



RUTLAND REGIONAL PLANNING COMMISSION

RRPC BOARD OF COMMISSIONERS

TUESDAY, NOVEMBER 15, 2022, 7:00 PM

MEETING DETAILS

Virtual: [Teams Meeting](#), ID: 224 634 587 902, Pass: dBEdSy | Call: 1-802-440-1368, ID: 641 278 173#

In-Person: The Opera House, 3rd Floor, 67 Merchants Row, Rutland, VT 05701

MEETING AGENDA

- 7:00 CALL TO ORDER & INTRODUCTIONS
- 7:10 APPROVAL OF NOVEMBER 15TH AGENDA
- 7:11 APPROVAL OF SEPTEMBER 20TH MINUTES
- 7:12 OPEN TO PUBLIC
- 7:15 RRPC PROGRAM HIGHLIGHT
 - Clean Water Service Provider (CWSP) – *Barbara Noyes-Pulling & Hilary Solomon*
- 7:45 TREASURERS REPORT
 - REVIEW September 2022 Financials
 - REVIEW FY22 Audit
- 8:00 EXECUTIVE/FINANCE COMMITTEE REPORT (OCTOBER & NOVEMBER)
 - APPROVE Declaration of Inclusion
 - APPROVE FY22 Audit
- 8:15 REGIONAL COMMITTEE REPORT (OCTOBER)
- 8:20 TRANSPORTATION ADVISORY COMMITTEE (TAC) REPORT (OCTOBER)
- 8:22 AREA WIDE CITIZENS
- 8:23 EX-OFFICIO MEMBERS
- 8:25 COMMISSIONER UPDATES
- 8:40 ADJOURN

Questions? Need special accommodations?
Contact: Devon Neary at devon@rutlandrpc.org or (802) 775-0871.

The Opera House | 67 Merchants Row | Rutland, Vermont
P.O. Box 430 | Rutland, Vermont 05702
RutlandRPC.org | (802) 775-0871

COOPERATIVE PLANNING IN THE REGION



TEAM REPORT NOVEMBER 2022

WHAT'S NEW AT THE RRPC:

It is with great sadness that we must announce the unexpected loss of our longtime GIS Manager and Transportation Planner, Steve Schild. In September, Steve celebrated his 30th anniversary at the RRPC. The RRPC plans to host a celebration of life in early December.

The executive finance committee approved the RRPC Declaration of Inclusion, and the full board will vote to formally adopt it at the November meeting. The RRPC will be the third regional planning commission in Vermont to adopt a declaration of inclusion.

The FY22 Audit is complete, and we are happy to report that there were no findings. Please help us thank Mary Kay for all her hard work!

Road Foreman meetings are back! After a short hiatus, Ethan organized and held the first Road Foreman meeting since May of this year. Bridge inspection and maintenance professionals from AOT came down to the Rutland Town garage to present on Short Structure asset management practices. Many thanks to Rutland Town for lending their garage to the event.

Steffanie scrambled during October to assist several towns reassess road segment improvements funded through the VTrans Grants in Aid Program. New this year, municipalities are required to self-verify work complete and conduct their own reporting to the State Stormwater Program. Steffanie has provided Road Foreman with hands-on field training on how to re-assess hydrologically connected road segments once improvements have been made and use the tools developed by the State to report work complete. As the construction season winds down, the majority of municipalities have reported their completed projects, and most have achieved the MRGP compliance requirement for 2022.

Over the next few months, RRPC and the Poultney Mettowee Natural Resources Conservation District (PMNRCD) will finish up on start-up activities and deliverables for the Clean Water Service Provider (CWSP). This work now overlaps with new CWSP funding for developing and constructing actual projects in the South Lake Champlain Basin to reduce phosphorus going into the lake. Look for a presentation from Barbara and Hilary at our November board meeting!

Maggie is continuing the onboarding process for Emergency Management and expects to take over the program by January 2023, including the Binary Blizzard Buildup (B3). Currently, she is assembling the voting membership for this year's Rutland Regional Emergency

ONGOING PROJECTS BY PROGRAM

Town and Regional Planning - Ed continues to provide technical assistance to Planning Commissions in the towns of Castleton, Poultney, Shrewsbury, Killington, Tinmouth, Wells, Fair Haven and Mount Holly on MPG village master planning work, bylaw modernization, FHA administration, and town plan updates.

The RRPC is gearing up for a full rewrite of the Regional Plan! The RRPC team will begin the planning update in the New Year and will be working closely with the full board as the plan develops.

Water Quality - As the Clean Water Service Provider for the South Lake Champlain Basin, the RRPC and PMNRCD partnership continues to prepare for the Formula Grant coming from DEC that will fund non-regulatory water quality projects for Lake Champlain for the next 20 years. Work continues on grant and project tracking systems, project selection criteria, project SOPs, Operation and Maintenance agreements, phosphorous reduction tools, selection of qualified subgrantees and subcontractors, organizing the Basin Water Quality Council, increased public participation, robust record retention, and more. Twenty-three communities are in the South Lake basin which extends from northern Bennington County, through the western Rutland Region and along western Addison County to Ferrisburgh.

Barbara and Maggie are working with our regional DEC watershed planner, Angie Allen, on an updated Tactical Basin Plan (TBP) for the South Lake Champlain Basin. Two public meetings were held in October/November to gather public input. The final TBP is due by the end of the year.

Emergency Management - Steffanie's Local Hazard Mitigation Plan (LHMP) work is wrapping up in Killington, Mendon, Brandon, and Danby-Mount Tabor.

GIS & Mapping - The RRPC is currently hiring a new GIS planner! Please help spread the word as we hope to fill the position before the New Year. Rest assured that we have your mapping needs covered in the meantime.

Management Committee (REMC) and completing State Emergency Operations Center (SEOC) training. During the month of November, she will update Local Liaison procedures and staffing.

Barbara is working with Mt. Holly and Rutland Town on stand-alone ordinances to include river corridor protections.

Steffanie helped two towns – Wallingford and Middletown Springs – develop an incident specific action plan (or LEMP Annex) for responding to a hot weather event. The Annexes will serve as a framework for what actions to take before and during periods of hot weather; who is responsible for taking each action; and when each action should be taken. This work was supported by the Vermont Department of Health.

Ward Marsh in West Haven is closer to becoming a Class 1 Wetland – the highest classification in Vermont. Currently, the reclassification is part of a DEC rulemaking process for new wetland mapping across the State and is expected to wrap up in February. Barbara anticipates Ward Marsh's new Class 1 status will be finalized shortly after that.

Maggie is working with the Town of Brandon to revive the [Rutland Assets Mapping Project \(RAMP\)](#), first initiated through a Municipal Planning Grant (MPG) in FY2020. The expansion of RAMP will be a mutual effort to engage the public in documenting and mapping local hallmarks and events in an accessible online repository. During the winter months, she will meet with the Towns of Poultney and Benson to help them renew their downtown and village center designations

Better Roads, Municipal Planning, and Transportation Alternatives Grants are NOW available! Have a project in mind? Interested in applying? Contract the RRPC today for project development and grant writing assistance!

UPCOMING EVENTS & GRANTS:

[Community Recovery and Revitalization Program](#) – Open Soon
Municipal Webinar - November 14th

[Vermont Statewide Housing Conference](#) – November 16th

[Transportation Advisory Committee Meeting](#) – November 17th

[Municipal Planning Grants](#) Due – December 1st

[Transportation Alternatives Grants](#) Due – December 14th

[Better Roads Grants](#) Due – December 16th

[Downtown Transportation Fund Grants](#) Due – January 31st

Transportation – Ethan is wrapping up work on Safe Routes to School Spot Improvement grants and is pivoting towards support for the Transportation Alternatives grant program. Ethan is also taking over running the Rutland Region Elderly & Persons with Disabilities Transportation Committee and is preparing the Committee to broaden its scope and evolve into a Regional Mobility Committee.

Ethan is also working with Local Motion to establish a regional walk bike council. Ethan and Devon met with Local Motion to develop a council framework and will begin conducting outreach to Towns in the coming months!

Municipal Project Management – The RRPC offers Municipal Project Management (MPM) services to towns throughout the region. The list of municipalities utilizing the RRPC's MPM program continues to grow with the recent addition of the Rutland Amtrak Station Area Project. Give us a call to learn more about the RRPC's MPM services!

Economic Development – Ed continues to manage the Brownfield program and is providing assistance to the development teams at Vermont Farmers Food Center, former College of St. Joseph campus, Pittsford Village Farm and former Lynda Lee site in Rutland City.

Barbara is working with Green Mountain Power and Rutland Town on a land transfer to accommodate a proposed pocket park at Center Rutland Falls. She is also working with the Town Select Board and Planning Commission on final design, phases of construction, costs, and grant opportunities.

Energy - Barbara continues to work with Pawlet and Wallingford on adopting enhanced energy plans and with Brandon on its energy goals and community surveys and with Rutland Town on implementing its energy goals. Barbara is also coordinating with area weatherization partners and with Efficiency Vermont on its fall Button Up campaign and other weatherization efforts.

