



# RUTLAND REGIONAL PLANNING COMMISSION

## RRPC BOARD OF COMMISSIONERS

TUESDAY, DECEMBER 19, 2023, **6:00 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, 3<sup>rd</sup> Floor, 67 Merchants Row, Rutland, VT 05701

### MEETING AGENDA

- 6:00 CALL TO ORDER & INTRODUCTIONS
- 6:05 APPROVAL OF DECEMBER 19<sup>TH</sup> AGENDA
- 6:06 APPROVAL OF NOVEMBER 21<sup>ST</sup> MINUTES
- 6:08 OPEN TO PUBLIC
- 6:10 TREASURERS REPORT
  - FY23 AUDIT REPORT
- 6:25 EXECUTIVE FINANCE COMMITTEE REPORT
- 6:30 EXECUTIVE DIRECTORS REPORT
- 6:35 REGIONAL PLAN UPDATE
- 6:40 ADJOURN

### FOLLOWING THE MEETING

**RRPC BOARD OF COMMISSIONERS HOLIDAY PARTY**

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



# RUTLAND REGIONAL PLANNING COMMISSION

## RRPC BOARD OF COMMISSIONERS

TUESDAY, NOVEMBER 21, 2023, 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, 3<sup>rd</sup> Floor, 67 Merchants Row, Rutland, VT 05701

### ATTENDANCE

(X = in person) (V = virtual attendance)

TOWN	NAME	
Benson	Cheryl Murray	V
Brandon	Jack Schneider	
Castleton	Liz MacKay	V
Chittenden	Gary Congdon	
Clarendon	Brownson Spencer	
Danby	Michelle Bushee	
Fair Haven	Bob Richards	
Hubbardton	Robert Gibbs	X
Ira	Bob Kirbach	V
Killington	Andrew Salamon	X
Mendon	Larry Courcelle	X
Middletown Springs	Steven Harrington	
Mount Holly	Jessica Metcalfe	
Mount Tabor		
Pawlet	John Sabotka	V
Pittsford	Donna Wilson	
Poultney	Sarah Pelkey	X
Proctor	Judy Frazier	

TOWN	NAME	
Rutland City	Michael Doenges	X
Rutland Town	Fred Nicholson	X
Shrewsbury	Laura Black	V
Sudbury	Barbara Somson	V
Tinmouth	Robert Lloyd	V
Wallingford	Erika Berner	V
Wells	Don Preuss	
West Haven	Rod Ethier	
West Rutland	Leona Minard	X
ACI-Natural Resources	Hilary Solomon	
Ex-Officio- CEDRR	Lyle Jepson	X
Ex-Officio- CEDRR	Tyler Richardson	
Ex-Officio- TAC		
Ex-Officio- RRWIB		

**Guests:** Jason Van Driesche and Chloe Tomlinson, Front Page Forum

**Staff:** Devon Neary and Karen Hill

### MEETING MINUTES

1. CALL TO ORDER & INTRODUCTIONS

Chair Berner called the meeting to order at 7:04 PM. Introductions were made.

2. APPROVAL OF NOVEMBER 21st AGENDA

Motion by Gibbs to approve the agenda. Second by Sabotka. Approved by voice vote.



# RUTLAND REGIONAL PLANNING COMMISSION

## 3. APPROVAL OF OCTOBER 17th MINUTES

Motion by Lloyd to approve the minutes. Second by Doenges . Approved by voice vote.

## 4. OPEN TO PUBLIC

No public Comments

## 5. FRONT PORCH FORUM PRESENTATION

Jason Van Driesche and Chloe Tomlinson from Front Porch Forum provided a presentation on the benefits of using FPF for local town officials. Currently, there are 11,000 members in Rutland County out of the 26,000 total households. FPF reported a “good” user rate of 80%, meaning there is room to grow in Rutland County. Examples of high usage towns include Brandon. Jason and Chloe provided examples of how other Vermont towns are using the service to make announcements on public meetings, tax due dates, boil water bans, and much more. Devon Neary strongly encouraged towns to utilize this free outreach service and encourage their residents to sign up.

## 6. EXECUTIVE/FINANCE COMMITTEE REPORT

Neary provided the Executive Finance Committee report. No action taken. For informational purposes only.

## 7. EXECUTIVE DIRECTORS REPORT

- a) Municipal Technical Assistance: MTAP has been expanded to the next level with the towns of Sudbury, Danby, Hubbardton, Shrewsbury, and Proctor added.
- b) Dues and Annual Reports: Dues letters and annual reports to towns have been prepared and sent out.
- c) Annual Financial Audit: Audit was completed last Wednesday, November 15th, with no findings. Special thank you to MK and Karen for there hard work and long hours.
- d) New Planner: RRPC is still looking to fill an open planner position. This position will be responsible for economic and workforce development and lead the WIB, brownfields, economic development district, and other programs.
- e) Legislative Breakfast: RRPC held a legislative breakfast for the Rutland Delegation. We had a dozen senators and representatives join to discuss RRPC projects and programs, regional plan update, and legislative reports and priorities.
- f) Town Managers & Administrators: RRPC will host its first quarterly Manager/Administrator luncheon to discuss local and regional issues and break down silos to shared collective knowledge.
- g) REVIEW Municipal Delegation Framework Report: Neary reviewed the draft Municipal Delegation Framework Report prepared by VAPDA for the legislature. The report outlines a method to allow municipalities with “functionally equivalent” land-use regulations to be exempt from Act 250. The towns would require approval and review from both the RPCs and NRB to be eligible.



# RUTLAND REGIONAL PLANNING COMMISSION

- h) REVIEW Regional Planning Report: Neary followed-up with the board after presenting a previous draft of the report in October. The updated draft had new, shortened list of land-use areas.

