adjustment each year. The carry-forward adjustment adds or subtracts to the calculation in a manner that will reduce the rate in out years to make up for an inflated rate or increase a rate if indirect costs were under collected in a previous year. We know that CCRPC operated in a way that generated less indirect expenses in FY 2021, partly due to COVID-19.

**CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION
MANAGEMENT'S DISCUSSION AND ANALYSIS - continued
JUNE 30, 2021**

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Our approved Indirect Rate for FY21 was 83%. The CCRPC asked for a lower reimbursement of indirect expenses, at a rate of 80% starting January 1, 2021, resulting in an effective Indirect Rate of 81.5% for the fiscal year. We did this to reduce over-collection as we were able to see the over-collection building part way through the fiscal year. An entity is allowed to ask for a lower reimbursement than approved, but not a higher one.

The actual indirect costs for FY 2021 were around 77%. This difference accounts for about \$49,000 to \$50,000 of surplus. It should be noted that small differences, those within a few percentage points, are somewhat expected and can be managed. The larger discrepancies, such as those around 10 percentage points, result in “swinging” from surpluses to deficits year to year. Management has sought to reduce such swings.

Management believes the rest of the surplus, about \$35,000, is mostly explained by the new EDA Economic Development Strategy grant offsetting and conserving ACCD funds. This offset, in turn, freed up municipal dues funds that would have been needed to cover depleted ACCD funds.

Please refer to Schedule 4 for a detail of the Indirect Rate calculation for FY2021. The actual audited costs were from FY 2019. Schedules 5 and 6 present indirect cost recovery and a breakout of direct and indirect costs for FY 2021. The FY 2023 Indirect Rate calculation and negotiation will be based off the FY 2021 figures.

Net income in previous fiscal years has allowed the CCRPC to build up Reserve funds. CCRPC considers cash in the Money Market bank account to be cash in Reserve. The Money Market balance on June 30, 2021 was \$104,520. This balance is around \$100,000 less than the same date last fiscal year. This lower balance is the result of a delay in payment from VTrans, which necessitated withdrawing funds from the Reserve account to cover expenses until the payment was received. The payment was subsequently received after the close of the fiscal year, and the Reserve balance is over \$300,000 as of the drafting of this narrative.

CCRPC's cash balances at the end of the first quarter of fiscal year 2022 are the following:

Cash balances on 9/30/2021 - unaudited

Checking (operating)	\$ 163,635
Money Market (reserve)	<u>\$ 304,784</u>
	<u><u>\$ 468,419</u></u>

Management has a goal of maintaining a Reserve balance that will cover at least three months of expenses. Non-project monthly expenses over recent fiscal years are about \$175,000 on average, which translates to about \$525,000 as a reserve goal. CCRPC will continue to build on the Reserve balance, but we don't expect the funds to accumulate quickly. CCRPC operates on a predominantly reimbursement model, and therefore our budget is not designed to generate excess income.

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CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION
MANAGEMENT'S DISCUSSION AND ANALYSIS - continued
JUNE 30, 2021

Condensed Financial Information

Net position for the years ending June 30, 2020 and 2021, and changes, are displayed as follows: The assets, deferred outflows of resources, liabilities and deferred inflows of resources related to participation in VMERS are discussed in more detail in the body of the Audit Report. The notes in the following table correspond to those in the *Explanation of Changes in Net Position* found on the next page.

	<u>2021</u>	<u>2020</u>	<u>Change</u>	
<u>ASSETS</u>				
CURRENT ASSETS				
Cash and Cash Equivalents	\$ 168,077	\$ 294,983	(126,906)	1
Receivables	1,384,689	1,009,732	374,957	2
Prepaid Expenses	56,430	25,204	31,226	
	<u>1,609,196</u>	<u>1,329,919</u>	<u>279,277</u>	
NONCURRENT ASSETS			-	
Property, Plant and Equipment	7,841	13,693	(5,852)	3
Security Deposit	8,075	8,075	-	
	<u>15,916</u>	<u>21,768</u>	<u>(5,852)</u>	
TOTAL ASSETS	<u>1,625,112</u>	<u>1,351,687</u>	<u>273,425</u>	
DEFERRED OUTFLOWS OF RESOURCES				
Deferred Outflows of Resources Related to Participation in VMERS	<u>387,324</u>	<u>243,077</u>	<u>144,247</u>	6
<u>LIABILITIES</u>				
CURRENT LIABILITIES				
Accounts Payable	736,903	620,984	115,919	4
Accrued payroll liabilities	125,510	115,303	10,207	
Unearned Grant Revenue	74,286	13,210	61,076	5
	<u>936,699</u>	<u>749,497</u>	<u>187,202</u>	
LONG TERM LIABILITIES				
Net Pension Liability Related to Participation in VMERS 6	<u>929,841</u>	<u>664,314</u>	<u>265,527</u>	6
TOTAL LONG TERM LIABILITIES	<u>929,841</u>	<u>664,314</u>	<u>265,527</u>	
TOTAL LIABILITIES	<u>1,866,540</u>	<u>1,413,811</u>	<u>452,729</u>	
DEFERRED INFLOWS OF RESOURCES				
Deferred Inflows of Resources Related to Participation in VMERS	<u>70,722</u>	<u>77,834</u>	<u>(7,112)</u>	6
<u>NET POSITION</u>				
Net investment in property, plant & Equipment Unrestricted	7,841	13,693	(5,852)	7
	<u>67,333</u>	<u>89,426</u>	<u>(22,093)</u>	
TOTAL UNRESTRICTED NET POSITION	<u>\$ 75,174</u>	<u>\$ 103,119</u>	<u>\$ (27,945)</u>	

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**CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION
MANAGEMENT'S DISCUSSION AND ANALYSIS - continued
JUNE 30, 2021**

Explanation of changes in Net Position for years ending 2021 and 2020:

1. Change in Cash and Cash Equivalents: The decrease is the result of a delayed invoice payment from VTrans. The delay was administrative in nature. The invoice was later paid in FY 2022 and returned cash to normal levels.
2. Change in Accounts Receivable: The increase in accounts receivable is mostly due to the afore noted unpaid invoice from VTrans. We are also comparing to FY 2020 when Accounts Receivable were depressed due to conditions related to COVID-19.
3. Change in Property, Plant & Equipment (capital assets): The addition of property assets is the result of CCRPC acquiring office furniture in FY20.
4. Change in Accounts Payable: The increase in accounts payable is mostly due to holding payments to consultants/vendors until we had collected reimbursement from VTrans for those expenses. We are also comparing to FY 2020 when Accounts Receivable were depressed due to conditions related to COVID-19.
5. The *Unearned Grant Revenue* balance is made up of several grant programs. The grants pay on a deliverables basis instead of a reimbursement model. The revenue may have been earned but must remain on the balance sheet until the deliverables are complete.
6. The Deferred Outflows of Resources, Long Term Liability related to participation in VMERS, and the Deferred Inflow of Resources accounts are shown here in compliance with GASB accounting rules. The positions are not calculated, influenced, or managed by the CCRPC. The assets and liabilities are not material in the sense that they could be collected, nor do they represent monies due. As is discussed in more detail in this letter and in the auditor's report, the amounts are calculations of possible changes in the future based on assumptions and calculations about the future.
7. Change in Unrestricted: Currently, the distinction between CCRPC's Total Unrestricted and Unrestricted funds are those that are invested in Equipment.