ARPA Municipal Assistance – The RRPC continues to aid municipalities interpreting the US Treasury Final Rule and how towns can spend their money. Reach out to the RRPC with any questions on ARPA!



RUTLAND REGIONAL PLANNING COMMISSION

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DECLARATION OF INCLUSION

The Rutland Regional Planning Commission (RRPC) celebrates diversity and welcomes all persons, regardless of race, color, religion, national origin, sex, gender identity or expression, sexual orientation, age, or disability. RRPC wants everyone to feel and be safe and welcome in the communities we serve. We formally condemn racism and discrimination in all its forms and commit to fair and equitable treatment of everyone in our communities. RRPC strives to ensure all our actions, policies, and operating procedures reflect this commitment. RRPC has and will continue to support its member communities as places where all individuals can live freely, express their opinions, and feel a sense of belonging.

Adopted by RRPC Board of Commissioners on this 18th day of October 2022.

Signed by RRPC Chair: _____

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COOPERATIVE PLANNING IN THE REGION



RUTLAND REGIONAL PLANNING COMMISSION

RRPC BOARD OF COMMISSIONERS

TUESDAY, SEPTEMBER 20, 2022, 7:00 PM

MEETING DETAILS

Virtual: [Teams Meeting](#), ID: 224 634 587 902, Pass: dBEdSy | Call: 1-802-440-1368, ID: 641 278 173#

In-Person: The Opera House, 3rd Floor, 67 Merchants Row, Rutland, VT 05701

COMMISSIONERS PRESENT

TOWN	NAME	
Benson	Cheryl Murray	x
Brandon	Jack Schneider	x
Castleton	Joe Bruno	
Chittenden	Julie Fredette	x
Clarendon		
Danby	Shelley Taylor	x
Fair Haven	Bob Richards	
Hubbardton	Robert Gibbs	x
Ira	Bob Kirbach	x
Killington	Andrew Salamon	x
Mendon	Larry Courcelle	x
Middletown Springs	Hilary Solomon	
Mount Holly	Jessica Metcalfe	x
	Jon McCann	x
Mount Tabor		
Pawlet	John Sobotka	x
	Harley Cudney (Alt.)	
Pittsford	David Mills	
	Donna Wilson	x
Poultney	Terry Williams	
Proctor	Carrie Covey	

TOWN	NAME	
Rutland City	David Allaire	x
Rutland Town	Jim Hall	
Shrewsbury	Laura Black	x
Sudbury	Karen Sommerlad	x
Tinmouth	Robert Lloyd	x
Wallingford	Erika Berner	x
Wells	Eleanor Jones	
West Haven		
West Rutland	Leona Minard	
ACI-Natural Resources	Hilary Solomon	
Ex-Officio- CEDRR	Tyler Richardson	x
Ex-Officio-TAC	Sean Barrows	
Ex-Officio-WIB		

OTHERS PRESENT

Devon Neary (RRPC), Barbara Noyes-Pulling (RRPC), Ed Bove (RRPC), Ethan Pepin (RRPC), Mary Kay Skaza (RRPC), Norm Cohen, Annette Smith

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RUTLAND REGIONAL PLANNING COMMISSION

MEETING MINUTES

1. PUBLIC HEARING FOR POULNTEY TOWN PLAN & CONFIRMATION OF PLANNING PROCESS

No public present. Public hearing was closed at 7:05PM.

2. CALL TO ORDER & INTRODUCTIONS

Meeting was called to order at 7:06PM. Introductions were made.

3. APPROVAL OF SEPTEMBER 20TH AGENDA

Motion by Allaire. Second by Sommerlad. Approved by voice vote.

4. APPROVAL OF JUNE 21ST MINUTES

Motion by Gibbs. Second by Courcelle. Approved by voice vote.

5. OPEN TO PUBLIC

Annette Smith was present and asked to make comments on the Comprehensive Economic Development Strategy (CEDs).

6. STATEMENT OF INCLUSION PRESENTATION

Norm Cohen from the Declaration and Inclusion group presented on a possible statement to be adopted by the RRPC. There have been 66 municipalities, 19 of which are in Rutland County, that have adopted the declaration. Governor Scott also signed a proclamation of inclusion for the State of Vermont. The RRPC is already engaged in this work with staff completing Diversity, Equity, and Inclusion training last year, updating the Title 6 Plan, and planning to undertake new initiatives such as a Public Engagement and Equity Plan, Regional Plan update, and more. The template statement was presented to the board for review and will be updated to include specific RPC language. The executive/finance committee will review the draft in October and make a recommendation to the full board of commissioners at the October meeting. No action was taken.

7. COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY

Devon Neary, Executive Director of the RRPC and Tyler Richardson, Operations Manager of CEDRR, presented on the draft Comprehensive Economic Development Strategy (CEDs). Richardson began the presentation with an overview of CEDs; what is CEDs, why develop a CEDs, what are the benefits of an EDD, what makes up the West Central VT region, and what the CEDs process has included. Neary presented on the goals and actions of the CEDs, where to find more information, and outlined the next steps for the process. Both the CEDRR and RRPC boards will need to adopt the CEDs, sometime in November-January, prior to submitting the application to the EDA. Annette Smith commented that not enough public outreach had been performed and more was needed. She also discussed concerns with land-use, ACT 250 reform, recreation use of public lands and lack of protections, and any amendments or conflicts to the Regional Plan. Commissioner Allaire

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echoed Smith's concerns with a lack of public outreach and encouraged the group to re-open the comment period. Commissioner Fredette stated that outreach has been difficult post-COVID and to try working with Rutland Herald and Vermont Public on additional outreach. No action was taken.

8. TREASURERS REPORT

Treasurer Allaire provided the treasurers report. Audit is scheduled for October 19th. Year will end in black between \$25-35K, depending on VEMERS expense. Some revenues were discussed as high or low depending on budgets and expenses. Report for informational purposes only.

9. EXECUTIVE/FINANCE COMMITTEE REPORT

Chair Berner provided the minutes from the September 12, 2022, executive/finance meeting. Motion by Allaire to authorize the RRPC to open a new bank account with TD Bank. Second by Sommerlad. Approved by voice vote. Executive Director Neary provided an update on office, policies, and staffing.

10. REGIONAL COMMITTEE REPORT

Ira industrial tower was review and the committee recommended issuing a letter of significant regional impact, with conformance to the Regional Plan but not the Town Plan. Motion to approve the letter as stated by Salamon. Second by Schneider. Approved by voice vote. Other projects reviewed but requiring no action were solar in Brandon, Pittsford, and Killington. Additional reports for information purposes only.

11. COMMUNITY COMMITTEE REPORT

The Poultney Town Plan was reviewed. The plan conformed with 24 VSA Chapter 117 Sections 4302 and 4382. Motion by Gibbs to approve the Poultney Town Plan and confirmation of planning process. Second by Courcelle. Approved by voice vote.

12. TRANSPORTATION ADVISORY COMMITTEE (TAC) REPORT

Neary reported that the TAC will meet next Thursday, September 29, and have presentations from Fuss & O'Neil on Pawlet Scoping Study and from VTrans on the Town Highway Bridge Program. Report for informational purposes only.

13. AREA WIDE CITIZENS

None present.

14. EX-OFFICIO MEMBERS

Richardson reported that CEDRR is busy and highlighted the "Hub" coworking and digital economy incubation space that will be at the Opera House. VFFC received congressional award. CEDRR received a Northern Borders grant for airport industrial park water extension.



RUTLAND REGIONAL PLANNING COMMISSION

15. COMMISSIONER UPDATES

Mendon: completed LHMP with RRPC. TAP grant for corridor study of US-4.

Pittsford: Approved a historic sign for Pittsford Mills.

Rutland City: New pedestrian wayfinding signage. PC continues work on zoning bylaws.

Sudbury: Town frustrated with State over VT-30 landowner issues.

Hubbardton: All is quiet in Hubbardton.

Killington: PC is working on town plan, zoning bylaws, and other policies in preparation for TIF. US

Open for mountain biking was hosted by Killington Resort. Library hosted a fairy tale festival with most libraries in the state.

Benson: LHMP open for public comment. PC applied for zoning bylaw modernization grant.

Ira: industrial tower has had some objections, and motions to extend filed.

Tinmouth: Began review of Town Plan, compared against first town plan from 1970's.

Benson: Struggling to develop a new town garage, may use ARPA funds.

Pawlet: Bylaw modernization grant, zoning changes to village of West Pawlet.

Mt Holly: PC working on revising Town Plan, new ordinances, 2022 MPG infrastructure impediments to growth

Chittenden: seeking public input on ARPA funds, municipal buildings need assessment for deferred maintenance – maybe could be an RRPC initiative. PC is working on town plan update and implementing MPG for village center. VCF grant award for community events for COVID recovery.

Shrewsbury: PC scheduled public hearing for flood hazard areas and bylaws.

Danby: Working on LHMP, considering beginning cannabis control commission.