## 8. REGIONAL PLAN UPDATE

- a) Drafting Process: The first draft of chapter 1 (Introduction) is complete. Staff have completed their first drafting task for chapters 2-11 – identifying data sources and key partners for their assigned chapters. Submittals were made on 11/17/23.
- b) Internal Review: Review of first drafting task submittal for chapters 2-11 is underway by the Internal Review Team (Devon, Steffanie, Nic, and the Ad Hoc Regional Plan Committee).
- c) Engagement Strategy: BCreative submitted the Implementation Plan for Phase 1 of the Engagement Strategy
- d) Plan Layout/Graphic Design: RRPC Staff have been working with Lyz Tomsuden to finalize the typography, style guide, and color scheme for the Plan.
- e) Regional Plan Retreat: RRPC Staff participated in a two-day regional plan retreat, facilitated by our engagement consultant BCreative, and held at the Brandon Inn.

## 9. REGIONAL COMMITTEE REPORT

Chair Nicholson presented the projects that were reviewed by the Regional Committee and the recommendations to the full board:

- a) T-Mobile Northeast, LLC: Wireless Communications Facility in Killington – conforms with regional plan and no significant regional impacts.
- b) Zach Reich: Construction of Small Wedding Venue in Wells - conforms with regional plan and no significant regional impacts.
- c) Downtown Rutland Hotel and Residence - conforms with regional plan and no significant regional impacts.
- d) Housing Trust of Rutland County: Marble Village in West Rutland - conforms with regional plan and no significant regional impacts.
- e) Boondock Motors, Inc: Commercial auto repair, towing, and recovery in Pittsford – tabled.
- f) Rutland AMA Realty Ventures LLC: Starbucks in Rutland Town – No action taken.

Motion by Lloyd to issue the above letters to the NRB and PUC regarding conformance with the regional plan and significant regional impacts. Second by Doenges. Approved by voice vote.

## 10. TRANSPORTATION ADVISORY COMMITTEE (TAC) REPORT

The upcoming November meeting will include a presentation by Ethan Pepin on a John Hopkins University study regarding lane width and traffic safety.

## 11. AREA WIDE CITIZENS

None present.

## 12. EX-OFFICIO MEMBERS

Lyle Jepson provided a recap of CEDRR's recent annual meeting.



# RUTLAND REGIONAL PLANNING COMMISSION

## 13. COMMISSIONER ROUNDTABLE

Laura Black provided update from the Otter Creek Communications Union District on the progress of their broadband grant to buildout the Rutland Region. The OCCUD board will soon decide which internet service provider to choose and where to build. More information and updates can be found at [OCCUD.org](http://OCCUD.org).

## 14. ADJOURN

Motion by Nicholson to adjourn. Second by Doenges. Approved by voice vote.  
Adjourned at 8:18 PM.

*Respectively submitted by Karen Hill*

DRAFT

**Rutland Regional Planning Commission**  
**Budget vs. Actuals: FY 2024**  
**October 2023**

	October 2023 Actual	July 2023- October 2023 Actual	Annual Budget	% of Budget
<b>Income</b>				
402 Local Income	26,000.00	27,000.00	27,000.00	100.00%
403 State Income		301,049.18	576,373.00	52.23%
403.5 VT Dept. of Environmental Cons.	6,652.01	30,050.93	975,484.00	3.08%
403A State Income (Non-Permanent)	21,398.43	23,715.09	103,853.00	22.84%
404 Vt. Department of Public Safety	4,384.26	22,613.81	58,840.00	38.43%
404B VT Dept. of Buildings and Gen. Services	6,919.48	18,969.54	70,774.00	26.80%
405 VTrans	14,550.73	72,104.43	261,957.00	27.53%
408 Environmental Protection Agency		0.00	65,050.00	0.00%
419 Local Planning Assistance	962.20	17,832.40	81,055.00	22.00%
420 Special Projects	8,720.61	20,906.59	302,739.00	6.91%
421 Miscellaneous Income	-13.71	1.65	0.00	
430 Interest Income	471.79	1,732.93	800.00	216.62%
<b>Total Income</b>	<b>\$ 90,045.80</b>	<b>\$ 535,976.55</b>	<b>\$ 2,523,925.00</b>	<b>21.24%</b>
<b>Gross Profit</b>	<b>\$ 90,045.80</b>	<b>\$ 535,976.55</b>	<b>\$ 2,523,925.00</b>	<b>21.24%</b>
<b>Expenses</b>				
500 Salary	61,857.70	215,524.88	731,698.00	29.46%
Total 501 Fringe	\$ 16,020.98	\$ 84,614.33	\$ 317,603.00	26.64%
522 Contracted Services		9,008.49	1,071,812.00	0.84%
523 Audit/Accounting		0.00	22,400.00	0.00%
524.2 Conferences & Trainings-All Exp.	3,371.29	6,421.62	28,027.00	22.91%
524.3 Trav/Reg/Mileage (Reg Bus)	302.76	2,511.88	13,415.00	18.72%
525 Meeting Expense	1,140.11	1,302.43	13,973.00	9.32%
530 Postage/Shipping	937.05	1,058.35	3,475.00	30.46%
531 Printing/Copying/Ads	1,607.84	2,504.78	12,810.00	19.55%
535 Marketing and Sponsorship		250.00	11,200.00	2.23%
537 Town and Organizational Support		0.00	2,500.00	0.00%
540 Supplies	817.10	1,568.61	10,974.00	14.29%
541 Service Contracts		3,844.45	9,000.00	42.72%
545 Subscriptions-Publicat-Software	1,929.14	13,608.68	32,392.00	42.01%
546 Legal Fees		0.00	7,250.00	0.00%
547 Memberships	442.00	3,191.00	10,512.00	30.36%
550 Rent & Office Improvements	3,982.06	17,864.76	72,000.00	24.81%
550.1 Office Cleaning	810.00	810.00	4,680.00	17.31%
551 Telephone/Communication Serv.	916.46	3,204.42	9,520.00	33.66%
552 Electricity	245.00	760.82	3,800.00	20.02%
553A Grant Disbursements		2,316.66	74,061.00	3.13%
Total 560 Insurance	\$ 0.00	\$ 412.00	\$ 9,800.00	4.20%
565 Equipment Purchase	5,887.52	9,835.38	23,500.00	41.85%
<b>Total Expenses</b>	<b>\$ 100,267.01</b>	<b>\$ 380,613.54</b>	<b>\$ 2,496,402.00</b>	<b>15.25%</b>
<b>Net Operating Income</b>	<b>-\$ 10,221.21</b>	<b>\$ 155,363.01</b>	<b>\$ 27,523.00</b>	
<b>Other Income</b>				
486 Restricted Income Creek Path		30,000.00	0.00	
<b>Total Other Income</b>	<b>\$ 0.00</b>	<b>\$ 30,000.00</b>	<b>\$ 0.00</b>	
<b>Other Expenses</b>				
586 Restricted Exp. Creek Path		108,198.00	0.00	
<b>Total Other Expenses</b>	<b>\$ 0.00</b>	<b>\$ 108,198.00</b>	<b>\$ 0.00</b>	
<b>Net Other Income</b>	<b>\$ 0.00</b>	<b>-\$ 78,198.00</b>	<b>\$ 0.00</b>	
<b>Net Income</b>	<b>-\$ 10,221.21</b>	<b>\$ 77,165.01</b>	<b>\$ 27,523.00</b>	

