

Minutes
KERR-TAR REGIONAL COUNCIL OF GOVERNMENTS
Executive Committee Meeting
Kerr-Tar COG Office
March 28, 2019

Members Present

John Alston	Jimmy Clayton
Sidney Dunston	Reggie Horton
Zelodis Jay	Leo Kelly
Tom Lane	Gary Plummer
David Smith	Betty Wright
Danny Wright	

COG Staff:

Diane Cox
 Donna Lee
 Gina Parham

Others:

Kenneth Perry

Call to Order

Chairman Clayton called the meeting to order and turned the meeting over to Executive Director, Diane Cox.

Audit Proposals

Diane advised that the COG is required to solicit Request for Proposals (RFPs) for audit services every 3 years. This was the last year with William L. Stark and Company, RFPs were sent out, and three firms responded. Bid comparisons were reviewed as follows:

<u>Cost</u>	<u>Cherry Bekaert</u>	<u>Thompson, Price, Scott,</u>	<u>William L. Stark</u>
<u>Per Year</u>		<u>Adams & Co.</u>	<u>& Company</u>
2018/19	\$30,000	\$29,500	\$30,000
2019/20	\$31,000	\$29,500	\$31,000
2020/21	\$32,000	\$29,500	\$32,000
Hourly	\$125	\$120	Never charged previously For extra questions, etc.

Diane advised that Cherry Bekaert had provided audit services previously and they also provide audit services for several COGs and other local governments. Therefore, they would not have a real learning curve on the COG audit. She further stated that she received 3 satisfactory references from Thompson, Price, Scott and Adams and they too have experience with COG and local government audits. The main concern here was the distance since they are located in Whiteville. Diane stated that

while working the last 3 years with William L. Stark, they had provided much review and advice during the year and not charged any hourly fee for extra service. This agency had been recommended by other local government offices and the COG has a good working relationship with them. She advised that the staff request awarding the audit contract to the local agency – William L. Stark & Company. 6

Audit Proposals

Motion # 1

Motion was made by David Smith to approve the awarding audit contract to William L. Stark and Company as recommended by COG staff. Sidney Dunston seconded the motion and the motion carried unanimously.

Assessment Presentation

Diane shared a Draft Assessment Schedule for Fiscal Year 2019/2020 with the members to review. The spreadsheet listed each County and Municipality with their Census Population from 2010 Census, the new recommended rate of 64 cents per capita and the current per capita rate of 59 cents. She further stated the assessment rate had not increased since 2014 and these funds are used to match funds for State and Federal grants. These assessments will be used to match grants totaling \$650,000.

Assessments FY 2019/2020

Motion # 2

Motion was made by Sidney Dunston to approve the new per capita rate of 64 cents for Fiscal Year 2019/2020. Zelodis Jay seconded the motion and it carried unanimously. 7

There being no further business, the meeting adjourned.

Sincerely,



Patricia S. Cox, Executive Director
Secretary to the Board of Directors

Minutes
KERR-TAR REGIONAL COUNCIL OF GOVERNMENTS
Kerr Tar Board Meeting
Kerr-Tar COG Office
March 28, 2019

Members Present

John Alston
Mary Anderson
Quon Bridges
Jimmy Clayton
Kevin Easter
Fonzie Flowers
Wanda Henderson
Zelodis Jay
Leo Kelly
Philip Meador
Jennifer Pierce
David Smith
Betty Wright

Ernie Anderson
Wayne Aycock
Francine Chavis
Sidney Dunston
Carolyn Faines
Carroll Harris
Reggie Horton
Tresco Lea-Jeffers
Tom Lane
Kenneth Perry
Gary Plummer
Michael Williford
Danny Wright

Absent Members

Pete Averette
Valter Gardner
Dazale Kearney
Marsha Strawbridge

Eddie Ellington
Jerry Joyner
Walter Powell

COG Staff:

Diane Cox
Gina Parham
Donna Lee
Nancy Francis
Vincent Gilreath
Michael Kelly
Debora Cozart
Lou Grillo

Others:

Joey Hopkins – NCDOT
Tracey Parrott – NCDOT
Frank Frazier – City of Henderson
Tony Cozart – Granville County
Harry Mills – Granville County EDC
Tony Hall – Rebuild Communities
Gil Frazier - Attorney

Invocation

Chairman Clayton asked Board Member, Danny Wright to provide the invocation prior to dinner.