Wallingford: working on ARPA, closing date of Nov. 1 for ARPA committee, still working on zoning regulations, and received sidewalk grant on School Street with help of RRPC.

16. ADJOURN

Motion by Sommerlad. Second by Salamon. Adjourned at 8:34PM.

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COOPERATIVE PLANNING IN THE REGION

Rutland Regional Planning Commission
Budget vs. Actuals: FY23 P&L
September 2022

	September Actual	July 2022- September 2023 Actual	Annual Budget	% of Budget
Income				
402 Local Income		0.00	27,000.00	0.00%
403 State Income	100,853.66	201,707.32	424,647.00	47.50%
403.5 VT Dept. of Environmental Cons.	16,473.01	16,473.01	183,051.00	9.00%
403A State Income (Non-Permanent)	12,348.09	14,892.69	205,867.00	7.23%
404 Vt. Department of Public Safety	9,442.51	9,442.51	54,785.00	17.24%
405 VTrans		37,460.07	259,406.00	14.44%
408 Environmental Protection Agency	2,733.82	5,002.26	12,207.00	40.98%
414 Vt. Dept. of Health		5,153.95	13,744.00	37.50%
419 Local Planning Assistance	11,946.76	16,717.39	97,868.00	17.08%
420 Special Projects	29,890.29	33,381.67	195,295.00	17.09%
421 Miscellaneous Income		1.50	0.00	
430 Interest Income	96.78	130.28	600.00	21.71%
480 In-Kind Income	2,943.98	2,943.98	5,940.00	49.56%
490 Local Match.	1,233.78	1,233.78	0.00	
Total Income	\$ 187,962.68	\$ 344,540.41	\$ 1,480,410.00	23.27%
Gross Profit	\$ 187,962.68	\$ 344,540.41	\$ 1,480,410.00	23.27%
Expenses				
500 Salary	50,057.82	119,208.79	705,245.00	16.90%
Total 501 Fringe	\$ 18,001.57	\$ 43,409.78	\$ 275,524.00	15.76%
522 Contracted Services	8,581.25	11,863.14	120,000.00	9.89%
523 Audit/Accounting		0.00	14,000.00	0.00%
524.2 Conferences & Trainings-All Exp.	908.14	908.14	13,600.00	6.68%
524.3 Trav/Reg/Mileage (Reg Bus)	1,588.46	2,237.64	15,337.00	14.59%
525 Meeting Expense	1,006.99	1,006.99	9,400.00	10.71%
530 Postage/Shipping	0.00	95.85	3,300.00	2.90%
531 Printing/Copying/Ads	1,260.03	1,686.05	14,542.00	11.59%
535 Marketing and Sponsorship		750.00	2,000.00	37.50%
537 Town and Organizational Support	45.19	115.87	1,950.00	5.94%
540 Supplies	593.68	1,740.72	6,050.00	28.77%
541 Service Contracts		1,841.08	11,000.00	16.74%
545 Subscriptions-Publicat-Software	1,093.79	1,748.42	18,736.00	9.33%
546 Legal Fees		0.00	3,500.00	0.00%
547 Memberships	50.00	3,063.50	11,800.00	25.96%
550 Rent & Office Improvements	3,717.74	13,685.24	55,840.00	24.51%
550.1 Office Cleaning		225.00	3,250.00	6.92%
551 Telephone/Communication Serv.	467.35	1,278.77	6,160.00	20.76%
552 Electricity	219.48	432.69	3,800.00	11.39%
553A Grant Disbursements	6,186.56	6,186.56	126,364.00	4.90%
Total 560 Insurance	\$ 185.00	\$ 370.00	\$ 8,500.00	4.35%
565 Equipment Purchase	1,863.94	2,531.72	40,100.00	6.31%
580 In-Kind	2,943.98	2,943.98	5,940.00	49.56%
580.1 Local Match	1,233.78	1,233.78	0.00	
591 Bank Charges	-84.97	0.00	0.00	
Total Expenses	\$ 99,919.78	\$ 218,563.71	\$ 1,475,938.00	14.81%
Net Operating Income	\$ 88,042.90	\$ 125,976.70	\$ 4,472.00	
Net Income	\$ 88,042.90	\$ 125,976.70	\$ 4,472.00	

Rutland Regional Planning Commission
Balance Sheet
As of September 30, 2022

	Total
ASSETS	
Current Assets	
Bank Accounts	
101 HFCU Checking	242,092.24
101-1 Key Bank Checking	247,869.96
101-2 Bank of Bennington	224,970.00
101-3 Credit Union of Vermont	184,951.01
101-3.5 Credit Union of VT Savings	25.00
104 Savings - HFCU	89.06
105 Petty Cash	341.36
Total Bank Accounts	\$ 900,338.63
Accounts Receivable	
120 Accounts Receivable	227,966.70
Total Accounts Receivable	\$ 227,966.70
Other Current Assets	
130 Prepaid Insurance	3,516.00
Total Other Current Assets	\$ 3,516.00
Total Current Assets	\$ 1,131,821.33
Fixed Assets	
150 Maps & Equipment	57,279.90
151 Accum. Depr. Maps & Equip.	-51,281.43
160 Leasehold Improvements	28,261.80
161 Accum. Depr. - Lease Imp.	-8,054.52
Total Fixed Assets	\$ 26,205.75
Other Assets	
142 Deferred Pension Outflow	88,692.77
Total Other Assets	\$ 88,692.77
TOTAL ASSETS	\$ 1,246,719.85
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
200 Accounts Payable	29,981.72
Total Accounts Payable	\$ 29,981.72
Other Current Liabilities	
202 Payroll Liabilities	8,250.04
214 Health Insurance	1,335.96
215 Retirement DC	127.77
219 Deferred Grant Income	209,588.06
220 Vision Plan	15.30
220.5 Dental	99.70
225 Net Pension Liability	148,261.00
230 Acc. Annual Leave	24,125.48
240 Accrued Comp Leave	7,431.00
241 Deferred Pension Inflow	92,012.00
260 Note Payable - Creek Path	10,000.00
Total Other Current Liabilities	\$ 601,246.31
Total Current Liabilities	\$ 631,228.03
Total Liabilities	\$ 631,228.03
Equity	
3900 Fund Balance	370,853.57
392 Res. Fd. Bl. - Creek Path	218,661.55
Net Income	125,976.70
Total Equity	\$ 715,491.82
TOTAL LIABILITIES AND EQUITY	\$ 1,246,719.85

RUTLAND REGIONAL PLANNING COMMISSION

INDEPENDENT AUDITOR'S REPORT AND
FINANCIAL STATEMENTS

FOR THE YEAR ENDED JUNE 30, 2022

RUTLAND REGIONAL PLANNING COMMISSION
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Batchelder Associates, PC

INDEPENDENT AUDITOR'S REPORT

To the Commissioners of
Rutland Regional Planning Commission
PO Box 430
Rutland, VT 05702

Opinion

We have audited the accompanying financial statements of Rutland Regional Planning Commission ("Commission", a non-profit and state political organization), which comprise the statement of financial position as of June 30, 2022, and the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Commission as of June 30, 2022, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Commission and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for 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.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about The Commission's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.

- Obtain an understanding of internal control relevant to the audit 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 Commission's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about The Commission's ability to continue as a going concern for a reasonable period of time.

Other Matters – Required Supplemental Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis on pages 3 through 7, the Schedule of Proportionate Share of the Net Pension Liability on Schedule 1, and the Schedule of Contributions 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 opinions on the financial statements that collectively comprise the Rutland Regional Planning Commission's basic financial statements. The accompanying financial information listed as Schedules 3 and 4 in the table of contents is presented for purposes of additional analysis and is not a required part of the basic financial statements.

Schedules 3 through 7 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 standards generally accepted in the United States of America. In our opinion, Schedules 3 through 7 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 October 25, 2022 on our consideration of the 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 control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Commission's internal control over financial reporting and compliance.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Batchelder Associates, PC

Batchelder Associates, P.C.
Barre, Vermont
VT License #945
October 25, 2022

RUTLAND REGIONAL PLANNING COMMISSION
MANAGEMENT AND DISCUSSION ANALYSIS
JUNE 30, 2022

Introduction

This section explains the general financial condition and results of operations of the Rutland Regional Planning Commission (Commission) for the fiscal year ended June 30, 2022. Please read this in conjunction with the Commission's financial statements, which begin on page 8.

Rutland Regional Planning Commission

The mission of the Rutland Regional Planning Commission is to develop and implement a regional plan, to provide assistance to municipalities with the planning process and information gathering, to be a central repository of planning information, and to administer regional programs while remaining consistent with federal and state requirements.

The legal basis and powers for the Commission serving as the region's regional planning commission stem from and are as stipulated in 24 V.S.A. Chapter 117 § 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. The Commission was chartered by the municipalities of Rutland County in 1968 and is funded in part through the State of Vermont property transfer tax as outlined in 24 V.S.A. § 4306 (a). Along with other regional planning commissions in Vermont, Rutland Regional Planning Commission is a non-taxing political subdivision of the State of Vermont established under state statute ([24 VSA §4341](#)). To the extent a conflict exists with a provision in Vermont statutes governing regional planning commissions, the Vermont statutes will control.