**Rutland Regional Planning Commission**  
**Balance Sheet**  
As of October 31, 2023

	<b>Total</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
101 HFCU Checking	407,062.52
101-1 Key Bank Checking	324,001.91
101-1.1 Key Bank Checking - CWSP - F	328,163.71
101-2 Bank of Bennington	74,970.00
101-3 Credit Union of Vermont	184,951.01
101-3.5 Credit Union of VT Savings	25.09
104 Savings - HFCU	89.32
<b>Total Bank Accounts</b>	<b>\$ 1,319,263.56</b>
<b>Accounts Receivable</b>	
120 Accounts Receivable	163,323.99
121 Due from CWSP to Operating	23,348.97
<b>Total Accounts Receivable</b>	<b>\$ 186,672.96</b>
<b>Other Current Assets</b>	
130 Prepaid Insurance	3,560.50
<b>Total Other Current Assets</b>	<b>\$ 3,560.50</b>
<b>Total Current Assets</b>	<b>\$ 1,509,497.02</b>
<b>Fixed Assets</b>	
150 Maps & Equipment	17,746.96
151 Accum. Depr. Maps & Equip.	-15,267.49
160 Leasehold Improvements	28,261.80
161 Accum. Depr. - Lease Imp.	-8,779.52
163 Website Development	9,965.00
<b>Total Fixed Assets</b>	<b>\$ 31,926.75</b>
<b>Other Assets</b>	
140 Prepaid Expenses	9.31
142 Deferred Pension Outflow	146,461.77
170 Right-of-Use Asset	68,578.76
175 ROU - Accumulated Amortization	-2,543.61
<b>Total Other Assets</b>	<b>\$ 212,506.23</b>
<b>TOTAL ASSETS</b>	<b>\$ 1,753,930.00</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
200 Accounts Payable	15,569.20
201 Due to Operating from CWSP	23,348.97
<b>Total Accounts Payable</b>	<b>\$ 38,918.17</b>
<b>Other Current Liabilities</b>	
214 Health Insurance	289.30
219 Deferred Grant Income	581,616.71
220 Vision Plan	-4.18
222 Retirement DB	3,017.38
225 Net Pension Liability	327,027.00
230 Acc. Annual Leave	27,478.13
239 Accrued Expenses	996.00
240 Accrued Comp Leave	5,446.06
241 Deferred Pension Inflow	2,028.00
245 Current Portion of Lease Liability	31,543.00
260 Note Payable - Creek Path	10,000.00
<b>Total Other Current Liabilities</b>	<b>\$ 989,437.40</b>
<b>Total Current Liabilities</b>	<b>\$ 1,028,355.57</b>
<b>Long-Term Liabilities</b>	
250 Lease Liability	66,035.15
255 Lease Liability - CONTRA	-31,543.00
<b>Total Long-Term Liabilities</b>	<b>\$ 34,492.15</b>
<b>Total Liabilities</b>	<b>\$ 1,062,847.72</b>
<b>Equity</b>	
3900 Fund Balance	485,658.72
392 Res. Fd. Bl. - Creek Path	128,258.55
Net Income	77,165.01
<b>Total Equity</b>	<b>\$ 691,082.28</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 1,753,930.00</b>

RUTLAND REGIONAL PLANNING COMMISSION

INDEPENDENT AUDITOR'S REPORT AND  
FINANCIAL STATEMENTS

FOR THE YEAR ENDED JUNE 30, 2023



RUTLAND REGIONAL PLANNING COMMISSION  
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## 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, 2023, 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, 2023, 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 November 15, 2023 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  
November 15, 2023

RUTLAND REGIONAL PLANNING COMMISSION  
MANAGEMENT AND DISCUSSION ANALYSIS  
JUNE 30, 2023

**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, 2023. 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 2023 are as follows:

- The assets of the Commission exceeded its liabilities at the close of the year ended June 30, 2023 by \$613,916 compared to \$589,915 at the close of the year ended June 30, 2022. Of the June 30, 2023 amount, \$376,528 may be used to meet the Commission's ongoing obligations to citizens, authorities, and creditors and \$206,457 is restricted related solely to the Creek Path project for which the Commission is the fiscal agent, and \$30,931 is the net investment in capital assets.
- The Commission's total net assets increased by \$24,401 in 2023 compared to an increase of \$77,125 in 2022.

**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, 2023 totaled \$27,000 as unrestricted revenue used to locally match projects and support basic operations.