The Statement of Net Position, or Balance Sheet, for FY 2021 and FY20 is shown on the following page without the GAAP required adjustments related to the VMERS pension. As has been discussed at various points during this analysis, the expenses and liabilities related to the pension plan are required accounting, but do not represent cash transactions nor does CCRPC have any control over these numbers. Management feels that the required inclusion of this accounting presents a distortion of CCRPC's financial position and performance.

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CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION
MANAGEMENT'S DISCUSSION AND ANALYSIS - continued
JUNE 30, 2021

Statement of Net Position without VMERS pension

	<u>2021</u>	<u>2020</u>	<u>Change</u>
<u>ASSETS</u>			
CURRENT ASSETS			
Cash and Cash Equivalents	\$ 168,077	\$ 294,983	(126,906)
Receivables	1,384,689	1,012,337	372,352
Prepaid Expenses	<u>56,430</u>	<u>25,204</u>	<u>31,226</u>
TOTAL CURRENT ASSETS	<u>1,609,196</u>	<u>1,332,524</u>	<u>276,672</u>
NONCURRENT ASSETS			-
Property, Plant and Equipment	7,841	13,693	(5,852)
Security Deposit	<u>8,075</u>	<u>8,075</u>	<u>-</u>
TOTAL NONCURRENT ASSETS	<u>15,916</u>	<u>21,768</u>	<u>(5,852)</u>
TOTAL ASSETS	<u><u>1,625,112</u></u>	<u><u>1,354,292</u></u>	<u><u>270,820</u></u>
<u>LIABILITIES</u>			
CURRENT LIABILITIES			
Accounts Payable	736,903	623,589	113,314
Accrued payroll liabilities	125,510	115,303	10,207
Unearned Grant Revenue	<u>74,286</u>	<u>13,210</u>	<u>61,076</u>
TOTAL CURRENT LIABILITIES	<u>936,699</u>	<u>752,102</u>	<u>184,597</u>
TOTAL LIABILITIES	<u><u>936,699</u></u>	<u><u>752,102</u></u>	<u><u>184,597</u></u>
<u>NET POSITION</u>			
Net investment in property, plant & Equipment	7,841	13,693	(5,852)
Unrestricted	<u>680,572</u>	<u>588,497</u>	<u>92,075</u>
TOTAL UNRESTRICTED NET POSITION	<u><u>\$ 688,413</u></u>	<u><u>\$ 602,190</u></u>	<u><u>\$ 86,223</u></u>

The *Statement of Net Position without VMERS Pension* is presented for the purposes of our own analysis. As can be observed, adjusting for the pension accounting returns more than \$600,000 of equity to our net position. This is a significant difference and management feels that it is important for the Board to see this presentation of CCRPC's financial position.

DRAFT

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION
MANAGEMENT'S DISCUSSION AND ANALYSIS - continued
JUNE 30, 2021

A summary of Revenues, Expenses, and Changes in Net Position for the years ended June 30, 2021 and 2020 are as follows:

	<u>2021</u>	<u>2020</u>	<u>Change</u>
Operating Revenues	\$ 4,785,566	\$ 4,433,763	351,803
Operating Expenses	<u>(4,699,343)</u>	<u>(4,399,962)</u>	<u>(299,381)</u>
Operating Surplus	86,223	33,801	52,422
Other Revenue/Expense			
Pension Expense Related to Participation in VM	(114,168)	(116,983)	2,815
Nonoperating Revenues - Interest	<u>-</u>	<u>312</u>	<u>(312)</u>
Changes in Net Position	(27,945)	(82,870)	54,925
Beginning Net Position	103,119	185,989	(82,870)
Ending Net Position	<u>\$ 75,174</u>	<u>\$ 103,119</u>	<u>\$ (27,945)</u>

CCRPC produced an Operating surplus of \$86,223 for the fiscal year. This is a \$52,422 improvement over last fiscal year. The book change in Total Net Position from FY20 to FY 2021 was (\$27,945). However, this reduction was the result of \$114,168 in Pension Related book expense, which can be observed above as Other/Revenue Expense. As shown on the previous page, with the pension adjustments removed, our change in net position was up \$86,223 from \$602,190 at the end of FY20 to a total of \$688,413 on June 30, 2021.

Contacting CCRPC's Financial Management

This financial report is designed to provide our served municipal and state officials with a general overview of CCRPC's finances and to show CCRPC's accountability for the money it receives. If you have any questions about this report or need additional information, contact Charles Baker, CCRPC's Executive Director at 110 West Canal Street, Suite 202, Winooski, VT 05404, by phone at (802) 735-3500, or by email at cbaker@ccrpcvt.org.

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION
STATEMENT OF NET POSITION
JUNE 30, 2021

ASSETS

CURRENT ASSETS

Cash and Cash Equivalents	\$ 168,077
Receivables	1,384,689
Prepaid Expenses	<u>56,430</u>

TOTAL CURRENT ASSETS 1,609,196

NONCURRENT ASSETS

Property and Equipment (Net of Accumulated Depreciation)	7,841
Security Deposit	<u>8,075</u>

TOTAL NONCURRENT ASSETS 15,916

TOTAL ASSETS 1,625,112

DEFERRED OUTFLOWS OF RESOURCES

Deferred Outflows of Resources Related to Participation in VMERS	<u>387,324</u>
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TOTAL DEFERRED OUTFLOWS OF RESOURCES 387,324

LIABILITIES

CURRENT LIABILITIES

Accounts Payable	736,903
Accrued Payroll Liabilities	125,510
Unearned Grant Revenue	<u>74,286</u>

TOTAL CURRENT LIABILITIES 936,699

LONG TERM LIABILITIES

Net Pension Liability Related to Participation in VMERS	<u>929,841</u>
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TOTAL LONG TERM LIABILITIES 929,841

TOTAL LIABILITIES 1,866,540

DEFERRED INFLOWS OF RESOURCES

Deferred Inflows of Resources Related to Participation in VMERS	<u>70,722</u>
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TOTAL DEFERRED INFLOWS OF RESOURCES 70,722

NET POSITION

Net Investment in Property and Equipment	<u>7,841</u>
Unrestricted:	
Related to Participation in VMERS/(Deficit)	(613,239)
Other	<u>680,572</u>

Total Unrestricted Net Position 67,333

TOTAL NET POSITION \$ 75,174

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

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION
STATEMENT OF REVENUES, EXPENSES AND
CHANGES IN NET POSITION
FOR THE YEAR ENDED JUNE 30, 2021