Financial Highlights

Key financial highlights for 2022 are as follows:

- The assets of the Commission exceeded its liabilities at the close of the year ended June 30, 2022 by \$589,515 compared to \$512,390 at the close of the year ended June 30, 2021. Of the June 30, 2022 amount, \$344,647 may be used to meet the Commission's ongoing obligations to citizens, authorities, and creditors and \$218,662 is restricted related solely to the Creek Path project for which the Commission is the fiscal agent, and \$26,206 is the net investment in capital assets.
- The Commission's total net assets increased by \$77,125 in 2022 compared to an increase of \$57,353 in 2021.

Using These Financial Statements

The Statement of Net Position and the Statement of Revenues, Expenses and Changes in Net Position (on pages 8 and 9) provide information about the activities of the Commission as a whole. These statements include all assets, deferred outflows of resources and liabilities of the Commission using the accrual basis of accounting, which is similar to the accounting used by most private-sector companies. All the current year's revenue and expenses are taken into account regardless of when cash is received or paid.

The net position is the difference between assets, deferred outflows of resources and liabilities, and is one way to measure the financial health, or financial position, of the Commission. Over time, increases or decreases in the Commission's 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 Commission builds its annual budget on diverse sources of funding. Transportation funding includes both Federal Highway Administration and Federal Transit Administration funds, so the Commission is dependent on the Federal Transportation Bill for appropriations of planning funds. The Commission receives 10% of matching funds for the majority of the federal transportation funds from the State, making it also dependent on the actions of the Vermont legislature. The Commission receives dues from its member municipalities that in the year ended June 30, 2022 totaled \$26,325 as unrestricted revenue used to locally match projects and support basic operations.

RUTLAND REGIONAL PLANNING COMMISSION
MANAGEMENT AND DISCUSSION ANALYSIS
JUNE 30, 2022

Budget (continued)

The State of Vermont had provided regional planning funding through an annual performance-based contract through the Agency of Commerce and Community Development (ACCD). These contract funds were \$329,844 for year ended June 30, 2022. With these funds, the Commission carries out statutory duties as specified in an annual work plan approved by the Commission and ACCD.

The Commission also funds its operations through special purpose grants and service contracts for technical assistance. These funds tend to vary from year to year, but include funding through the Department of Environmental Conservation, Emergency Management Performance Grants funded by the federal U.S Department of Homeland Security through Vermont Department of Emergency Management and Brownfields Grant funding from the U.S. Environmental Protection Agency.

Pension Liability Note

The Governmental Accounting Standards Board (GASB), which sets rules for Public Accounting, now requires that institutions like the Commission who participate in retirement plans like the Vermont Municipal Employee's Retirement System (VMERS) Defined Benefit plan (pension) carry potential liabilities with the retirement system in their accounting records. The GASB 68 (accounting principal) which dictates this reporting method was adopted in 2015 and is discussed in Note 10, Pension Plans. It is important to understand that the actuarial assumptions detailed in the Note are from VMERS, not the Commission nor the auditors. Furthermore, the Commission has no management control over potential future liabilities or assets resulting from actions by the VMERS Board.

The net of the new asset and liability accounts, along with how the Commission contributes to their employees' retirement plans, produces an additional expense of \$4,628, shown in Exhibit B, Statements of Revenues, Expenses and Changes in Net Position. This expense is not considered Operating as the Commission 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 \$4,628 was not actually paid out by the Commission in FY 2022, but rather is an estimate of its share of potential future costs to the VMERS pension system. This is why it is important to recognize these additions to the Commissions financial records, but not consider the figures part of its financial performance during the year.

Operating Results

The Commission finished the year ended June 30, 2022 with a surplus of \$77,125, of which \$18,556 is in restricted revenue (\$17,400) and interest income (\$1,156) less the VMERS pension expense of \$4,628, leaving an operating income of \$63,197. These results are shown on the statement of Revenues, Expenses and Changes in Net Position on page 9.

Each year the indirect rate is estimated and negotiated based on the most recent audited expenses. This indirect rate is used to charge contracts two fiscal years following the current year's negotiated rate. For example, the fiscal year 2022 indirect rate will be used in charging grants and contracts during fiscal year 2024. There will always be some variance between the estimated and actual expenses which can be used to influence the indirect rate in future years, assuming the fluctuation base is known at the time of rate negotiation.

RUTLAND REGIONAL PLANNING COMMISSION
MANAGEMENT AND DISCUSSION ANALYSIS
JUNE 30, 2022

Condensed Financial Information – Net Position

	2022	2021
Current assets		
Cash and cash equivalents	\$ 863,957	\$ 534,079
Accounts receivable	221,947	240,670
Prepaid expenses	17,386	17,745
Total current assets	1,103,290	792,494
Noncurrent assets		
Property, plant and equipment	26,206	29,519
Total noncurrent assets	26,206	29,519
Total assets	1,129,496	822,013
Deferred outflows of resources	88,693	100,989
Current liabilities		
Accounts payables	114,078	47,020
Accrued payroll and compensated balances	32,557	47,210
Unearned grant revenue	231,766	58,441
Notes payable	10,000	10,000
Total current liabilities	388,401	162,671
Long term liabilities		
Net pension liability related to participation in VMERS	148,261	238,260
	536,662	400,931
Deferred inflows of resources		
Deferred inflows of resources related to the Commission's participation in VMERS:	92,012	9,681
Net Position		
Invested in capital assets, net of related debt	26,206	29,519
Restricted	218,662	201,262
Unrestricted	344,647	281,609
Total net position	\$ 589,515	\$ 512,390

As noted earlier, net assets may serve over time as a useful indicator of a government entity's financial position. In the case of the Commission, assets exceed liabilities by \$589,515 at the close of the most recent fiscal year.

Investment in capital assets represents 4.44% of the Commission's net position, less any related debt used to acquire those assets that is still outstanding. The Commission uses these capital assets to provide services; consequently, these assets are not available for future spending.

The remaining balance of unrestricted net assets of \$344,647 may be used to meet the Commission's ongoing obligations to citizens and creditors. At the end of the current fiscal year, the Commission reports a positive net position balance for the entity as a whole.

RUTLAND REGIONAL PLANNING COMMISSION
MANAGEMENT AND DISCUSSION ANALYSIS
JUNE 30, 2022

Condensed Financial Information - Revenues, Expenses and Changes in Net Position for the years ended June 30, 2022 and 2021 are as follows:

	2022	2021
Operating revenues	\$ 1,543,346	\$ 1,186,721
Operating expenses	1,480,149	1,136,888
Operating income	63,197	49,833
Other revenue/(expenses)		
Pension expense related to participation in VMERS	(4,628)	(29,263)
Nonoperating revenues/(expenses)		
Investment income	1,156	1,088
Restricted revenue	18,000	67,250
Restricted expenses	(600)	(31,555)
Nonoperating income/(Loss)	18,556	36,783
Change in Net Position	77,125	57,353
Net Position - July 1, 2021	512,390	455,037
Net Position - June 30, 2022	\$ 589,515	\$ 512,390

Budgeting Highlights

The Commission's budget is prepared according to the requirements of the Commission's bylaws and policies. The operating budget included proposed expenditures and estimated revenues. Final revenues and other financing sources, in the amount of \$1,543,346, were more than originally budgeted revenues by the amount of \$128,754.

Operating expenditures were budgeted at \$1,410,580 while actual operating expenditures were \$1,480,149.

Current Issues

1. Rutland Regional Planning Commission works with local officials to keep the annual per capita dues at a fair, but equitable level. The dues received in fiscal 2022 totaled \$26,325.

2. Regional commissions are also affected by grant funding that is either non-existent in some years or very minimal in others. In addition, many grant sources will not pay for the associated administrative costs of having these grants and as a result the Commission must use its local and state appropriations and/or its fund balance to meet these needs. It should be recognized that there is limited money available to be used as a "local" match for grants such as the transportation grant.

RUTLAND REGIONAL PLANNING COMMISSION
MANAGEMENT AND DISCUSSION ANALYSIS
JUNE 30, 2022

Contacting the Commission's Financial Management

This financial report is designed to provide citizens and creditors with a general overview of the Commission's finances, and to reflect the Commission's accountability for the monies it receives. Questions about this report or requests for additional financial information should be directed to Mary Kay Skaza or Devon Neary, Executive Director, Rutland Regional Planning Commission, PO Box 430, Rutland, Vermont 05702.