RUTLAND REGIONAL PLANNING COMMISSION  
MANAGEMENT AND DISCUSSION ANALYSIS  
JUNE 30, 2023

**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 \$424,647 for the year ended June 30, 2023. 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 \$31,013, included in operating revenues (expenses) 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 \$31,013 was not actually paid out by the Commission in FY 2023, 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, 2023 with a surplus of \$24,401, of which, there is no restricted revenue, \$12,205 represents restricted expenditure and interest income of \$2,161 as \$10,038 leaving an operating income of \$34,439. 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 for two fiscal years following the current year's negotiated rate. For example, the fiscal year 2023 indirect rate will be used in charging grants and contracts during fiscal year 2025. 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, 2023

**Condensed Financial Information – Net Position**

	<u>2023</u>	<u>2022</u>
<b>Current assets</b>		
Cash and cash equivalents	\$ 866,524	\$ 863,957
Cash and cash equivalents- Restricted	327,718	-
Accounts receivable	295,851	221,947
Prepaid expenses	22,290	17,386
Total current assets	<u>1,512,383</u>	<u>1,103,290</u>
<b>Property, plant and equipment</b>		
Property and equipment, net of accumulated depreciation	<u>30,931</u>	<u>26,206</u>
Total Property, plant and equipment	<u>30,931</u>	<u>26,206</u>
<b>Other Assets</b>		
Right-of-use-asset, net of accumulated amortization	<u>66,034</u>	<u>-</u>
Total Other assets	<u>66,034</u>	<u>-</u>
Total assets	<u>1,609,348</u>	<u>1,129,496</u>
Deferred outflows of resources	<u>146,462</u>	<u>88,693</u>
<b>Current liabilities</b>		
Accounts payables	80,709	114,078
Accrued payroll and payroll withholdings	14,041	32,557
Accrued expenses	996	-
Conditional grant payable	610,249	-
Compensated absences	30,809	-
Current portion of Lease liability	31,543	231,766
Notes payable	10,000	10,000
Total current liabilities	<u>778,347</u>	<u>388,401</u>
<b>Long term liabilities</b>		
Net pension liability related to participation in VMERS	327,027	148,261
Lease liability, net of current portion	<u>34,492</u>	<u>-</u>
	<u>361,519</u>	<u>148,261</u>
<b>Deferred inflows of resources</b>		
Deferred inflows of resources related to the Commission's participation in VMERS:	<u>2,028</u>	<u>92,012</u>
<b>Net Position</b>		
Invested in capital assets, net of related debt	30,931	26,206
Restricted (Creek Path)	206,457	218,662
Unrestricted	<u>376,528</u>	<u>344,647</u>
Total net position	<u>\$ 613,916</u>	<u>\$ 589,515</u>

RUTLAND REGIONAL PLANNING COMMISSION  
MANAGEMENT AND DISCUSSION ANALYSIS  
JUNE 30, 2023

**Operating Results (continued)**

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 \$613,916 at the close of the most recent fiscal year.

Investment in capital assets represents 5.00% of the Commission's net position, less any related debt used to acquire those assets that are 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 \$376,528 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.

**Condensed Financial Information - Revenues, Expenses and Changes in Net Position for the years ended June 30, 2023 and 2022 are as follows:**

	2023	2022
Operating revenues	\$ 1,214,155	\$ 1,543,346
Operating expenses	1,179,716	1,480,149
Operating income	34,439	63,197
Other revenue/(expenses)		
Pension expense related to participation in VMERS	-	(4,628)
Nonoperating revenues/(expenses)		
Investment income	2,161	1,156
Other operating income	6	-
Restricted revenue	-	18,000
Restricted expenses	(12,205)	(600)
Nonoperating income/(Loss)	(10,038)	18,556
Change in Net Position	24,401	77,125
Net Position - June 30, 2022	589,515	512,390
Net Position - June 30, 2023	\$ 613,916	\$ 589,515

**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 \$1,282,540, were less than originally budgeted revenues by the amount of \$197,870.

Operating expenditures were budgeted at \$1,475,938 while actual operating expenditures were \$1,245,934.

**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 2023 totaled \$27,000.

RUTLAND REGIONAL PLANNING COMMISSION  
MANAGEMENT AND DISCUSSION ANALYSIS  
JUNE 30, 2023

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.

**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, 2023

EXHIBIT A

<b>ASSETS</b>	
Current assets:	
Cash and cash equivalents	\$ 866,524
Cash and cash equivalents- Restricted	327,718
Receivables	295,851
Prepaid expenses	22,290
Total current assets	1,512,383
Property, plant and equipment	
Property and equipment (net of accumulated depreciation)	30,931
Total property, plant and equipment	
Other assets	
Right of use asset (net of accumulated amortization)	66,034
Total other assets	66,034
Total assets	1,609,348
<b>DEFERRED OUTFLOWS OF RESOURCES</b>	
Deferred outflows of resources related to participation in VMERS	146,462
Total deferred outflows of resources	146,462
<b>LIABILITIES</b>	
Current liabilities:	
Accounts payable	81,705
Accrued payroll and payroll withholdings	14,041
Conditional grant payable	610,249
Compensated absences	30,809
Current portion of Lease liability	31,543
Note payable	10,000
Total current liabilities	778,347
<b>LONG TERM LIABILITIES</b>	
Net pension liability related to participation in VMERS	327,027
Lease liability, net of current portion	34,492
Total noncurrent liabilities	361,519
Total liabilities	1,139,866
<b>DEFERRED INFLOWS OF RESOURCES</b>	
Deferred inflows of resources related to the Commission's participation in VMERS	2,028
Total deferred inflows	2,028
<b>NET POSITION</b>	
Invested in capital assets, net of related debt	30,931
Restricted	206,457
Unrestricted	376,528
Total Net Position	\$ 613,916

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, 2023

EXHIBIT B

OPERATING REVENUES	
Federal, state and other grants	\$ 1,187,155
Local communities - annual assessments	27,000
Total operating revenues	<u>1,214,155</u>
OPERATING EXPENSES	
Salaries and wages	598,653
Payroll taxes and benefits	210,991
Consultants and contract services	127,117
Grant pass-through and reimbursements	77,807
Rent and occupancy	48,009
Other operating expenses	111,899
Depreciation	5,240
Total operating expenditures	<u>1,179,716</u>
OPERATING REVENUE/(EXPENSES)	<u>34,439</u>
NONOPERATING REVENUE (EXPENSES)	
Investment income	2,161
Other operating income	6
Restricted expenditures	<u>(12,205)</u>
Total nonoperating revenue/(expenses)	<u>(10,038)</u>
CHANGE IN NET POSITION	24,401
NET POSITION - JUNE 30, 2022	<u>589,515</u>
NET POSITION - JUNE 30, 2023	<u>\$ 613,916</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, 2023