OPERATING REVENUES	
Grants	\$ 4,316,554
Local communities - annual assessments	250,400
Project match contributions	144,757
Other income	<u>73,855</u>
 TOTAL OPERATING REVENUES	 <u>4,785,566</u>
OPERATING EXPENSES	
Salaries and wages	1,295,012
Payroll taxes and employee benefits	538,196
Consultants and contract services	2,542,928
Rent	149,374
Other operating expenses	167,981
Depreciation expense	<u>5,852</u>
 TOTAL OPERATING EXPENSES	 <u>4,699,343</u>
 OPERATING INCOME	 86,223
OTHER REVENUE/(EXPENSES)	
Pension Expense Related to Participation in VMERS	<u>(114,168)</u>
 CHANGE IN NET POSITION	 (27,945)
 BEGINNING NET POSITION	 <u>103,119</u>
 ENDING NET POSITION	 <u><u>\$ 75,174</u></u>

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

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED JUNE 30, 2021

CASH FLOWS FROM OPERATING ACTIVITIES	
Cash received from grants, contracts and services	\$ 4,058,951
Cash received from local communities	65,180
Cash received from local match contributions and other	350,159
Cash paid for goods and services	(2,778,195)
Cash paid for personnel	<u>(1,823,001)</u>
NET CASH PROVIDED/(USED) BY OPERATING ACTIVITIES	<u>(126,906)</u>
CASH FLOWS FROM NON-CAPITAL FINANCING ACTIVITIES	<u>0</u>
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES	<u>0</u>
CASH FLOWS FROM INVESTING ACTIVITIES	<u>0</u>
INCREASE/(DECREASE) IN CASH AND CASH EQUIVALENTS	(126,906)
BEGINNING CASH AND CASH EQUIVALENTS	<u>294,983</u>
ENDING CASH AND CASH EQUIVALENTS	<u><u>\$ 168,077</u></u>

RECONCILIATION OF OPERATING INCOME TO
NET CASH PROVIDED BY OPERATING ACTIVITIES

Adjustments to reconcile operating income to
net cash provided by operating activities:

Operating Income	\$ 86,223
Depreciation	5,852
Pension Expense Related to Participation in VMERS	(114,168)
Increase in Receivables	(372,352)
Increase in Deferred Outflows of Resources - Pension Plan	(144,247)
Increase in Prepaid Expenses	(31,226)
Increase in Accounts Payable	113,314
Increase in Accrued Payroll Liabilities	10,207
Increase in Unearned Grant Revenue	61,076
Increase in Net Pension Liability	265,527
Decrease in Deferred Inflows of Resources-Pension Plan	<u>(7,112)</u>
NET CASH PROVIDED/(USED) BY OPERATING ACTIVITIES	<u><u>\$ (126,906)</u></u>

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

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

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

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

1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Financial Reporting Entity

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

Basis of Presentation

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

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

Measurement Focus

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

Basis of Accounting

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

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

Donated Services

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

Estimates

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

Cash and Cash Equivalents

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

Capital Assets

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

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

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

Pension

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

Deferred Outflows/Inflows of Resources

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

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

New Accounting Standard

Governmental Accounting Standards Board (GASB) Statement 87 "Leases", is effective July 1, 2021. GASB 87 will require CCRPC to record assets and liabilities for most leasing arrangements with terms exceeding 12 months. The lease asset will be amortized over the lease term and the lease payments will include interest expense and will reduce the liability. CCRPC is evaluating the implementation of this standard but does not expect it to materially affect net position.

2) CASH AND INVESTMENTS

Cash and Investments are as follows:

Deposits with Financial Institutions	\$167,827
Petty Cash	<u>250</u>
Total Cash	<u>\$168,077</u>

Custodial Credit Risk

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

	<u>Book</u>	<u>Bank</u>
NCUA Insured	\$ <u>167,827</u>	\$ <u>211,061</u>
Total	\$ <u><u>167,827</u></u>	\$ <u><u>211,061</u></u>

CCRPC's deposits are insured by the National Credit Union Administration (NCUA) up to \$250,000. Amounts in excess of that are collateralized by a \$550,000 Stand-by Letter of Credit issued by the Federal Home Loan Bank of Boston.

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

Interest Rate Risk

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

Credit Risk

Generally, credit risk that is the risk an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization.

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION **DRAFT**
 NOTES TO THE FINANCIAL STATEMENTS
 JUNE 30, 2021

Concentration of Credit Risk

CCRPC does not have any limitations on the amount that can be invested in any one issuer.

3) RECEIVABLES

Receivables consist of amounts due from grants, contracts and other items. Chittenden County Regional Planning Commission uses the allowance method for uncollectible receivables. Management has reviewed the accounts and determined that an allowance for doubtful accounts of \$2,000 is appropriate at June 30, 2021.

Receivables are comprised of the following:

Grants and Contracts	\$ 1,275,777
Municipal Services and Other	110,912
Less Allowance for Doubtful Accounts	<u>(2,000)</u>
Total	<u><u>\$ 1,384,689</u></u>

4) PROPERTY AND EQUIPMENT

Property and Equipment balances were as follows:

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>
Capital Assets, Being Depreciated:				
Office Furniture and Equipment	\$ 42,436	\$ 0	\$ 0	\$ 42,436
Less Accumulated Depreciation	<u>(28,743)</u>	<u>(5,852)</u>	<u>0</u>	<u>(34,595)</u>
Capital Assets, Net at June 30, 2021	<u><u>\$ 13,693</u></u>	<u><u>\$ (5,852)</u></u>	<u><u>\$ 0</u></u>	<u><u>\$ 7,841</u></u>

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION **DRAFT**
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2021

5) DEFERRED OUTFLOWS OF RESOURCES

Deferred outflows of resources consists of \$83,742 from the difference between the expected and actual experience, \$124,662 from changes in assumptions, \$88,931 from the difference between the projected and actual investment earnings and \$6,702 from changes in Chittenden County Regional Planning Commission's proportional share of contributions related to Chittenden County Regional Planning Commission's participation in the Vermont Municipal Employee's Retirement System (VMERS) and \$83,287 of required employer pension contributions subsequent to the measurement date. Total deferred outflows of resources is \$387,324.

6) DEFERRED INFLOWS OF RESOURCES

Deferred inflows of resources consists of \$2,756 from the difference between the expected and actual experience and \$67,966 from changes in Chittenden County Regional Planning Commission's proportional share of contributions related to Chittenden County Regional Planning Commission's participation in the Vermont Municipal Employee's Retirement System (VMERS). Total deferred inflows of resources is \$70,722.