RUTLAND REGIONAL PLANNING COMMISSION
STATEMENT OF NET POSITION
JUNE 30, 2022

EXHIBIT A

ASSETS	
Current assets:	
Cash and cash equivalents	\$ 863,957
Receivables	221,947
Prepaid expenses	17,386
Total current assets	<u>1,103,290</u>
Noncurrent assets:	
Property and equipment (net of accumulated depreciation)	26,206
Total noncurrent assets	<u>26,206</u>
Total assets	<u>1,129,496</u>
DEFERRED OUTFLOWS OF RESOURCES	
Deferred outflows of resources related to participation in VMERS	88,693
Total deferred outflows of resources	<u>88,693</u>
LIABILITIES	
Current liabilities:	
Accounts payable	114,078
Accrued payroll and payroll withholdings	8,348
Unearned grant revenue	231,766
Compensated absences	24,209
Note payable	10,000
Total current liabilities	<u>388,401</u>
LONG TERM LIABILITIES	
Net pension liability related to participation in VMERS	148,261
Total noncurrent liabilities	<u>148,261</u>
Total liabilities	<u>536,662</u>
DEFERRED INFLOWS OF RESOURCES	
Deferred inflows of resources related to the Commission's participation in VMERS	92,012
Total deferred inflows	<u>92,012</u>
NET POSITION	
Invested in capital assets, net of related debt	26,206
Restricted	218,662
Unrestricted	344,647
Total Net Position	<u>\$ 589,515</u>

The accompanying notes are an integral part of these financial statements.

RUTLAND REGIONAL PLANNING COMMISSION
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION
FOR THE YEAR ENDED JUNE 30, 2022

EXHIBIT B

OPERATING REVENUES	
Federal, state and other grants	\$ 1,448,966
Local communities - annual assessments	26,325
Other income	68,055
Total operating revenues	<u>1,543,346</u>
OPERATING EXPENSES	
Salaries and wages	573,764
Payroll taxes and benefits	168,532
Consultants and contract services	324,116
Grant pass-through and reimbursements	234,444
Rent and occupancy	49,302
Other operating expenses	126,677
Depreciation	3,314
Total operating expenditures	<u>1,480,149</u>
OPERATING REVENUE/(EXPENSES)	<u>63,197</u>
OTHER REVENUE/(EXPENDITURES)	
Pension expense related to participation in VMERS	<u>(4,628)</u>
NONOPERATING REVENUE (EXPENSES)	
Investment income	1,156
Restricted income	18,000
Restricted expenditures	(600)
Total nonoperating revenue/(expenses)	<u>18,556</u>
CHANGE IN NET POSITION	77,125
NET POSITION - JULY 1, 2021	<u>512,390</u>
NET POSITION - JUNE 30, 2022	<u><u>\$ 589,515</u></u>

The accompanying notes are an integral part of these financial statements.

RUTLAND REGIONAL PLANNING COMMISSION
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED JUNE 30, 2022

EXHIBIT C

CASH FLOWS FROM OPERATING ACTIVITIES	
Receipts from operating activity	\$ 1,735,394
Cash paid for personnel	(756,949)
Cash paid for goods and services	(662,498)
Net cash provided by operating activities	<u>315,947</u>
CASH FLOWS FROM NON-CAPITAL FINANCING ACTIVITIES	
	<u>-</u>
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES	
Purchase of capital assets	-
	<u>-</u>
CASH FLOWS FROM INVESTING ACTIVITIES	
Pension expense related to GASB 68	(4,625)
Restricted program outlays	17,400
Interest received	1,156
Net cash provided from investing activities	<u>13,931</u>
INCREASE IN CASH AND CASH EQUIVALENTS	329,878
CASH AND CASH EQUIVALENTS, JULY 1, 2021	534,079
CASH AND CASH EQUIVALENTS, JUNE 30, 2022	<u>\$ 863,957</u>
RECONCILIATION OF OPERATING INCOME TO NET CASH USED BY OPERATING ACTIVITIES	
Adjustments to reconcile operating income to net cash used by operating activities:	
Operating income	\$ 63,197
Depreciation	3,314
Pension expense related to participation in VMERS	-
(Increase) decrease in accounts receivable	18,723
(Increase) decrease in prepaid expenses	358
Increase (decrease) in accounts payable	67,058
Increase (decrease) in accrued compensation	(14,653)
Increase (decrease) in deferred income	173,325
(Increase) decrease in deferred outflows and inflows (pension)	94,624
Increase (decrease) in pension liability	(89,999)
Net cash provided by operating activities	<u>\$ 315,947</u>

The accompanying notes are an integral part of these financial statements

RUTLAND REGIONAL PLANNING COMMISSION
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2022

NOTE 1. Description of the Commission and Reporting Entity

The Rutland Regional Planning Commission ("Commission") operates under the Vermont Municipal and Regional Planning and Development Act (VSA 24, Chapter 117) and the adopted bylaws. Although active participation is voluntary, twenty-seven (27) member municipalities participate in and recognize the value of regional planning. The Commission is one of 11 regional planning commissions in Vermont.

The Commission is governed by members appointed by the region's municipalities. They implement a variety of projects and programs tailored to local and regional needs, and also complete projects of statewide importance and interest.

The Commission is a non-profit organization exempt from income taxes under the Internal Revenue Code as an instrumentality of a political subdivision of the State of Vermont.

NOTE 2. Summary of Significant Accounting Policies

The Financial Reporting Entity

This report includes all of the funds of the Commission. The 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 burdens on the primary government. The primary government may be financially accountable if an organization is fiscally dependent on the primary government. Based on these criteria, there are no other entities that should be combined with the financial statements of the Commission.

Basis of Presentation

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

Operating revenues include grant revenue, project and community-match revenues, member dues, and consulting revenues that result from transactions associated with the principal activities of the organization. Non-operating revenues, such as investment earnings and fiscal agent receipts and expenses, result from non-exchange 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 (whether current or noncurrent) are included on the statement of net position. Fund equity (i.e., net total position) is segregated into restricted 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, the Commission 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 positions available to finance the program. It is the Commission's policy to first apply cost-reimbursement grant resources to such programs, followed by general revenues. Expenditure-driven grants are recognized as revenue when the qualifying expenditures have been incurred and other grant requirements have been met.

RUTLAND REGIONAL PLANNING COMMISSION
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2022

NOTE 2 Summary of Significant Accounting Policies (continued)

Donated Services

Rutland Regional Planning Commission receives non-cash contributions in the form of member communities and other organizations performing various planning tasks to assist the Commission. These in-kind contributions may be used as a match for grants at an estimated hourly rate or the actual billing rate, if available. These contributions may not reflect 100% of in-kind contributions in the financial statements of the Commission.

Use of Estimates

The presentation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Cash and Cash Equivalents

With regard to the statement of net position, "cash and cash equivalents" includes all cash on hand, demand deposits, savings accounts, and certificates of deposits of the Commission, with an initial maturity of three months or less.

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. Rutland Regional Planning Commission does not own major general infrastructure assets.

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

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

Compensated Absences

The Commission's policy for compensated absences allows employees to accumulate earned but unused compensated time. The liability for these compensated absences that is estimated not to exceed the amount to be paid from expendable available resources is recorded as a liability in the Commission's financial statements.

Budget and Budgetary Accounting

In accordance with its bylaws, the Board of Directors at the recommendation of the Executive Finance Committee annually establishes an assessment rate for each member municipality and adopts a general fund budget for the forthcoming year. The budget is prepared in accordance with generally accepted accounting principles for governmental activities.

Pensions

For the purposes of measuring the proportionate share of the net pension liability and the related deferred outflow/inflow 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 has been determined on the same basis as 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.

RUTLAND REGIONAL PLANNING COMMISSION
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2022

NOTE 2 Summary of Significant Accounting Policies (continued)

Deferred Outflows 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 statement 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. The Commission has one item that qualifies for reporting in this category: deferred outflows related to the Commission's participation in the Vermont Municipal Employees' Retirement System. These amounts are deferred and recognized as an outflow of resources in the future periods to which the outflows are related.

Deferred Inflows of Resources

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. The Commission has one item that qualifies for reporting in this category: deferred Inflows related to the Commission's participation in the Vermont Municipal Employees' Retirement System. These amounts are deferred and recognized as an Inflow of resources in the future periods to which the inflows are related or when the amounts become available.

Accrued Liabilities and Long-term Obligations

All payables, accrued liabilities, and long-term obligations are reported on the financial statements. In general, payables and accrued liabilities that, once incurred, are paid in a timely manner and in full from current financial resources are reported as obligations of the funds. However, compensated absences that are paid from funds are reported as liabilities on the fund financial statements only to the extent that they are due for payment during the current year.

Net Position

Net position represents the difference between assets and liabilities. Net position invested in capital assets (net of related debt) consists of capital assets, net of accumulated depreciation, reduced by the outstanding balance of any borrowing used for the acquisition, construction, or improvement of those assets. Net position is reported as restricted when there are limitations imposed on its use through the policies adopted by the Commission or through external restrictions imposed by creditors, grantors, or by the laws or regulations of other governments. The Commission's policy is to first apply restricted resources when an expense is incurred for purposes for which both restricted and unrestricted net assets are available. The Commission's board of directors has elected to keep a minimum unrestricted fund balance equivalent to six months of operating expenses at all times.