EXHIBIT C

CASH FLOWS FROM OPERATING ACTIVITIES	
Receipts from operating activity	\$ 1,518,734
Cash paid for personnel	(766,338)
Cash paid for goods and services	<u>(402,109)</u>
Net cash provided by operating activities	<u>350,287</u>
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES	
Purchase of capital assets	<u>(9,965)</u>
	<u>(9,965)</u>
CASH FLOWS FROM INVESTING ACTIVITIES	
Restricted program outlays	(12,205)
Interest received	2,161
Other non-operating income	<u>7</u>
Net cash provided from investing activities	<u>(10,037)</u>
INCREASE IN CASH AND CASH EQUIVALENTS	330,285
CASH AND CASH EQUIVALENTS, JUNE 30, 2022	863,957
CASH AND CASH EQUIVALENTS, JUNE 30, 2023	<u>\$ 1,194,242</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	\$ 34,439
Depreciation	5,240
Pension expense related to participation in VMERS	
(Increase) decrease in accounts receivable	(73,904)
(Increase) decrease in prepaid expenses	(4,904)
Increase (decrease) in accounts payable	(32,373)
Increase (decrease) in accrued compensation	12,293
Increase (decrease) in conditional grant payable	378,483
(Increase) decrease in deferred outflows and inflows (pension)	(147,753)
Increase (decrease) in pension liability	<u>178,766</u>
Net cash provided by operating activities	<u>\$ 350,287</u>

The accompanying notes are an integral part of these financial statements

RUTLAND REGIONAL PLANNING COMMISSION  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2023

**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, 2023

**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.

**Lease and adoption of new accounting standard**

Effective July 1, 2022, Rutland Regional Planning Commission adopted the provisions of Accounting Standards Update (ASU) No. 2016-02, Leases (Topic 842), which replaces the prior guidance for leases found in FASB ASC 840. ASU No. 2016-02 applies to both lessees and lessors and will require lessees with operating leases to recognize a right-of-use asset and related lease liability for leases with terms of 12 months or more.

The Organization is a lessee in a noncancelable operating lease. If the contract provides the Organization the right to substantially all the economic benefits and the right to direct the use of the identified asset, it is considered to be a or contain a lease. Right-of-use (ROU) assets and lease liabilities are recognized at the lease commencement date based on the present value of the future lease payments over the expected lease term. ROU assets are also adjusted for any lease prepayments made, lease incentives received, and initial direct costs incurred.

Lease liabilities are initially and subsequently recognized based on the present value of their future lease payments. Variable payments are included in the future lease payments when those variable payments depend on an index or a rate. Increases (decreases) to variable lease payments due to subsequent changes in an index or rate are recorded as variable lease expense (income) in the future period in which they are incurred.

ROU assets for operating leases are subsequently measured throughout the lease term at the amount of the remeasured lease liability (i.e., present value of the remaining lease payments), plus unamortized initial direct costs, plus (minus) any prepaid (accrued) lease payments, less the unamortized balance of lease incentives received, and any impairment recognized.

RUTLAND REGIONAL PLANNING COMMISSION  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2023

**NOTE 2. Summary of Significant Accounting Policies (continued)**

ROU assets for finance leases are amortized on a straight-line basis over the lease term. Operating leases with fluctuating lease payments: For operating leases with lease payments that fluctuate over the lease term, the total lease costs are recognized on a straight-line basis over the lease term.

The Organization has elected the short-term lease exemption for all leases with a term of 12 months or less for both existing and ongoing operating leases to not recognize the asset and liability for these leases. Lease payments for short-term leases are recognized on a straight-line basis.

The Organization has elected to use the practical expedient to not separate lease and non-lease components for all leases.

The Organization has elected to not use the risk-free rate to determine the discount rate for all leases.

Right-of-use assets and liabilities as of June 30, 2023 and 2022 are presented as separate line items on the Organization's statements of financial position.

The Organization has established a capitalization threshold of \$5,000 for lease accounting.

**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 are 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.

**Deferred Outflows of Resources**

In addition to assets, the statement of net 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 net 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

RUTLAND REGIONAL PLANNING COMMISSION  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2023

**NOTE 2. Summary of Significant Accounting Policies (continued)**

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 former 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 former 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.

**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, 2023. 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, 2023, all of the Commission's deposits are included in Category 1.

Cash and Investments are as follows:

Deposits with Financial Institutions	\$ 1,194,242
Petty Cash	<u>-</u>
Total Cash	<u><u>\$ 1,194,242</u></u>

RUTLAND REGIONAL PLANNING COMMISSION  
 NOTES TO THE FINANCIAL STATEMENTS  
 JUNE 30, 2023

**NOTE 3. Cash (continued)**

**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, 2023, \$0 of the government bank balances were exposed to custodial credit risk.

	Book Balance	Bank Balance
FDIC insured	\$ 1,194,242	\$ 1,202,913
Uninsured	-	-
Petty cash	-	-
	\$ 1,194,242	\$ 1,202,913

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, 2023.

Receivables are comprised of the following:

	2023
Grants and contracts	\$ 295,851
Total	\$ 295,851



RUTLAND REGIONAL PLANNING COMMISSION  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2023

**NOTE 5. Capital Assets**

Capital asset activity for the fiscal year ended June 30, 2023 was as follows:

	<u>Balance</u> <u>June 30, 2022</u>	<u>Additions</u>	<u>Deductions</u>	<u>Balance</u> <u>June 30, 2023</u>
Computers and equipment	\$ 57,280	\$ 9,965	\$ (40,529)	\$ 26,716
Leasehold improvements	<u>28,262</u>	<u>-</u>	<u>-</u>	<u>28,262</u>
 Totals at historical cost	 <u>85,542</u>	 <u>9,965</u>	 <u>(40,529)</u>	 <u>54,978</u>
 Less: accumulated depreciation				
Computers and equipment	(51,281)	(4,515)	40,529	(15,267)
Leasehold improvements	<u>(8,055)</u>	<u>(725)</u>	<u>-</u>	<u>(8,780)</u>
 Total accumulated depreciation	 <u>(59,336)</u>	 <u>(5,240)</u>	 <u>40,529</u>	 <u>(24,047)</u>
 Capital assets - net	 <u>\$ 26,206</u>	 <u>\$ 4,725</u>	 <u>\$ -</u>	 <u>\$ 30,931</u>

**NOTE 6. Deferred Outflows/Inflows of Resources**

Deferred outflows of resources consist of \$24,560 of the difference between expected and actual earnings on plan investments, \$53,093 of the difference between projected and actual earnings on plan investments, \$17,950 of the changes in Proportional share of Contributions, \$16,719 from changes in assumptions, and \$34,140 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 \$146,462 as further described in Note 10. Deferred inflows as a result of VMERS is \$2,028 as of June 30, 2023.