7) UNEARNED GRANT REVENUE

For the year ended June 30, 2021, CCPRC had received water quality and substance abuse funds from the State of Vermont that had not yet been distributed to other entities and had received matching funds from municipalities participating in projects that haven't finished. These funds will be spent in fiscal year 2022 and recognized as revenue:

Water Quality Basin Plan	\$61,837
Vermont Clean Streets	6,363
Regional Prevention Partnership	5,972
Transportation Specific	<u>114</u>
Total Unearned Grant Revenue	<u>\$74,286</u>

8) NET POSITION

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

Designated for Reserves	\$104,520
Amount Designated in Excess of Available Net Position	<u>(37,187)</u>
Total Unrestricted Net Position	<u>\$ 67,333</u>

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION **DRAFT**
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2021

9) GRANTS

Grants consist of the following:

Direct Federal Grants:	
EPA - Brownfields	\$ 56,802
Economic Development	96,293
	<u>153,095</u>
Federal Grants Passed Through State and State Grants:	
Public Safety	68,602
Water Quality	276,058
VT Department of Health	167,000
AOT - Transportation	3,213,802
ACCD	385,615
	<u>4,111,077</u>
Other:	
Stormwater Projects	27,561
604B	3,564
Bolton CDBG	10,379
Energy Plan Implementation	8,277
Other	2,601
	<u>52,382</u>
Total	<u>\$ 4,316,554</u>

10) PENSION PLANS

Defined Benefit Plan

Plan Description

The Vermont Municipal Employees' Retirement System (VMERS) is a cost-sharing, multiple-employer defined benefit pension plan that is administered by the State Treasurer and its Board of Trustees. It is designed for municipal and school districts employees that work on a regular basis and also includes employees of museums and libraries if at least half of that institution's operating expenses are met by municipal funds. An employee of any employer that becomes affiliated with the system may join at that time or at any time thereafter. Any employee hired subsequent to the effective participation date of their employer who meets the minimum hourly requirements is required to join the system. During the year ended June 30, 2020, the measurement date selected by the State of Vermont, the retirement system consisted of 353 participating employers.

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

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

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

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

As of June 30, 2020, the measurement date selected by the State of Vermont, VMERS was funded at 74.52% and had a plan fiduciary net position of \$740,052,895 and a total pension liability of \$993,026,959 resulting in a net pension liability of \$252,974,064. As of June 30, 2021, CCRPC's proportionate share of this was .3676% resulting in a liability of \$929,841. The net pension liability was measured as of June 30, 2020, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. Chittenden County Regional Planning Commission's proportion of the net pension liability was based on a projection of Chittenden County Regional Planning Commission's long-term share of contributions to the pension plan relative to the projected contributions of all participating entities, actuarially determined. Chittenden County Regional Planning Commission's proportion of .3676% was a decrease of .0153% from its proportion measured as of the prior year.

For the year ended June 30, 2021, CCRPC recognized pension expense of \$221,635 which was comprised of \$197,455 determined by the State of Vermont's actuary and \$24,180 of employer contributions made by CCRPC in excess of the amount required. The total employer contribution made by CCRPC was \$83,287. CCRPC funded the employer contribution at 10% for the year ended June 30, 2021 resulting in a lower contribution for members (8.25%).

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION DRAFT
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2021

As of June 30, 2021, Chittenden County Regional Planning Commission reported deferred outflows of resources and deferred inflows of resources from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Difference Between Expected and Actual Experience	\$ 83,742	\$ 2,756
Changes in Assumptions	124,662	0
Difference Between Projected and Actual Investment Earnings on Pension Plan Assets	88,931	0
Changes in Proportion and Differences Between Employer Contributions and Proportionate Share Of Contributions	6,702	67,966
Required Employer Contributions Made Subsequent to the Measurement Date	<u>83,287</u>	<u>0</u>
Total	<u>\$ 387,324</u>	<u>\$ 70,722</u>

The deferred outflows of resources resulting from Chittenden County Regional Planning Commission's required employer contributions made subsequent to the measurement date in the amount of \$83,287 will be recognized as a reduction of the net pension liability in the year ended June 30, 2022. Other amounts reported as deferred outflows of resources and deferred inflows of resources will be recognized in pension expense as follows:

Year Ending <u>June 30</u>	
2022	\$ 64,435
2023	61,223
2024	59,444
2025	<u>48,213</u>
Total	<u>\$233,315</u>

Summary of System Provisions

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

Creditable Service – Service as a member plus purchased service.

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

Service Retirement Allowance:

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

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

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

Early Retirement Allowance - N/A.

Vested Retirement Allowance:

Eligibility – Five (5) years of service.

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

Disability Retirement Allowance:

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

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

Death Benefit:

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

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

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

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

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

Member Contributions - Group C – 10.5%.

Employer Contributions:

Group C – 7.75%.

Chittenden County Regional Planning Commission funded the employer contribution at 10% for the year ended June 30, 2021 resulting in a lower contribution for members (8.25%).

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

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

Significant Actuarial Assumptions and Methods

Investment Rate of Return: 7.0%, net of pension plan investment expenses, including inflation.

Salary increases: Varying service-based rates from 0-10 years of service, then a single rate of 4.5% (includes assumed inflation rate of 2.3%) for all subsequent years.

Mortality:

Pre-Retirement: 40% PubG-2010 General Employee below -median and 60% of PubG-2010 General Employee, with generational projection using scale MP-2019.

Healthy Post-Retirement Retirees: 104% of 40% PubG-2010 General Employee below-median and 60% of PubG-2010 General Employee, with generational projection using scale MP-2019.

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION **DRAFT**
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2021

Healthy Post-Retirement Beneficiaries: 70% Pub-2010 Contingent Survivor below-median and 30% of Pub-2010 Contingent Survivor, with generational projection using scale MP-2019.

Disabled Post-Retirement:

All Groups – PubNS-2010 Non-Safety Disabled Mortality Table with generational projection using Scale MP-2019.

Spouse's Age: Females are assumed to be three years younger than males.

Cost-of-Living Adjustments: 1.2%. The January 1, 2020 and January 1, 2021 COLAs are .80% and .40%, respectively.

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

Assets: The valuation is based on the market value of assets as of the valuation date, as provided by the System. The System uses an "actuarial value of assets" that differs from market value to gradually reflect year-to-year changes in the market value of assets in determining the contribution requirements.

Inflation: 2.30%.