Fiscal Agent

The Commission is the fiscal agent for the Rutland Creek Path Project. The Rutland Creek Path Project is a 10-foot-wide paved multi-use path intended for both commuting and recreational purposes. When complete, it will provide a connection between major assets of the city including three major parks, an elementary and secondary school, a college, and several major businesses, including General Electric, Casella Waste Systems, and Carris Reels. The path originates at the Giorgetti Athletic Complex/Pine Hill Park and extends across the city along a riparian route, ending at The College of St. Joseph. It is a combination of off-road and on-road facilities, using low volume and dead-end local streets. This project is a true community effort. A volunteer citizen-based group has driven the project forward to its present status.

RUTLAND REGIONAL PLANNING COMMISSION
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2022

NOTE 3. Cash

Cash

Deposits and investments are categorized to give an indication of the level of risk assumed by the Commission at June 30, 2022. The categories are described as follows:

- Category 1: Insured or collateralized with securities held by the entity or by its agent in the entity's name.
- Category 2: Collateralized with securities held by the pledging financial institution's trust department or agent but not in the depositor's name.
- Category 3: Uncollateralized.

As of June 30, 2022, all of the Commission's deposits are included in Category 1.

Cash and Investments are as follows:

Deposits with Financial Institutions	\$	863,616
Petty Cash		341
Total Cash	\$	863,957

Custodial Credit Risk – Deposits

Custodial credit risk is the risk that in the event of a bank failure, the Commission's deposits may not be returned to it. The Commission does have a deposit policy for custodial credit risk. As of June 30, 2022, \$0 of the government bank balances were exposed to custodial credit risk.

	Book Balance		Bank Balance
FDIC insured	\$ 863,616		\$ 868,215
Uninsured	-		-
Petty cash	341		-
Total	\$ 863,957		\$ 868,215

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

NOTE 4. Receivables

Receivables consist of amounts due from grants, contracts, and other items. The Commission uses the allowance method for uncollectible receivables. Management has reviewed the accounts and determined that an allowance for doubtful accounts of \$0 is appropriate at June 30, 2022.

Receivables are comprised of the following:

		2022
Grants and contracts	\$	221,947
Total	\$	221,947

RUTLAND REGIONAL PLANNING COMMISSION
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2022

NOTE 5. Capital Assets

Capital asset activity for the fiscal year ended June 30, 2022 was as follows:

	Balance <u>June 30, 2021</u>	<u>Additions</u>	<u>Deductions</u>	Balance <u>June 30, 2022</u>
Computers and equipment	\$ 57,280	\$ -	\$ -	\$ 57,280
Leasehold improvements	28,262	-	-	28,262
	<hr/>	<hr/>	<hr/>	<hr/>
Totals at historical cost	85,542	-	-	85,542
	<hr/>	<hr/>	<hr/>	<hr/>
Less: accumulated depreciation				
Computers and equipment	(48,692)	(2,589)		(51,281)
Leasehold improvements	(7,330)	(725)	-	(8,055)
	<hr/>	<hr/>	<hr/>	<hr/>
Total accumulated depreciation	(56,022)	(3,314)	-	(59,336)
	<hr/>	<hr/>	<hr/>	<hr/>
Capital assets - net	\$ 29,520	\$ (3,314)	\$ -	\$ 26,206
	<hr/>	<hr/>	<hr/>	<hr/>

NOTE 6. Deferred Outflows/Inflows of Resources

Deferred outflows of resources consists of \$27,633 of the difference between projected and actual earnings on plan investments, \$10,654 of the difference between expected and actual experience, \$23,435 from changes in assumptions, and \$26,971 of required employer pension contributions made subsequent of the measurement date related to the Commission's participation in the Vermont Municipal Employees' Retirement System (VMERS) for the total of \$88,693 as further described in Note 10. Deferred inflows as a result of VMERS is \$92,012 as of June 30, 2022.

NOTE 7. Unearned Grant Revenue

For the year ended June 30, 2022 the Commission had received from grantors funds that had not yet been spent for their intended purpose totaling \$231,766, which is shown in the Statement of Net Position as unearned grant revenue.

NOTE 8. Funds Held for Others

On June 30, 2022, the Commission held \$218,662 in funds for the Rutland Creek Path Project, an Organization that the Commission is assisting. These funds are included in the Commission's cash balance and are being spent at the direction of the Organizations leadership.

RUTLAND REGIONAL PLANNING COMMISSION
 NOTES TO THE FINANCIAL STATEMENTS
 JUNE 30, 2022

NOTE 9. Federal State and Other Grants

The Commission receives a major portion of funding from Federal and State grants. The following is a schedule of major grants and expenses, passed through the Vermont Agency of Transportation and the State's Planning and Development Fund:

<u>Grantor / Program Title</u>	<u>CFDA Number</u>	<u>Pass-Thru Grantor's Number</u>	<u>Expenditures</u>
<u>U.S. Department of Transportation</u>			
Passed through VT Agency of Transportation:			
Regional Transportation Planning Grant	20.205	GR1493	\$ 58,593
Regional Transportation Planning Grant	20.205	GR1594	\$ 183,905
 <u>State of Vermont</u>			
Agency of Commerce and Community Development	n/a	n/a	\$ 329,844

NOTE 10. Pension Plans

Vermont Municipal Employees' Retirement System

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 district 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, 2021, the retirement system consisted of 423 participating employers and 15,548 members. 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.

RUTLAND REGIONAL PLANNING COMMISSION
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2022

NOTE 10. Pension Plans (continued)

Pension liabilities, deferred outflows of resources, deferred inflows of resources:

As of June 30, 2021, the measurement date selected by the State of Vermont, VMERS was funded at 86.29% and had a plan fiduciary net position of \$926,034,330 and a total pension liability of \$1,073,218,528 resulting in a net pension liability of \$147,184,198. As of June 30, 2021, the Commission's proportionate share of this was 0.10073% resulting in a liability of \$148,261. The net pension liability was measured as of June 30, 2021, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The Commission's proportion of the net pension liability was based on a projection of the Commission's long-term share of contributions to the pension plan relative to the projected contributions of all participating entities, actuarially determined. As of June 30, 2021, the Commission's proportion of 0.10073% was a increase of 0.00655% from its proportion measured as of June 30, 2020.

For the year ended June 30, 2022, the Commission recognized pension expense of \$4,628.

As of June 30, 2022, the Commission reported deferred outflows of resources and deferred inflows of resources from the following sources:

	Deferred Outflow of Resources	Deferred Inflows in Resources
Difference between expected and actual experience	\$ 27,633	\$ -
Changes in assumptions	23,435	-
Changes in proportional share of contributions	-	4,593
Difference between projected and actual earnings on pension plan investments	10,654	87,419
Organization's required employer contributions made subsequent to the measurement date	26,971	
Total deferred resources	\$ 88,693	\$ 92,012

The deferred outflows of resources resulting from the Organization's required employer contributions made subsequent to the measurement date in the amount of \$26,971 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:

RUTLAND REGIONAL PLANNING COMMISSION
 NOTES TO THE FINANCIAL STATEMENTS
 JUNE 30, 2022

NOTE 10. Pension Plans (continued)

Year End June 30	Employer's Proportionate of Deferred Outflows/Inflows
2022	467
2023	(1,389)
2024	(8,017)
2026	(21,351)
2026	-
Total	\$ (30,290)

Summary of System Provisions

Membership:

Full time employees of participating municipalities. The Commission elected coverage under Group B.

Creditable Service:

Service as a member plus purchased service.

Average Final Compensation (AFC):

Group B – Average annual compensation during highest 3 consecutive years.

Service Retirement Allowance:

Eligibility: Group B – The earlier of age 62 with 5 years of service or age 55 with thirty 30 years of service.

Amount: Group B – 1.7% of AFC times service as a Group B member plus percentage earned as a Group A member times AFC.

Maximum benefit is 60% of AFC for Group B. The previous amounts include the portion of the allowance provided by member contributions.

RUTLAND REGIONAL PLANNING COMMISSION
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2022

NOTE 10. Pension Plans (continued)

Early Retirement Allowance:

Eligibility: Age 55 with 5 years of service for Group B.

Amount: Normal allowance based on service and AFC at early retirement, reduced by 6% for each year commencement precedes normal retirement age for Group B member.

Vested Retirement Allowance:

Eligibility: 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: 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 5 years of service.

Amount: 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 B, 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, with interest, 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 B.

Member Contributions:

Group B – 5.625%

Employer Contributions:

Group B – 6.25%

RUTLAND REGIONAL PLANNING COMMISSION
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2022

NOTE 10. Pension Plans (continued)

Retirement Stipend:

\$25 per month payable at the option of the Board of Retirees.

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: 0 = 7.0%, 1 = 6.50%, 2 = 5.75%, 3 = 5.25%, 4 = 5.0%, 5-9 = 4.75%, then a single rate of 4.50% for year 10 and all subsequent years.

Mortality -- Death in active service:

Group B: 40% PubG-2010 General Employee below-median and 60% of PubG-2010 General employee. With generational projection using scale MO-2019.

Spouse's Age:

Females three years younger than males.