**NOTE 7. Conditional Grant Payable**

For the year ended June 30, 2023 the Commission had received from grantors funds that had not yet been spent for their intended purpose totaling \$610,249, which is shown in the Statement of Net Position as unearned grant revenue.

**NOTE 8. Funds Held for Others**

On June 30, 2023, the Commission held \$206,457 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, 2023

**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	GR1594	\$ 50,964
Regional Transportation Planning Grant	20.205	GR1750	\$ 171,680
<u>State of Vermont</u>			
Agency of Commerce and Community Development	n/a	n/a	\$ 470,454

**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, 2022, the retirement system consisted of 16,158 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.

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

As of June 30, 2022, the measurement date selected by the State of Vermont, VMERS was funded at 73.60% and had a plan fiduciary net position of \$845,979,471 and a total pension liability of \$1,149,351,427 resulting in a net pension liability of \$303,371,956. As of June 30, 2022, the Commission's proportionate share of this was 0.10780% resulting in a liability of \$327,027. The net pension liability was measured as of June 30, 2022, and the total pension liability used to calculate the net

RUTLAND REGIONAL PLANNING COMMISSION  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2023

**NOTE 10. Pension Plans (continued)**

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, 2023, the Commission's proportion of 0.10780% was an increase of 0.00707% from its proportion measured as of June 30, 2022.

For the year ended June 30, 2023, the Commission recognized pension expense of \$31,013.

As of June 30, 2023, 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	\$ 24,560	\$ -
Changes in assumptions	16,719	-
Changes in proportional share of contributions	17,950	2,028
Difference between projected and actual earnings on pension plan investments	53,093	-
Organization's required employer contributions made subsequent to the measurement date	34,140	
Total deferred resources	\$ 146,462	\$ 2,028

The deferred outflows of resources resulting from the Organization's required employer contributions made subsequent to the measurement date in the amount of \$34,140 will be recognized as a reduction of the net pension liability in the year ended June 30, 2023. Other amounts reported as deferred outflows of resources and deferred inflows of resources will be recognized in pension expense as follows:

Year End June 30	Employer's Proportionate of Deferred Outflows/Inflows
2023	34,269
2024	27,233
2025	12,892
2026	35,900
2027	-
Total	\$ 110,294

RUTLAND REGIONAL PLANNING COMMISSION  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2023

**NOTE 10. Pension Plans (continued)**

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.

*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.

RUTLAND REGIONAL PLANNING COMMISSION  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2023

**NOTE 10. Pension Plans (continued)**

*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 – 5.875%

*Employer Contributions:*

Group B – 6.50%

*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, 2022 and January 1, 2022 COLAs are 0.80% and 0.40%, respectively, for all groups.

RUTLAND REGIONAL PLANNING COMMISSION  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2023

**NOTE 10. Pension Plans (continued)**

*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, 2023 is summarized in the following table:

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
Passive Global Equities	24.00%	4.30%
Active Global Equities	5.00%	4.30%
US Equity Large Cap	4.00%	3.25%
US Equity- Small/Mid Cap	3.00%	3.75%
Non-US Developed US Equities	7.00%	5.00%
Emerging Market Debt	4.00%	3.50%
Core Fixed Income	19.00%	0.00%
Private & Alternative Credit	10.00%	4.75%
US Tips	3.00%	-0.50%
Core Real Estate	3.00%	3.75%
Non-Core Real Estate	4.00%	6.00%
Private Equity	10.00%	5.50%
Infrastructure/Farmland	4.00%	4.25%
	100.00%	

*Discount Rate:*

The discount rate used to measure the total pension liability was 7.00% as of June 30, 2022. 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, 2023 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,

RUTLAND REGIONAL PLANNING COMMISSION  
 NOTES TO THE FINANCIAL STATEMENTS  
 JUNE 30, 2023

**NOTE 10. Pension Plans (continued)**

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, 2022. 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>
\$490,035	\$327,027	\$192,946

*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 one employee remains a participant. 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, 2023 was \$598,653, while covered payroll was \$36,490. The commission's contributions to the VMERS defined contribution plan were \$1,870 for the year ended June 30, 2023.

**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, 2023 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. Right-Of-Use Asset And Lease Liability**

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 was subject to escalation on July 1, 2022 and every two years thereafter based on the Consumer Price Index (CPI). The Commission expensed \$48,008 for occupancy, of which \$39,600 was rent and \$8,408 covered other occupancy costs (including utilities) during the fiscal year ended June 30, 2023.

Minimum lease agreement payments are as follows:

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

RUTLAND REGIONAL PLANNING COMMISSION  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2023

**NOTE 13. Right-Of-Use Asset And Lease Liability (continued)**

The Commission entered into a 36-month mailing machine lease starting March of 2023 with a monthly payment of \$32. The Commission entered into a new 60-month copier lease which began October 3<sup>rd</sup>, 2019 with a monthly payment of \$157. Minimum lease payments for the remaining terms of the lease are as follows:

2024	2,268
2025	727
	\$2,995

**NOTE 14. Long-Term Debt**

The following is a summary of the debt transactions for the Commission for the year ended June 30, 2023:

	Debt Payable at June 30, 2022	Debt Added	Debt Retired	Debt Payable at June 30, 2023
Note payable	\$ 10,000	\$ -	\$ -	\$ 10,000

Long-term obligations outstanding at June 30, 2023 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, 2023 were \$2,815. This amount includes funds spent on direct advertising in addition to sponsorships and business show participation.