Long-term Expected Rate of Return:

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

Best estimates of arithmetic rates of return for each major asset class included in the target asset allocation as of June 30, 2020 are summarized in the following table:

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION DRAFT
 NOTES TO THE FINANCIAL STATEMENTS
 JUNE 30, 2021

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-term Expected Real Rate of Return</u>
Global Equity	29.00%	7.07%
US-Equity – Large Cap	4.00%	6.19%
US Equity – Small/Mid Cap	3.00%	6.93%
Non-US Equity – Large Cap	5.00%	7.01%
Non-US Equity – Small Cap	2.00%	7.66%
Emerging Markets Debt	4.00%	3.66%
Core Bond	20.00%	.39%
Private Credit	10.00%	6.03%
US TIPS	3.00%	(.20)%
Core Real Estate	5.00%	4.06%
Non-core Real Estate	3.00%	6.43%
Private Equity	10.00%	11.27%
Infrastructure/Farmland	2.00%	5.44%

Discount Rate:

The discount rate used to measure the total pension liability was 7.00% as of June 30, 2020. The projection of cash flows used to determine the discount rate assumed plan member and employer contributions will be made at rates set by the Board (employers) and statute (members) with scheduled increases through July 1, 2021. Further, based upon Board resolution, projected contributions beginning July 1, 2022, and each subsequent July 1 through 2025 include additional total contribution increases of 0.50% per year. For this purpose, only employer contributions that are intended to fund benefits of current plan members and their beneficiaries are included. Projected employer contributions that are intended to fund the service costs of future plan members and their beneficiaries, as well as projected contributions from future plan members, are not included. Based on those assumptions, the pension plans' Fiduciary Net Position was projected to be available to make all projected future benefit payments of current plan members as of June 30, 2020. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the Commission's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate – The following presents the Commission's proportionate share of the net pension liability calculated using the discount rate of 7.00 percent, as well as what the proportionate share would be if it were calculated using a discount rate that is one percent lower (6.00%) or one percent higher (8.00%):

<u>1% Decrease (6.00%)</u>	<u>Discount Rate (7.00%)</u>	<u>1% Increase (8.00%)</u>
\$1,428,608	\$929,841	\$526,043

Additional Information

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

Defined Contribution Plans

CCRPC also participates in VMERS Group DC, a defined contribution plan. Employees in Group DC did not contribute and CCRPC contributed 10.00%. The premise of Plan DC is to allow employees to have a choice in investing their retirement assets. Each employee will receive the value of their account upon retirement. CCRPC's total payroll was \$1,295,012 while its covered payroll for Group DC was \$202,390. Pension expense for this plan for the year ended June 30, 2021 was \$20,239.

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

11) OPERATING LEASES

CCRPC has an operating lease for office space in Winooski that was effective May 1, 2009. Each year, the annual base rent will increase by two percent (2%). There is also a base amount of common area maintenance (CAM) paid monthly which is adjusted each year. The lease was renewed for ten (10) years effective May 1, 2019 and expires April 30, 2029. Rent expense, including CAM, was \$149,374 for the year ended June 30, 2021.

CCRPC has two operating leases for copiers. There also was a lease that expired in July, 2020 and this copier was replaced with one which is being leased through May, 2026. The other copier lease expires in January, 2024. Total equipment lease expense was \$2,293 for the year ended June 30, 2021.

CCRPC had two leases for vehicles, one that expired in the 2021 fiscal year. Lease expense was \$555 for an electric car and \$3,270 for a hybrid plug in car. In April, 2021, CCRPC began leasing an electric Kia vehicle, which has minimum payments of \$409 per month through March, 2024.

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION **DRAFT**
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2021

Future lease commitments are as follows:

	<u>Building</u>	<u>Copiers</u>	<u>Vehicles</u>	<u>Total</u>
2022	\$ 106,586	\$ 3,660	\$ 4,908	\$ 115,154
2023	108,718	3,660	4,908	117,286
2024	110,892	2,749	3,681	117,322
2025	113,100	1,848	0	114,948
2026	115,372	1,694	0	117,066
Thereafter	<u>339,403</u>	<u>0</u>	<u>0</u>	<u>339,403</u>
Total	<u>\$ 894,071</u>	<u>\$ 13,611</u>	<u>\$ 13,497</u>	<u>\$ 921,179</u>

12) RISK MANAGEMENT

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

13) COMMITMENTS AND CONTINGENCIES

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

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION
REQUIRED SUPPLEMENTARY INFORMATION
SCHEDULE OF PROPORTIONATE SHARE OF THE NET PENSION LIABILITY - VMERS
JUNE 30, 2021

	2021	2020	2019	2018	2017	2016	2015
Total Plan Net Pension Liability	\$ 252,974,064	\$ 173,491,807	\$ 140,675,892	\$ 121,155,552	\$ 128,696,167	\$ 77,095,810	\$ 9,126,613
CCRPC's Proportion of the Net Pension Liability	0.3676%	0.3829%	0.4337%	0.5030%	0.4504%	0.5024%	0.4869%
CCRPC's Proportionate Share of the Net Pension Liability	\$ 929,841	\$ 664,314	\$ 610,069	\$ 609,395	\$ 579,583	\$ 387,332	\$ 44,379
CCRPC's Covered Employee Payroll	\$ 1,074,669	\$ 1,005,722	\$ 997,558	\$ 1,047,730	\$ 1,132,994	\$ 952,906	\$ 1,012,795
CCRPC's Proportionate Share of the Net Pension Liability as a Percentage of CCRPC's Covered Employee Payroll	86.5235%	66.0534%	61.1562%	58.1634%	51.1550%	40.6475%	4.3818%
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	74.52% as of June 30, 2020	80.35% as of June 30, 2019	82.60% as of June 30, 2018	83.64% as of June 30, 2017	80.95% as of June 30, 2016	87.42% as of June 30, 2015	98.32% as of June 30, 2014

Notes to Schedule

Benefit Changes: None.

Changes in Assumptions and Methods:

The following changes were effective for the June 30, 2020 valuation date.

- Assumed inflation was lowered from 2.5% to 2.3%
- Investment return was lowered from 7.5% to 7.0%
- Cost of Living Adjustment was lowered from 1.3% to 1.2%
- Mortality assumptions were changed to PubG-2010 using scale MP-2019, with similar tables for beneficiaries and disabled
- Salary scale revised from 5% flat to varying for service in years 0-10, then 2.2% thereafter plus inflation of 2.3%
- These and other changes increased Total Pension Liability \$22.6 million

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

See Disclaimer in Accompanying Independent Auditor's Report.

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION
REQUIRED SUPPLEMENTARY INFORMATION
SCHEDULE OF CONTRIBUTIONS -VMERS
FOR THE YEAR ENDED JUNE 30, 2021

	2021	2020	2019	2018	2017	2016	2015
Contractually Required Contribution (Actuarially Determined)	\$ 83,287	\$ 76,179	\$ 73,570	\$ 75,960	\$ 82,142	\$ 68,446	\$ 70,228
Contributions in Relation to the Actuarially Determined Contributions	<u>83,287</u>	<u>76,179</u>	<u>73,570</u>	<u>75,960</u>	<u>82,142</u>	<u>68,446</u>	<u>70,228</u>
Contribution Excess/(Deficiency)	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>
CCRPC's Covered Employee Payroll	\$ 1,074,669	\$ 1,005,722	\$ 997,558	\$ 1,047,730	\$ 1,132,994	\$ 952,906	\$ 1,012,795
Contributions as a Percentage of Commission's Covered Employee Payroll	7.7500%	7.5000%	7.3750%	7.2500%	7.2500%	7.1829%	6.9341%

Notes to Schedule

Valuation Date:	June 30, 2020	June 30, 2019	June 30, 2018	June 30, 2017	June 30, 2016	June 30, 2015	June 30, 2014
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Fiscal year 2015 was the first year of implementation, therefore, only seven years are shown.