Cost-of-Living Adjustments:

Assumed to occur on January 1 following one year of retirement at the rate of 1.10% per annum for Group A members and 1.20% per annum for Groups B, C and D members (beginning at Normal Retirement eligibility age for members who elect reduced early retirement, at age 62 for members of Groups A, B, and D who receive a disability retirement benefit, and at age 55 for members of Group C who receive a disability retirement benefit). The January 1, 2020 and January 1, 2021 COLAs are 0.80% and 0.40%, respectively, for all groups.

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 of benefits applicable to each participant.

Actuarial Value of 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 the 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 pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates of arithmetic real rates of return for each major asset class included in the pension plan's target asset allocation as of June 30, 2022 is summarized in the following table:

RUTLAND REGIONAL PLANNING COMMISSION
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2022

NOTE 10. Pension Plans (continued)

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
Passive Global Equities	24.00%	5.05%
Active Global Equities	5.00%	5.05%
US Equity Large Cap	4.00%	4.00%
US Equity- Small/Mid Cap	3.00%	4.50%
Non-US Developed US Equities	7.00%	5.50%
Emerging Market Debt	4.00%	3.00%
Core Fixed Income	19.00%	0.00%
Private & Alternative Credit	10.00%	4.75%
US Tips	3.00%	-0.50%
Core Real Estate	4.00%	3.75%
Non-Core Real Estate	4.00%	5.75%
Private Equity	10.00%	6.75%
Infrastructure/Farmland	3.00%	4.25%
	• 100%	

Discount Rate:

The discount rate used to measure the total pension liability was 7.00% as of June 30, 2021. 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). The Board voted to authorize employer contribution rate increases of 0.50% each year for a period of four years beginning July 1, 2022 to be offset by any increases in the employee contribution rates as negotiated with employee groups and approved by the Legislature. 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, 2021. 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.

The following presents the net pension liability, calculated using the discount rate of 7.00%, as well as what the net pension liability would be if it were calculated using a discount rate that is one percent lower (6.00%) or one percent higher (8.00%) than the current rate:

<u>1% Decrease (6.0%)</u>	<u>Discount Rate (7.0%)</u>	<u>1% Increase (8.0%)</u>
\$293,047	\$148,261	\$29,205

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.

The Commission historically has had a defined contribution plan with VMERS, of which two employees remain participants. Employees participating in this plan are required to contribute 5.0% of gross wages and the Commission contributes 5.125% of the employees' gross wages to the plan. The contribution requirements of plan members and the Commission are established and may be amended by the Board of Trustees. Total payroll for the year ended June 30, 2022 was \$573,764, while covered payroll was \$100,211. The commission's contributions to the VMERS defined contribution plan were \$5,134 for the year ended June 30, 2022.

RUTLAND REGIONAL PLANNING COMMISSION
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2022

NOTE 11. Grant Exposure

The Commission participates in state and federally assisted grant programs which are subject to program compliance audits by the grantors or their representatives. The audits of these programs for or including the year ended June 30, 2022 have not yet been completed. Accordingly, the Commission's compliance with applicable grant requirements will be established at some future date. The amount, if any, of expenditures which may be disallowed by the granting agencies cannot be determined at this time, although the Commission expects such amounts, if any, to be immaterial.

NOTE 12. Risk Management and Insurance

The Commission covers its significant risks of loss, which are identified by commercial insurance with the assistance of insurance agents. Management believes such coverage is sufficient to preclude any significant uninsured losses to the Commission. There have been no significant reductions in insurance coverage or settlement amounts exceeding insurance coverage for the current or three (3) prior years.

NOTE 13. Operating Lease

The Commission entered into a lease agreement on June 30, 2020 with rent starting on July 1, 2020 for 60 months, expiring on June 30, 2025. After the initial term of the lease, there is an option to renew for two additional periods, each of a duration of three years. The base rent of \$2,960 will be paid monthly for the first twenty-four months of the lease. Base rent is subject to escalation on July 1, 2022 and every two years thereafter based on the Consumer Price Index (CPI). The Commission expensed \$44,370 for occupancy, of which \$39,614 was rent (and office improvements) and \$4,756 covered other occupancy costs (including utilities) during the fiscal year ended June 30, 2022.

Minimum lease agreement payments are as follows:

2023	\$	39,600
2024	\$	39,600
2025	\$	39,600

The Commission entered into a 36-month mailing machine lease starting March of 2022 with a monthly payment of \$32. The Commission entered into a new 60-month copier lease which began October 3rd, 2019 with a monthly payment of \$157. Minimum lease payments for the remaining terms of the lease are as follows:

2023	2,268
2024	2,268
2025	727
	\$ 5,263

RUTLAND REGIONAL PLANNING COMMISSION
 NOTES TO THE FINANCIAL STATEMENTS
 JUNE 30, 2022

NOTE 14. Long-Term Debt

The following is a summary of the debt transactions for the Commission for the year ended June 30, 2022:

	<u>Debt Payable at June 30, 2021</u>	<u>Debt Added</u>	<u>Debt Retired</u>	<u>Debt Payable at June 30, 2022</u>
Note payable	\$ 10,000	\$ -	\$ -	\$ 10,000

Long-term obligations outstanding at June 30, 2022 consisted of the following:

Two individuals loaned the Commission \$20,000 in October 2009 for the purpose of completing contract obligations with UVM and Otter Creek Engineering for work incurred on Rutland Creek Path. Upon receipt of donations to cover these costs, the funds shall be repaid in full, without interest. Should donations be insufficient to support this agreement, the Commission is under no obligation to repay the loan and is held harmless in the agreement. \$10,000 of this loan was donated during the 2016 fiscal year.

NOTE 15. Advertising

The Commission expenses advertising costs as they are incurred. Advertising costs for the year ended June 30, 2022 were \$1,358. This amount includes funds spent on direct advertising in addition to the cost of printing and marketing materials.

NOTE 16. RISK MANAGEMENT

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

On March 11, 2020, the World Health Organization declared the COVID-19 coronavirus to be a global pandemic. The COVID-19 outbreak in the United States and across the globe has resulted in economic uncertainties. There has been considerable uncertainty around the duration and scope of economic disruption. The extent of the impact of COVID-19 on the Commission's operations and financial performance depends on developments, including the duration and spread of the outbreak, impact on individuals served by the Commission, employees, and vendors, all of which have been uncertain.

Significant growth and expansion of services continues to grow for the Commission due to needs of Towns in properly designing plans and use of the federal ARPA funds and CARES Act funds distributed throughout the state.

NOTE 17. Subsequent Events

Subsequent events are events or transactions that occur after the financial statement date, but before the financial statements are issued.

Management has evaluated subsequent events through October 25, 2022, the date the June 30, 2022 financial statements were available for issuance. During October, 2022, the organization entered into a Clean Water Service Provider agreement. No other items exist which would impair or change the financial statements to the readers.

RUTLAND REGIONAL PLANNING COMMISSION
 REQUIRED SUPPLEMENTARY INFORMATION
 SCHEDULE OF PROPORTIONATE SHARE OF THE NET PENSION LIABILITY VMERS DEFINED BENEFIT PLAN
 JUNE 30, 2022

SCHEDULE 1

	2022	2021	2020	2019	2018	2017	2016	2015
Total plan net pension liability	\$ 147,184,198	\$ 252,974,064	\$ 173,491,807	\$ 140,675,892	\$ 121,155,552	\$ 128,696,167	\$ 77,095,810	\$ 9,126,613
Commission's portion of the net pension liability	0.10073%	0.09418%	0.09794%	0.09390%	0.04449%	0.11824%	0.08016%	0.05710%
Commission's proportionate share of the net pension liability	\$ 148,261	\$ 238,260	\$ 169,921	\$ 132,080	\$ 125,985	\$ 152,176	\$ 61,798	\$ 5,211
Commission's covered employee payroll	\$ 431,531	\$ 373,268	\$ 339,476	\$ 332,148	\$ 299,007	\$ 308,760	\$ 326,751	\$ 208,463
Commission's proportionate share of the net pension liability as a percentage of Commission's covered employee payroll	34.36%	63.83%	50.05%	39.77%	42.13%	49.29%	18.91%	2.50%
Plan fiduciary net position as a percentage of the total pension liability	86.29% as of June 30, 2021	74.52% as of June 30, 2020	80.35% as of June 30, 2019	82.6% 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 30-Jun-14

Notes to Schedule

Benefit Changes: None.

Changes in Assumptions: The discount rate used to measure the net position liability was lowered from 7.50% to 7.0% due to the adoption by the Board of Trustees of a 7.0% expected future rate of return on assets for funding purposes.

