

Minutes
Western Piedmont Council of Governments
Bimonthly Policy Board Meeting
Tuesday, November 27, 2018
SALT Block, Keiser Community Room

Members Present:

Barbara Pennell, Chair
Bob Floyd, Jr., Vice-Chair
Jill Patton, Secretary
Johnny Berry, Treasurer
George Holleman, Past Chair
Robert Smyre, At-Large
Chip Black, At-Large
Wayne Abele, At-Large
Ronnie Setzer
Donald Robinson
Joie Fulbright
Kyle Hayman, Alternate
Dennis Anthony
Dr. Caryl Burns
David Williams, Alternate
Ben Honeycutt
Forrest Fleming
Jerry Hodge
Gary McClure
Roy Sweezy, Alternate
Tommy Luckadoo
Amparo Alfaro
Larry Yoder

Local Government/Agency:

Gamewell
Cedar Rock
Hickory
Connelly Springs
Taylorsville
Maiden
Valdese
Burke County
Cajah's Mountain
Catawba
Conover
Conover
Drexel
Granite Falls
Hickory
Hildebran
Morganton
Newton
Rutherford College
Valdese
Appointed
Appointed
Appointed

Members Absent:

Josh Lail
Mike Labrose
Kitty Barnes, At-Large
Dale Sherrill
Ben Willis
Marla Thompson
Vacant
Bob Benfield
Larry Chapman
Rick Justice

Alexander County
Caldwell County
Catawba County
Claremont
Lenoir
Long View
Brookford
Glen Alpine
Hudson
Rhodhiss

Keith Warren	Sawmills
Helen Chestnut	Appointed
Elle Engstrom	Appointed
Malla Vue	Appointed
Sara Moses	Appointed

Guests/Others Present:

Scott Hildebran, Lenoir
Yaidee Fox, Hickory
Mary Carter, Gamewell
Donald Duncan, Conover
Logan Shook, Cahah's Mountain
Tamara Brooks, Connelly Springs
Sherri Bradshaw, Drexel
Chase Winebarger, Catawba
Hank Guess, Hickory
Phil Church, Lowdermilk Church & Co.

WPCOG Staff Present:

Anthony Starr, Executive Director
Sherry Long, Assistant Executive Director/Community & Economic Development Director
Ashley Bolick, Director of Administrative Services and Human Resources
Andrea Roper, Finance Director
Wendy Johnson, Director of Workforce Development
Alison Adams, Community & Regional Planning Director
Jason Toney, Communications Specialist
Brian Horton, Transportation Planning Manager
Averi Ritchie, Transportation Planner

Call to Order/Welcome

A regular meeting of the WPCOG Policy Board was called to order at 6:45 pm by Chair Barbara Pennell. Chair Pennell thanked the City of Hickory for hosting the meeting. Mayor Hank Guess welcomed the Policy Board to the City of Hickory.

Minutes of Previous Meeting

Minutes of the previous meeting were considered. Mr. Joie Fulbright made a motion to approve the minutes and Mr. Tommy Luckadoo offered a second. The motion passed unanimously.

Unfinished Business/Reports

There was no unfinished business.

New Business

Audit Presentation

Independent auditor Phil Church with Lowdermilk Church and Company presented a report to the Board regarding the financial audit of the Western Piedmont Council of Governments for the fiscal year ending June 30, 2018. The audit is required by State Law and various regulation of funding entities.

Mr. Church reported a clean audit with no findings. The total ending General Fund balance as of June 30, 2018 was \$1,360,389. This is a \$65,157 increase over the 2017 General Fund balance.

Mr. Church said that upon approval of the board, the completed audit would be sent to the local government commission in the next few weeks.

Mr. Tommy Luckadoo made a motion that the Policy Board accept the audit report as presented. Mr. Chip Black offered a second. The motion passed unanimously.

3rd Amendment of the 2018-2019 Budget

Andrea Roper, WPCOG Finance Director, presented the 3rd Amendment of the 2018-2019 Budget. The 3rd Amendment of the 2018-2019 Budget reflects a total budget of \$16,081,178 and an operating budget of \$6,326,624 which represents an increase of the total budget from the September 25, 2018 budget amendment of \$393,971.

The 3rd Amendment of the 2018-2019 Budget includes:

- Community Development increased by \$179,331 due to the addition of several Single Family Rehabilitation projects.
- Community and Regional Planning increased by \$56,475 due to the addition of a new comprehensive plan project.
- An increase of \$47,688 in Economic Development due to the addition of several new building reuse projects and an increase in the ARC-LDD grant.
- GIS/IT increased by \$1,070 due to the addition of various small GIS projects.
- WIOA increased \$95,813 due to additional funding received for infrastructure costs and staff salaries.
- Fund Balance Appropriated increased by \$13,486 to be used as a match for the increased ARC LDD grant amount.
- Salaries decreased \$19,289 due to an increase in compensated absences of \$2,679 and the elimination of the part-time housing specialist position for Regional Public Housing.
- Retirement decreased \$1,942 due to the elimination of the part-time housing specialist position.
- Contractual increased \$168,184 to reflect the addition of several Single Family Rehabilitation projects.
- Mortgage/Occupancy cost increased \$95,814 due to the infrastructure revenues WIOA received.
- Supplies decreased \$17,555 to reflect an accurate amount of expected expenses.
- Capital Outlay decreased \$9,535 to depict the actual cost of the code enforcement vehicle.

- As a result of the addition of several new projects, Contingency increased \$168,844 along with a \$3,927 increase in Reserve for Future Expenses.
- All other changes to the expenditure lines reflect normal program needs.