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION
SCHEDULE OF OPERATIONS
BUDGET AND ACTUAL
FOR THE YEAR ENDED JUNE 30, 2021

	Budget	Actual	Variance Favorable (Unfavorable)
OPERATING REVENUES			
State of Vermont - Agency of Commerce and Community Development (ACCD)	\$ 392,273	\$ 385,615	\$ (6,658)
Project Income-Grants	4,819,325	3,930,939	(888,386)
Project Match Contributions	235,754	329,230	93,476
Local Communities - Annual Assessments	14,646	65,180	50,534
Other Income	84,337	74,602	(9,735)
	<u>5,546,335</u>	<u>4,785,566</u>	<u>(760,769)</u>
TOTAL OPERATING REVENUES			
OPERATING EXPENSES			
Salaries and Wages	1,320,694	1,295,012	25,682
Payroll Taxes and Employee Benefits	547,535	538,196	9,339
Consultants and Contract Services	3,268,107	2,542,928	725,179
Rent	149,318	149,374	(56)
Internal Consultants	5,000	0	5,000
Legal, Audit and Accounting	31,000	25,522	5,478
Equipment and Software Maintenance	30,960	30,368	592
Depreciation Expense	5,856	5,852	4
Supplies	5,000	2,478	2,522
Copier	13,000	5,363	7,637
Auto and Mileage	4,000	2,445	1,555
Dues and Publications	12,800	10,227	2,573
Equipment and Software Purchase	19,000	18,186	814
Telephone and Internet	16,000	15,784	216
Postage	1,500	1,191	309
Conference and Training	30,000	5,361	24,639
Utilities	6,000	5,222	778
Program Workshops and Meetings	13,000	561	12,439
Insurance	12,000	10,233	1,767
Janitor	5,000	6,111	(1,111)
Payroll Processing	3,000	2,404	596
Communications and PR	19,000	13,182	5,818
Recruitment	2,000	0	2,000
Worker's Comp Insurance	4,000	2,687	1,313
Other	10,000	10,656	(656)
	<u>5,533,770</u>	<u>4,699,343</u>	<u>834,427</u>
TOTAL OPERATING EXPENSES			
OPERATING INCOME	\$ <u>12,565</u>	\$ <u>86,223</u>	\$ <u>73,658</u>

See Independent Auditor's Report.

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION
SCHEDULE OF FISCAL YEAR 2021 INDIRECT COST RATE CALCULATION
FOR THE YEAR ENDED JUNE 30, 2021

NEGOTIATED INDIRECT RATE USED FOR FISCAL YEAR 2021:

INDIRECT COSTS

Allowable Indirect Costs - Estimated	\$ 943,220
Less: Carryforward Adjustment - 2019	<u>95,636</u>

1,038,856

DIRECT COSTS

Direct Salaries and Wages - Estimated	878,922
Direct Payroll Taxes and Employee Benefits - Estimated	<u>348,755</u>
	<u>1,227,677</u>

CALCULATED INDIRECT RATE (Indirect Costs / Direct Costs)	<u>84.62%</u>
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NEGOTIATED INDIRECT RATE FOR FISCAL YEAR 2021	<u>83.00%</u>
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INDIRECT RATE USED FOR JANUARY - JUNE 2021	<u>80.00%</u>
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ACTUAL INDIRECT RATE FOR FISCAL YEAR 2021:

INDIRECT COSTS

Allowable Indirect Costs - Actual	\$ <u>933,184</u>
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DIRECT COSTS

Direct Salaries and Wages - Actual	857,094
Direct Payroll Taxes and Employee Benefits - Actual	<u>356,201</u>
	<u>1,213,295</u>

ACTUAL INDIRECT RATE (Indirect Costs/Direct Costs)	<u>76.91%</u>
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See Independent Auditor's Report.

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION
SCHEDULE OF DIRECT AND INDIRECT COSTS RECOVERED
FOR THE YEAR ENDED JUNE 30, 2021

<u>Grant/Agency</u>	<u>Direct Staff Costs</u>	<u>Indirect Costs</u>
Regional Planning Grant (Vermont Agency of Commerce and Community Development)	\$ 211,786	\$ 172,027
Transportation Grants (U.S. Department of Transportation and Vermont Agency of Transportation)	772,680	629,733
Emergency Management Performance Grants (U.S. Department of Homeland Security and Vermont Department of Public Safety)	17,331	14,124
Water Quality (Vermont Agency of Natural Resources)	19,943	16,252
Other	<u>43,618</u>	<u>36,131</u>
Total Recovered	<u>\$ 1,065,358</u>	<u>\$ 868,267</u>

See Independent Auditor's Report.

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION
 SCHEDULE OF DIRECT AND INDIRECT COSTS
 FOR THE YEAR ENDED JUNE 30, 2021

	<u>Total</u>	<u>Direct Costs</u>	<u>Unallowable Costs (a)</u>	<u>Allowable Indirect Costs</u>
Salaries and Wages	\$ 1,295,012	\$ 857,094	\$ 0	\$ 437,918
Payroll Taxes and Employee Benefits	538,196	356,201	0	181,995
Payroll Processing	2,404	0	0	2,404
Consultants and Contract Services	2,542,928	2,542,928	0	0
Workers Comp	2,687	0	0	2,687
Rent	149,374	0	0	149,374
Equipment and Software Maintenance	30,368	0	0	30,368
Janitor	6,111	0	0	6,111
Conference and Training	5,361	0	0	5,361
Program Workshops and Meetings	561	0	0	561
Supplies	2,478	0	0	2,478
Equipment and Software Purchase	18,186	0	0	18,186
Legal, Audit and Accounting	25,522	0	0	25,522
Dues, Memberships, and Publications	10,227	0	0	10,227
Depreciation Expense	5,852	0	0	5,852
Telephone and Internet	15,784	0	0	15,784
Utilities	5,222	0	0	5,222
Other	10,656	0	9,936	720
Copier	5,363	0	0	5,363
Communication and PR	13,182	0	0	13,182
Insurance	10,233	0	0	10,233
Postage	1,191	0	0	1,191
Mileage/Car Share	2,445	0	0	2,445
 TOTAL EXPENSES	 \$ <u>4,699,343</u>	 \$ <u>3,756,223</u>	 \$ <u>9,936</u>	 \$ <u>933,184</u>

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

See Independent Auditor's Report.

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION
 SCHEDULE OF VERMONT AGENCY OF COMMERCE AND COMMUNITY DEVELOPMENT FUNDS
 FOR THE YEAR ENDED JUNE 30, 2021

Task #	Task Description	Staff	Indirect	Other Direct	Total
1	Regional Planning	\$ 13,232	\$ 10,699	\$ 0	\$ 23,931
2	Municipal Plan/Technical Assistance	36,046	29,252	972	66,270
3	Regional Training and Education	1,024	819	0	1,843
4	Support for Statewide Initiatives	39,655	32,262	0	71,917
5	Core Functions	<u>121,829</u>	<u>98,995</u>	<u>830</u>	<u>221,654</u>
Total		<u>\$ 211,786</u>	<u>\$ 172,027</u>	<u>\$ 1,802</u>	<u>\$ 385,615</u>
Grant Revenue for 2021					<u>\$ 385,615</u>

See Independent Auditor's Report.