**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.

Significant growth and expansion of services continues to grow for the Commission due to the needs of Towns in properly designing plans and use of the federal ARPA 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 November 15, 2023, the date the June 30, 2023 financial statements were available for issuance. During September 2023, the organization entered into a Clean Water Service Provider Formula Grant 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, 2023

SCHEDULE 1

	2023	2022	2021	2020	2019	2018	2017	2016	2015
Total plan net pension liability	\$ 303,371,956	\$ 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	0.10780%	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	\$ 327,027	\$ 148,261	\$ 238,260	\$ 169,921	\$ 132,080	\$ 125,985	\$ 152,176	\$ 61,798	\$ 5,211
Commission's covered employee payroll	\$ 525,228	\$ 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	62.26%	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	73.60% as of June 30, 2022	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 nine years are shown.

RUTLAND REGIONAL PLANNING COMMISSION  
 REQUIRED SUPPLEMENTARY INFORMATION  
 SCHEDULE OF CONTRIBUTIONS  
 VMERS DEFINED BENEFIT PLAN  
 FOR THE YEAR ENDED JUNE 30, 2023

SCHEDULE 2

	2023	2022	2021	2020	2019	2018	2017	2016	2015
Contractually required contribution (actuarially determined)	\$ 34,140	\$ 26,970	\$ 29,263	\$ 19,521	\$ 18,818	\$ 16,445	\$ 22,302	\$ 21,145	\$ 16,573
Contributions in relation to the actuarially-determined contributions	34,140	26,970	29,263	19,521	18,818	16,445	22,302	21,145	16,573
Contribution excess/(deficiency)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Commission's covered employee payroll	\$ 525,228	\$ 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	6.50%	6.25%	7.84%	5.75%	5.67%	5.50%	7.22%	6.47%	7.95%
Valuation date:	June 30, 2022	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 nine years are shown.)

RUTLAND REGIONAL PLANNING COMMISSION  
SCHEDULE OF OPERATIONS  
BUDGET AND ACTUAL  
FOR THE YEAR ENDED JUNE 30, 2023

SCHEDULE 3

	Budget	Actual	Favorable (Unfavorable)
<b>OPERATING REVENUES</b>			
Local Income	\$ 27,000	\$ 27,000	\$ -
State Income	424,647	424,647	-
VT Dept. of Environmental Cons.	183,051	124,386	(58,665)
State Income (non-permanent)	205,867	89,459	(116,408)
VT. Dept. of Public Safety	54,785	57,257	2,472
VT Dept. of Buildingd and Gen. Services	-	8,109	8,109
VT Dept. of Health	13,744	12,026	(1,718)
VTrans	259,406	222,645	(36,761)
Agency of Natural Resources	-	-	-
Environmental Protection Agency	12,207	6,189	(6,018)
Local planning assistance	97,868	86,556	(11,312)
Restricted FY21 net Inc. Funds	-	-	-
Special projects	195,295	155,881	(39,414)
Miscellaneous income	-	6	6
Interest income	600	2,167	1,567
In-kind income	5,940	5,159	(781)
Local match	-	61,053	61,053
Total operating revenues	1,480,410	1,282,540	(197,870)
<b>OPERATING EXPENSES</b>			
Salaries and wages	705,245	598,653	106,592
Payroll taxes and benefits	275,524	210,991	64,533
Contracted services	120,000	111,620	8,380
Marketing	2,000	2,815	(815)
Town and organizational support	1,950	3,114	(1,164)
Insurance	8,500	7,219	1,281
Copy and printing	14,542	7,438	7,104
Depreciation	-	5,240	(5,240)
Rent and utilities	62,890	48,009	14,881
Service contracts and supplies	17,050	10,433	6,617
Equipment, subscriptions and software	58,836	49,817	9,019
Memberships	11,800	7,674	4,126
Telephone	6,160	7,977	(1,817)
Travel	15,337	7,390	7,947
Meetings/conferences/trainings	23,000	10,277	12,723
Audit and legal services	17,500	12,365	5,135
Postage	3,300	837	2,463
Bank charges	-	40	(40)
Grant pass through and reimbursements	126,364	77,807	48,557
In-Kind/Local match	5,940	66,218	(60,278)
Move to designated fund balance for fiscal year 2023	-	-	-
Total operating expense	1,475,938	1,245,934	230,004
<b>OPERATING INCOME</b>	<b>\$ 4,472</b>	<b>\$ 36,606</b>	<b>\$ 32,134</b>

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, 2023

SCHEDULE 4

	Direct Expense	Indirect Expense	Unallowable Indirect Expense (a)	Total Allowable Indirect Expense	Total Expense
Salaries and wages	\$ 435,909	\$ 162,744	\$ -	\$ 162,744	\$ 598,653
Payroll taxes and benefits	146,219	63,992	-	63,992	210,211
Audit	-	10,000	-	10,000	10,000
Legal Fees	425	1,940	-	1,940	2,365
Contracted services	101,220	10,400	2,050	8,350	111,620
Meetings	4,039	1,346	346	1,000	5,385
Travel / Conferences / Training	10,553	1,729	55	1,674	12,282
Supplies	949	3,987	101	3,886	4,936
Town and organizational support	3,115	-	3,115	(3,115)	3,115
Office - equipment purchase	2,567	29,865	1,040	28,825	32,432
Office - insurance	-	8,001	-	8,001	8,001
Office - postage	143	692	85	607	835
Office - rent & office improvements	25	41,660	25	41,635	41,685
Office - office cleaning	-	3,135	-	3,135	3,135
Office - telephone	97	7,880	7	7,873	7,977
Office - electricity	91	3,098	91	3,007	3,189
Office - copying and printing	6,722	716	142	574	7,438
Depreciation	-	5,240	-	5,240	5,240
Subscriptions and publications	2,539	14,846	183	14,663	17,385
Marketing	1,695	1,120	-	1,120	2,815
Grant reimbursements	8,497	-	-	-	8,497
Grant pass through	69,310	-	-	-	69,310
Service contracts	-	5,497	-	5,497	5,497
Memberships	3,710	3,964	3,455	509	7,674
In-Kind/Local match	65,236	975	975	-	66,211
Bank charges/ miscellaneous	-	42	-	42	42
	<u>\$ 863,061</u>	<u>\$ 382,869</u>	<u>\$ 11,670</u>	<u>\$ 371,199</u>	<u>\$ 1,245,930</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, 2023