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

RUTLAND REGIONAL PLANNING COMMISSION
 REQUIRED SUPPLEMENTARY INFORMATION
 SCHEDULE OF CONTRIBUTIONS
 VMERS DEFINED BENEFIT PLAN
 FOR THE YEAR ENDED JUNE 30, 2022

SCHEDULE 2

	2022	2021	2020	2019	2018	2017	2016	2015
Contractually required contribution (actuarially determined)	\$ 26,970	\$ 29,263	\$ 19,521	\$ 18,818	\$ 16,445	\$ 22,302	\$ 21,145	\$ 16,573
Contributions in relation to the actuarially-determined contributions	<u>26,970</u>	<u>29,263</u>	<u>19,521</u>	<u>18,818</u>	<u>16,445</u>	<u>22,302</u>	<u>21,145</u>	<u>16,573</u>
Contribution excess/(deficiency)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Commission's covered employee payroll	\$ 431,531	\$ 373,268	\$ 339,476	\$ 332,148	\$ 299,007	\$ 308,760	\$ 326,751	\$ 208,463
Contributions as a percentage of Commission's covered employee payroll	6.25%	7.84%	5.75%	5.67%	5.50%	7.22%	6.47%	7.95%
Valuation date:	June 30, 2021	June 30, 2020	June 30, 2019	June 30, 2018	June 30, 2017	June 30, 2016	June 30, 2015	June 30, 2014

Notes to Schedule

(Fiscal year 2015 was the first year of implementation, therefore, only eight years are shown.)

RUTLAND REGIONAL PLANNING COMMISSION
STATEMENT OF OPERATIONS
BUDGET AND ACTUAL
FOR THE YEAR ENDED JUNE 30, 2022

SCHEDULE 3

	Budget	Actual	Favorable (Unfavorable)
OPERATING REVENUES			
Local Income	\$ 26,325	\$ 26,325	\$ -
State Income	279,200	269,200	(10,000)
VT Dept. of Environmental Cons.	-	108,396	108,396
State Income (non-permanent)	285,000	275,285	(9,715)
VT. Dept. of Public Safety	57,414	59,598	2,184
VT Dept. of Public Service	27,814	44,279	16,465
VT Dept. of Health	-	3,134	3,134
VTrans	216,500	218,248	1,748
Agency of Natural Resources	60,000	-	(60,000)
Environmental Protection Agency	119,826	140,642	20,816
Local planning assistance	84,707	92,817	8,110
Restricted FY21 net Inc. Funds	37,311	-	(37,311)
Special projects	213,555	237,367	23,812
Miscellaneous income	-	4	4
Interest income	1,000	1,156	156
In-kind income	5,940	4,280	(1,660)
Local match	-	63,771	63,771
Total operating revenues	1,414,592	1,544,502	129,910
OPERATING EXPENSES			
Salaries and wages	581,955	573,764	8,191
Payroll taxes and benefits	186,767	168,532	18,235
Contracted services	269,611	305,701	(36,090)
Marketing	3,500	1,358	2,142
Town and organizational support	1,400	1,251	149
Insurance	8,200	8,081	119
Copy and printing	14,850	5,964	8,886
Depreciation	-	3,314	(3,314)
Rent and utilities	49,570	44,370	5,200
Service contracts and supplies	13,450	7,919	5,531
Equipment, subscriptions and software	32,521	19,733	12,788
Memberships	10,080	8,048	2,032
Telephone	5,920	4,932	988
Travel	12,960	6,151	6,809
Meetings/conferences/trainings	22,189	4,631	17,558
Audit and legal services	17,760	17,431	329
Postage	4,068	1,178	2,890
Bank charges	-	25	(25)
Grant pass through and reimbursements	138,475	234,443	(95,968)
In-Kind/Local match	5,940	63,320	(57,380)
Move to designated fund balance for fiscal year 2023	31,364	-	31,364
Total operating expense	1,410,580	1,480,149	(69,566)
OPERATING INCOME	\$ 4,012	\$ 64,353	\$ 60,341

The accompanying notes are an integral part of these financial statements.

RUTLAND REGIONAL PLANNING COMMISSION
SCHEDULE OF DIRECT AND INDIRECT COSTS
FOR THE YEAR ENDED JUNE 30, 2022

SCHEDULE 4

	Direct Expense	Indirect Expense	Unallowable Indirect Expense (a)	Total Allowable Indirect Expense	Total Expense
Salaries and wages	\$ 393,395	\$ 180,369	\$ -	180,369	\$ 573,764
Payroll taxes and benefits	134,046	39,114	-	39,114	173,160
Audit	-	13,201	-	13,201	13,201
Legal Fees	900	3,330	-	3,330	4,230
Contracted services	303,638	2,063	-	2,063	305,701
Meetings	3,135	610	562	47	3,745
Travel / Conferences / Training	6,981	55	6	49	7,036
Supplies	560	2,146	70	2,075	2,705
Town and organizational support	1,251	-	1,251	(1,251)	1,251
Office - equipment/repairs	266	5,870	93	5,777	6,136
Office - insurance	-	8,081	-	8,081	8,081
Office - postage	310	868	134	734	1,178
Office - rent, utilities & maintenance	81	44,290	81	44,209	44,370
Office - telephone	550	4,382	61	4,321	4,932
Office - copying and printing	5,574	390	-	390	5,964
Depreciation	-	3,314	1,396	1,918	3,314
Subscriptions and publications	3,956	9,641	143	9,498	13,597
Marketing	285	1,073	13	1,061	1,358
Grant reimbursements	17,898	-	-	-	17,898
Grant pass through	216,546	-	-	-	216,546
Service contracts	-	5,214	-	5,214	5,214
Memberships	4,122	3,926	3,455	472	8,048
In-Kind/Local match	63,320	-	-	-	63,320
Bank charges	-	25	-	25	25
	<u>\$ 1,156,815</u>	<u>\$ 327,962</u>	<u>\$ 7,265</u>	<u>\$ 320,697</u>	<u>\$ 1,484,777</u>

(a) Costs not allowed under 2 CFR Part 200 Subpart E - Cost Principles

RUTLAND REGIONAL PLANNING COMMISSION
 SCHEDULE OF INDIRECT COST RATES CALCULATION
 FOR THE YEAR ENDED JUNE 30, 2022

SCHEDULE 5

INDIRECT COSTS

Allowable Indirect Cost - 2022 Fiscal Year	\$ 320,697
Plus: Carryforward Adjustment - 2021	32,034
	\$ 352,731

DIRECT COSTS

Direct Salaries and Wages - 2022 Fiscal Year	\$ 393,395
Direct Payroll Taxes and Employee Benefits - 2022 Fiscal Year	134,046
Plus: Carryforward Direct Adjustment	56,428
	\$ 583,869

INDIRECT RATE (Indirect Costs / Direct Costs)	60.41%
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RUTLAND REGIONAL PLANNING COMMISSION
 SCHEDULE OF DIRECT AND INDIRECT COSTS RECOVERED
 FOR THE YEAR ENDED JUNE 30, 2022

SCHEDULE 6

<u>Grant/Agency</u>	<u>Direct Staff Costs</u>	<u>Indirect Costs at 67.78%</u>
Regional Planning Grant (Vermont Agency of Commerce and Community Development)	\$ 156,338	\$ 105,966
Transportation Grants (U.S. Department of Transportation and Vermont Agency of Transportation)	\$ 143,875	\$ 97,518
Emergency Management Performance Grants (U.S. Department of Homeland Security and Vermont Department of Public Safety)	\$ 35,803	\$ 24,267
Other	\$ 191,425	\$ 129,748
	<u>\$ 527,441</u>	<u>\$ 357,500</u>

The accompanying notes are an integral part of these financial statements.

RUTLAND REGIONAL PLANNING COMMISSION
 SCHEDULE OF VERMONT AGENCY OF COMMERCE AND COMMUNITY DEVELOPMENT FUNDS
 FOR THE YEAR ENDED JUNE 30, 2022

SCHEDULE 7

Task #	Task Description	Budget	Staff	Indirect rate at 67.78%	Other Direct	Total
1	Regional Planning	\$ 24,853	\$ 8,526	\$ 5,779	\$ 191	\$ 14,495
2	Municipal Plan/Technical Assistance	39,919	37,158	25,186	1,589	63,932
3	Regional Training and Education For Municipalities	2,367	4,529	3,070	12	7,610
4	Support for Statewide Initiatives	2,198	-	-	-	-
5	Core Functions and Implementation Assistance	199,864	69,982	47,434	5,860	123,275
	Match	-	-	-	59,888	59,888
6	Pandemic Response	75,000	7,046	4,776	-	11,822
7	Energy Funding	92,053	29,098	19,723	1	48,823
Total		<u>\$ 436,253</u>	<u>\$ 156,338</u>	<u>\$ 105,966</u>	<u>\$ 67,540</u>	<u>\$ 329,844</u>
Grant Revenue for 2022						<u>\$ 329,844</u>

The accompanying notes are an integral part of these financial statements.



Batchelder Associates, PC

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

To the Commissioners of
Rutland Regional Planning Commission
PO Box 430
Rutland, VT 05702

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 governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the Rutland Regional Planning Commission ("Commission"), as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the Commission's basic financial statements, and have issued our report thereon dated October 25, 2022.

Internal Control over Financial Reporting

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

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 a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity'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 attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control 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 Commission's financial statements are free from 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 entity'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 entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Batchelder Associates, PC

Batchelder Associates, PC
Barre, Vermont
October 25, 2022
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