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED JUNE 30, 2021

DRAFT Schedule 8

Federal Grantor Pass-Through Grantor Program or Cluster Title	Federal CFDA Number	Pass-through Entity Identifying Number	Passed through to Subrecipients	Total Federal Expenditures
U.S. DEPARTMENT OF TRANSPORTATION				
Passed through the Vermont Agency of Transportation				
<u>Highway Planning and Construction Cluster:</u>				
Highway Planning and Construction	20.205	GR1479	\$ 562,645	\$ 2,873,440
Total Highway Planning and Construction Cluster			562,645	2,873,440
Passed through the Vermont Agency of Transportation				
Highway Research and Development Program	20.200	GR0744	0	17,320
Total U.S. Department of Transportation			562,645	2,890,760
U.S. ENVIRONMENTAL PROTECTION AGENCY				
Direct Programs				
Brownfields Assessment and Cleanup	66.818	BF-00A00483	0	56,802
Passed through the Two Rivers-Ottawaquechee Regional Commission				
Water Quality Management Planning	66.454	WQ2018-604B-01	0	3,564
Total U.S. Environmental Protection Agency			0	60,366
U.S. DEPARTMENT OF HOMELAND SECURITY				
Passed through the Vermont Department of Public Safety				
Emergency Management Performance Grant	97.042	02140-31029C-003	0	7,689
Emergency Management Performance Grant	97.042	02140-31027C-003	0	9,118
Emergency Management Performance Grant	97.042	02140-31028C-003	0	22,337
Total U.S. Department of Homeland Security			0	39,144
U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES				
Passed through the Vermont Department of Health				
Substance Abuse and Mental Health Services Administration	93.243	03420-08002	24,771	37,446
Substance Abuse and Mental Health Services Administration	93.243	03420-08688	2,028	2,028
Epidemiology and Laboratory Capacity for Infectious Disease	93.323	03420-08862	47,184	47,527
Total U.S. Department of Health and Human Services			73,983	87,001
U.S. DEPARTMENT OF AGRICULTURE				
Passed through Central Vermont Regional Planning Commission				
Cooperative Forestry Assistance: Forest Integrity	10.664	17-DG-11420004-243	0	695
Total U.S. Department of Agriculture			0	695
U.S. DEPARTMENT OF COMMERCE				
Direct Program				
Economic Development Support for Planning Organizations	11.302	ED20PHI3020087	79,701	96,295
Total U.S. Department of Commerce			79,701	96,295
U.S. DEPARTMENT OF TREASURY				
Passed through the Central Vermont Regional Planning Commission				
Coronavirus Relief Fund	21.019	SLT0083	0	11,060
Passed through Vermont Department of Health				
Coronavirus Relief Fund	21.019	03420-08729	78,400	80,000
Total U.S. Department of Treasury			78,400	91,060
Total Expenditures of Federal Awards			\$ 794,729	\$ 3,265,321

Note A - Basis of Presentation

The accompanying Schedule of Expenditures of Federal Awards (the Schedule) includes the federal award activity of Chittenden County Regional Planning Commission under programs of the federal government for the year ended June 30, 2021. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of Chittenden County Regional Planning Commission, it is not intended to and does not present the financial position, changes in net assets or cash flows.

Note B - Summary of Significant Accounting Policies

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

See Independent Auditor's Report.

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

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

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in "Government Auditing Standards" issued by the Comptroller General of the United States, the financial statements of the Chittenden County Regional Planning Commission as of and for the year ended June 30, 2021 and the related notes to the financial statements, which collectively comprise the Chittenden County Regional Planning Commission's basic financial statements and have issued our report thereon dated (DATE).

Internal Control Over Financial Reporting

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

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

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

Compliance and Other Matters

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

Purpose of this Report

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

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

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

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

Report on Compliance for Each Major Federal Program

We have audited Chittenden County Regional Planning Commission compliance with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) "Compliance Supplement" that could have a direct and material effect on the Chittenden County Regional Planning Commission's major federal program for the year ended June 30, 2021. The Chittenden County Regional Planning Commission's major federal program is identified in the summary of auditor's results section of the accompanying Schedule of Findings and Deficiencies in Internal Control.

Management's Responsibility

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

Auditor's Responsibility

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

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

Opinion on Each Major Federal Program

In our opinion, the Chittenden County Regional Planning Commission complied, in all material respects, with the types of compliance requirements referred to previously that could have a direct and material effect on its major federal program for the year ended June 30, 2021.

Report on Internal Control Over Compliance

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

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

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

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

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

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION **DRAFT**
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
JUNE 30, 2021

There were no prior year findings.

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION DRAFT
SCHEDULE OF FINDINGS AND DEFICIENCIES IN INTERNAL CONTROL
JUNE 30, 2021

SUMMARY OF AUDITOR'S RESULTS

Financial Statements

Type of Auditor's Report Issued:
Unmodified.

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

Noncompliance material to financial statements:
None noted.

Federal Awards

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

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

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

Major Program:

Highway Planning & Construction Cluster:

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

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

The auditee did qualify as a low risk auditee.