SCHEDULE 5

INDIRECT COSTS

Allowable Indirect Cost - 2023 Fiscal Year	\$	371,199
Plus: Carryforward Indirect Adjustment		70,502
		441,701
	\$	441,701

DIRECT COSTS

Direct Salaries and Wages - 2023 Fiscal Year	\$	435,909
Direct Payroll Taxes and Employee Benefits - 2023 Fiscal Year		146,219
Plus: Carryforward Direct Adjustment		90,959
		673,087
	\$	673,087

INDIRECT RATE (Indirect Costs / Direct Costs)		65.62%
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RUTLAND REGIONAL PLANNING COMMISSION  
 SCHEDULE OF DIRECT AND INDIRECT COSTS RECOVERED  
 FOR THE YEAR ENDED JUNE 30, 2023

SCHEDULE 6

<u>Grant/Agency</u>	<u>Direct Staff Costs</u>	<u>Indirect Costs at 67.86%</u>
Regional Planning Grant (Vermont Agency of Commerce and Community Development)	\$ 246,637	\$ 167,368
Transportation Grants (U.S. Department of Transportation and Vermont Agency of Transportation)	\$ 141,554	\$ 96,059
Emergency Management Performance Grants (U.S. Department of Homeland Security and Vermont Department of Public Safety)	\$ 33,938	\$ 23,030
Other	\$ 159,999	\$ 108,575
	<u>\$ 582,128</u>	<u>\$ 395,032</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, 2023

SCHEDULE 7

Task #	Task Description	Budget	Staff	Indirect rate at 67.86%	Other Direct	Total
1	Regional Planning	\$ 39,251	\$ 12,374	\$ 8,397	\$ 87	\$ 20,858
2	Municipal Plan/Technical Assistance	92,153	34,068	23,119	1,173	58,360
3	Regional Training and Education For Municipalities	7,209	5,374	3,647	387	9,408
4	Support for Statewide Initiatives	2,282	-	-	-	-
5	Core Functions and Implementation Assistance	283,753	167,417	113,609	7,982	289,008
	Match	-	-	-	47,013	47,013
6	Pandemic Response	63,178	1,535	1,042	-	2,577
7	Energy Funding	43,230	25,869	17,554	292	43,715
	Energy overage included in match	-	-	-	(485)	(485)
Total		<u>\$ 531,056</u>	<u>\$ 246,637</u>	<u>\$ 167,367</u>	<u>\$ 56,449</u>	<u>\$ 470,453</u>
Grant Revenue for 2023						<u>\$ 470,453</u>

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

RUTLAND REGIONAL PLANNING COMMISSION  
 SCHEDULE OF REVENUE AND EXPENSES - CLEAN WATER SERVICE PROVIDER SFY2023 FORMULA  
 FUNDS  
 FOR THE YEAR ENDED JUNE 30, 2023

OPERATING REVENUES	
Federal, state and other grants	\$ 34,296
Interest	206
Total operating revenues	<u>34,502</u>
OPERATING EXPENSES	
Salaries and wages	11,755
Payroll taxes and benefits	3,997
Consultants and contract services	6,689
Indirect	10,688
Other operating expenses	1,167
Total operating expenditures	<u>34,296</u>
OPERATING REVENUE/(EXPENSES)	<u>206</u>
CHANGE IN NET POSITION	206
NET POSITION - JUNE 30, 2022	<u>-</u>
NET POSITION - JUNE 30, 2023	<u>\$ 206</u>

The accompanying notes are an integral part of the 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 Rutland Regional Planning Commission ("Commission"), which comprise the statement of financial position as of June 30, 2023, and the related statements of activities, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated November 15, 2023.

### **Report on 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) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the 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 or significant deficiencies may exist that were not identified.

### **Report on 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 financial statements. 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 organization'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 organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Batchelder Associates PC*

Batchelder Associates, PC  
Barre, Vermont  
Vermont License #945  
November 15, 2023



# RUTLAND REGIONAL PLANNING COMMISSION

To: RRPC Board of Commissioners

From: Steffanie Bourque

Date: December 19, 2023

RE: Regional Plan Status Report #2

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## Drafting Process

- Staff are working on revision 2 to their data resources and key partner research for chapters 2-11, which will take into consideration feedback received from the Internal Review Team. Revision 2 submittal is due on 2/9/2024.

## Internal Review

- Internal Review Team (Devon, Steffanie, Nic, and the Ad Hoc Regional Plan Committee) provided feedback on the first version of data resources and key partner research completed by the staff for chapters 2-11.
- This was the first opportunity to implement the internal review process and it worked well.

## Engagement Strategy

- Phase 1 of meaningful public involvement has begun. Phase 1 is the Learn & Assess Phase where the RRPC will work with community members to make sure we understand the region's concerns and needs. It is intended to complement the data resources and key partner research being conducted by staff.
- The Regional Plan 2026 website and online survey are live! Check out: [rutlandrpc.org/plan2026](https://rutlandrpc.org/plan2026)
- Advertising launch is underway to promote the website, online survey, and calendar of events to interact with the RRPC during the development of the plan update.
- Preliminary schedule for Pop-ups, Open Houses, Selectboard Presentations now available for January, February, and March 2024.
  - Commissioners participation opportunity – presentation to your Selectboard. If interested, contact Steffanie Bourque before 12/31/23 – [sbourque@rutlandrpc.org](mailto:sbourque@rutlandrpc.org)

## Plan Layout/Graphic Design

- We have a solid working template for the plan layout and design.
- Targeting January 2024 for a first draft of chapter 1 in the layout/design template.