Staff requested the Policy Board to review and approve the 3rd Amendment of the 2018-2019 Budget.

Mr. Joie Fulbright made a motion that the Board approve the 3rd Amendment of the 2018-2019 Budget as proposed. Mr. Jerry Hodge offered a second. The motion passed unanimously.

ADA Planning Service

Ms. Alison Adams, WPCOG Director of Community & Regional Planning, introduced a new WPCOG service to the Policy Board. During the summer of 2018, NCDOT sent letters to municipalities using federal funds who have 50 or more employees. Municipalities that received a letter must complete an ADA self-evaluation and transition plan. This is required of all local governments receiving federal assistance. Affected municipalities may consider contracting with WPCOG to assist with all or parts of this process.

There are three areas, where WPCOG Planning staff's expertise would assist in fulfilling ADA requirements:

1. Program Accessibility (Existing Facilities and Services)
2. New Construction and Alterations (Buildings, Parks, and Parking)
3. Administrative Requirements (Self-Evaluation and Transition Plan)

Initially, staff would be charged to complete an inventory of existing sidewalks, intersections, and public facilities. Subsequently, with aid from the municipality, staff would review local capital planning and land development review to document compliance.

Staff requests the Policy Board to provide feedback and guidance aimed at a successful launch of this new service. No formal action by the Board is needed at this time.

Mr. Chip Black asked who was currently providing such services to local governments.

Ms. Adams answered that there are private consulting groups in the area that offer this same service at a higher cost.

Transportation Planning Update

Mr. Brian Horton, WPCOG Transportation Planning Manager, offered a transportation planning update to the board. The federal government requires a Metropolitan Planning Organization (MPO) to lead the regional transportation planning process for urbanized areas, like the Hickory-Lenoir-Morganton metropolitan area. WPCOG staffs the MPO, which is governed by a Transportation Advisory Committee representing 28 local governments in the four-county region.

In the last six months, WPCOG staff have updated key regional plans and activities including:

- **Comprehensive Transportation Plan (CTP)** identifies street classifications, future improvement needs, and new alignments for the regional thoroughfare network;

- **Metropolitan Transportation Plan (MTP)** presents a long-range, fiscally-constrained plan for transportation improvements in the area;
- **Strategic Transportation Investments (STI) / Prioritization** scores local priorities submitted to the state of North Carolina for their consideration in the development of the State Transportation Improvement Program (STIP);
- **Metropolitan Transportation Improvement Program (MTIP)** budgets a ten-year program to fund transportation projects and must be in agreement with the State Transportation Improvement Program (STIP);
- **Local Administered Projects Program (LAPP)** competitively awards federal Surface Transportation Block Grant (STBG) reimbursement funds (80%) to area local governments to construct locally sponsored transportation projects;
- **Burke Experimental Transit Project** launched new flex bus service in Morganton, Drexel, Valdese, and Rutherford College.

Nominating Committee Report

Chair Barbara Pennell recognized Mr. Wayne Abele as the Nominating Committee Chair. Each year, the Board Chair appoints a nominating committee for the purpose of recommending persons for the Officers, Executive Committee and Appointed Delegates of the Policy Board. The Chair appointed Wayne Abele (Burke County), Larry Chapman (Hudson), Kitty Barnes (Catawba County) and George Holleman (Taylorsville) to serve as members of the Nominating Committee.

Mr. Abele presented the recommendations from the Nominating Committee listed below:

Position	Recommendation	Term Ends
Chair	Barbara Pennell	Dec. 2019
Vice Chair	Bob Floyd	Dec. 2019
Secretary	Jill Patton	Dec. 2019
Treasurer	Johnny Berry	Dec. 2019
Immediate Past Chair	George Holleman	Dec. 2019
Executive Committee At-Large	Wayne Abele	Dec. 2019
Executive Committee At-Large	Kitty Barnes	Dec. 2019
Executive Committee At-Large	Bob Smyre	Dec. 2019
Executive Committee At-Large	Chip Black	Dec. 2019
Policy Board Appointed Delegate	Amparo Alfaro	Dec. 2020
Policy Board Appointed Delegate	Casey Pope	Dec. 2020
Policy Board Appointed Delegate	Tommy Luckadoo	Dec. 2020
Policy Board Appointed Delegate	Helen Chestnut	Dec. 2020
Policy Board Appointed Delegate	Malle Vue	Dec. 2019
Policy Board Appointed Delegate	Sara Moses	Dec. 2019
Policy Board Appointed Delegate	Elle Engstrom	Dec. 2019
Forum Representative	Wayne Abele	Dec. 2019
Alternate Forum Representative	Kitty Barnes	Dec. 2019

Mr. Wayne Abele presented the Nominating Committee report in the form of a motion that the Policy Board approve the nominations as presented by the Nominating Committee. Mr. Forrest Fleming offered a second. The motion passed unanimously.

Recognition of Outgoing Board Members

Chair Pennell thanked outgoing board members, Josh Lail of Alexander County for his service.

Staff Updates

Mr. Starr announced that WPCOG had released a Request for Qualifications (RFQ) for engineering services for a building generator for the WPCOG office building. Additionally, WPCOG is currently accepting bids for the installation of an access control system for the office.

Ms. Sherry Long, WPCOG Assistant Executive Director and Community and Economic Development Director announced that the Town of Long View had recently received a building reuse grant. Also, both the City of Newton and the City of Hickory had grant applications under review. The next round of applications are due January 7, 2019. See Sherry or staff with questions.

Adjournment

Ms. Jill Patton made a motion that the meeting adjourn at 7:30 pm and the motion was seconded by Mr. Ronnie Setzer. The motion passed unanimously.