	Line Number:				Crescent Connector	Winooski Main St.	Water Supply Increase	Trader Lane	Hula transit center, parking garage, housing, and child care	Municipal parking component of a hotel and residential condominium project	Railyard Enterprise Project	Essex train station	Community Sewage Disposal System	Community Sailing Center Improvements	Water and Sewer extension	Multi-Generational Recreational Center	Community Sewer and Water
	2.0	Type of Project:	For Information Only - Not Scored	Type and subtype from the Project Information Form	Infrastructure: Transportation	Infrastructure: transportation	Infrastructure: Water	Infrastructure: Transportation	Infrastructure: parking garage and transit center	Infrastructure: Public Facility	Infrastructure: transportation	Infrastructure: transportation	Infrastructure: Sewer	Infrastructure	Infrastructure: Water and Sewer	Infrastructure: Public Facility	Infrastructure: Water and Wastewater
	3.0	Project Sponsor:		Name: Address Contact of person submitting project information	Village of Essex Junction	City of Winooski	Town of Hinesburg	Town of Williston	Hula	City of Winooski	City of Burlington	Village of Essex Junction	Town of Westford	Lake Champlain Community Sailing Center	Town of Richmond	Town of Colchester	Town of Charlotte
	4.0	Project Principals:		Name, Address, Contact Info	Evan Teich, Unified Manager, 878-6951, eteich@essex.org	Jon Rauscher, Acting co-City Manager, 655-6450, jrauscher@winooski.vt.gov	Todd Odts, Town Administrator, 482-2281 ext 222	Erik Wells, Town Manager 878-0919, ewells@willistonvt.wn.com	Robert Lair, COO, 802-324-0279, robert@hulalakeside.com	Jon Rauscher, Acting co-City Manager, 655-6450, jrauscher@winooski.vt.gov	Chapin Spencer, Public Works Director, 802-863-9094, cspencer@burlington.vt.gov	Evan Teich, Unified Manager, 878-6951, eteich@essex.org	Nanette Rogers, Town Administrator, 878-6587, selectboard@westford.vt.us	Owen Milne, Executive Director, LLCSC	Josh Arneson, Town Manager, jarneson@richmond.vt.gov, 434-5170	Aaron Frank, Town Manager, 264-5500, townmanager@colche.sternvt.gov	Dean Bloch, 802-425-3071, dean@townofcharlott.e.com
	5.0	Project Description:		Description	Improved traffic flow for the congested S corners area.	reconstruct Main St to become more walkable	Increase in capacity of municipal water system	Trader Lane construction of grid street in Tafts Corners area	Housing and parking garage with transit center, daycare, and other uses to support Hula jobs	Municipal parking component of a hotel and residential condominium project	New street to connect Pine St to Battery St	New train station for Amtrak service	Construction of a large scale community wastewater system	protected boat launch with two hoists, an ADA compliant dock connection, 8ft+ foot-wide boat launch ramp, viewing pier, expanded mooring field and wave attenuator.	Extending water and sewer into the West Main Street area.	Multi-Generational Recreational Center	Town is investigating sites for potential community sewage disposal and drinking water supply in the Village and Commercial Districts
Score 1-5, with 5 being best	6.0	PROJECT PURPOSE AND BENEFITS:		The degree to which the project builds capacity within the region for improved regional development/economic development/community development; including: advancing entrepreneurship efforts; supporting or enhancing existing business clusters within the region. (Other economic/community development project types are welcome, but these will score the highest for this criteria.)	5	5	5	5	5	4	5	5	4	3	4	3	4
	7.0	PROJECT TIMELINE, MILESTONES, AND STATUS:		The degree to which the project is prepared to get underway, including factors such as site control, engineering and design, permitting, and funding identification and commitment.	5	5	4	3	1	4	2	2	4	5	2	4	1
	8.0	PROJECT PRINCIPAL EXPERIENCE:		The degree to which project principals have successfully executed previous projects, managed grant funds or developed successful business models.	5	5	5	5	5	5	5	5	3	4	3	5	3
	9.0	PROJECT SUPPORT AND REGIONAL NEED:		The degree to which the project is consistent with identified goals and strategies in local and regional plans, advances regional needs identified in reports, plans and public forums, and has community support and engagement.	5	5	4	5	5	3	5	5	4	3	2	3	4
	10.0	PROJECT COST, IDENTIFIED FUNDS/FINANCING, AND FUNDING GAP:		Degree to which information includes total project cost, a simple sources and uses chart, description of the amount of funds/financing that have been identified and a clear status of the funds (received, committed, applied for, identified, etc.), the dates of receipt, commitment, application, expected distribution, etc, and clearly identifies any funding gap.	5	4	5	3	2	4	4	3	4	5	4	4	2
				The degree to which the project is compatible with the requirements and goals of available funding sources (NBRIC, EDA, CDBG, USDA etc.)	4	5	4	4	5	3	4	3	4	2	4	2	4
			Scoring: 5: 51+ 4: 21-50 3: 11-20 2: 1-10 1: <1	Number of full time jobs directly created or retained by project.	3	3	3	4	5	4	2	3	2	2	3	2	2
			Scoring: 1-5 with 5 being best	Quality of benefits and overall benefits package to accompany jobs to be created/retained	3	3	3	3	3	3	3	3	3	3	3	3	3
	11.0	JOB CREATION:	Scoring: 5: 11% or more above median wage for the region 4: Between 0-10% above median wage for the region 3: 2-4% median wage for the region 2: Between 0-10% below median wage for the region	Wages compared to region	3	3	3	3	3	3	3	3	3	3	3	3	3
TOTAL SCORE					38	38	36	35	34	33	33	32	31	30	28	29	26
PRIORITY					1	2	3	4	5	6	7	8	9	10	11	12	13

REGULAR MEETING AGENDA

Wednesday, November 17, 2021 – 6:00 p.m.
Large Conference Room, CCRPC Offices
110 West Canal Street, Suite 202, Winooski, VT



Or preferably by Remote Attendance:

Join Zoom Meeting: <https://us02web.zoom.us/j/82740166781>

One tap mobile: +16468769923,,82740166781#

Dial in: +1 646 876 9923 Meeting ID: 827 4016 6781

CONSENT AGENDA –

C.1 Minor TIP Amendments – **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. FY21 Audit* (Action; 15 minutes)
5. Telework trends, Sandy Thibault, CATMA (Discussion; 20 minutes)
6. 2020 Census results and forecast for use in 2023 ECOS Plan* (Discussion; 20 minutes)
7. Legislative Breakfast topics * (Discussion; 20 minutes)
8. Chair/Executive Director Report (Discussion; 5 minutes)
 - a. Equity Summit follow-up and de-brief*
 - b. UPWP application coming soon
 - c. RAISE grant?
9. Committee/Liaison Activities & Reports (Information, 2 minutes)
 - a. Executive Committee (draft minutes September 15, 2021)*
 - i. Act 250 Sec 248 letters
 - b. Transportation Advisory Committee (draft minutes September 7, 2021)*
 - c. Clean Water Advisory Committee and MS-4 Sub-Committee & (forthcoming draft minutes September 7, 2021)*
 - d. Planning Advisory Committee (final minutes June 9, 2021; and draft minutes September 8, 2021)*
 - e. Brownfields Advisory Committee (draft minutes August 23, 2021)*
 - f. Equity Leadership Team (notes September 15, 2021)*
10. Future Agenda Topics (Discussion; 5 minutes)
11. Members' Items, Other Business (Information, 5 minutes)
12. Adjourn

* Attachment

The October 20, 2021 Chittenden County RPC streams LIVE on YouTube at:

https://www.youtube.com/playlist?list=PLIjLFn4BZd2O0l4hJU_nJ9q0l3PdQR0Pp.

The meeting will air Sunday, September 19, 2021 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:

- Transportation Advisory Committee – Tuesday, November 2, 2021, 9am
- Clean Water Advisory Committee - Tuesday, November 2, 2021, 11am
- CWAC MS4 Subcommittee - Tuesday, November 2, 2021, ~12:30pm
- Executive Committee – Wednesday, November 3, 2021, 5:45pm
- Planning Advisory Committee – November 10, 2021, 2:30pm
- CCRPC Board Meeting - Wednesday, November 17, 2021, 6:00pm
- Regional Emergency Management Committee – TBD
- Hazard Mitigation Committee - TBD

Tentative future Board agenda items:

December TBD	Legislative Breakfast
January 19, 2022	Initial Climate Action Plan comments? Comprehensive Energy Plan comments? All Hazard Mitigation Plan draft? I-89 2050 Study – TDM results
February 16, 2022	
March 16, 2022	All Hazard Mitigation Plan adoption?