Call to Order

Chairman Clayton called the meeting to order and welcomed guests.

Minutes

Chairman Clayton advised that the Minutes from the January 24th were forwarded previously for review with the meeting notice. He asked for the Board's pleasure regarding the minutes.

Minutes

Motion # 1

Motion made by Sidney Dunston to approve the Minutes as written. Leo Kelly seconded the motion and the motion carried unanimously.

NEW BUSINESS

Finance Report

Finance Manager, Donna Lee reviewed the Finance Report ending February 28, 2019 by fund and provided total expended percentages on each. She also noted the bank account balances were provided at the bottom of the report as well as the current loan information.

Insert Finance Report Here

**KERR-TAR REGIONAL COUNCIL OF GOVERNMENTS
FEBRUARY, 2019**

	EXPENDITURE		YTD EXPEND	EXPENDITURE BALANCE		% Expended	REVENUE BUDGET		YTD RECEIVED	ACCOUNTS RECEIVABLE		ASSESSMENTS ALLOCATED		TOTAL REVENUES		Gain/(Loss)
	BUDGET			BALANCE			BUDGET			RECEIVED	RECEIVABLE	LOCAL MATCH		REVENUES		
GENERAL FUND - 10																
KTRDC	\$ 53,000	\$ 24,464.60	\$ 24,464.60	\$ 28,535.40	46%	\$ 53,000	\$ 20,959.46	\$ 3,505.14						\$ 24,464.60	\$ -	
EDA Planning	\$ 150,825	\$ 91,417.16	\$ 91,417.16	\$ 59,407.84	61%	\$ 90,415	\$ 54,251.00	\$ 599.30					36566.86	\$ 91,417.16	\$ -	
Revolving Loan Fund	\$ 20,000	\$ 7,571.55	\$ 7,571.55	\$ 12,428.45	38%	\$ 20,000	\$ -	\$ 7,571.55						\$ 7,571.55	\$ -	
Micro Loan Fund	\$ 4,500	\$ 38.00	\$ 38.00	\$ 4,462.00	1%	\$ 4,500	\$ -	\$ 38.00						\$ 38.00	\$ -	
Rural Transportation	\$ 139,186	\$ 92,972.84	\$ 92,972.84	\$ 46,213.16	67%	\$ 111,349	\$ 31,376.27	\$ 43,002.00					18594.57	\$ 92,972.84	\$ -	
CFAT	\$ 24,990	\$ 24,985.15	\$ 24,985.15	\$ 4.85	99%	\$ 19,992	\$ 19,988.12	\$ -					4997.03	\$ 24,985.15	\$ -	
Mobility Manager	\$ 100,000	\$ 37,509.29	\$ 37,509.29	\$ 62,490.71	38%	\$ 90,000	\$ 24,343.00	\$ 9,415.36					3750.93	\$ 37,509.29	\$ -	
Bunn Subdivision Ordinance	\$ 4,000	\$ 1,672.00	\$ 1,672.00	\$ 2,328.00	42%	\$ 4,000	\$ -	\$ 1,672.00						\$ 1,672.00	\$ -	
Bunn Zoning	\$ 10,000	\$ 7,678.17	\$ 7,678.17	\$ 2,321.83	77%	\$ 10,000	\$ 7,474.87	\$ 203.30						\$ 7,678.17	\$ -	
City of Henderson ROBCO	\$ 3,090	\$ 76.00	\$ 76.00	\$ 3,014.00	2%	\$ 3,090	\$ 3,090.00	\$ -						\$ 3,090.00	\$ 3,014.00	
Franklin Co Bldg Re-use KF	\$ 11,274	\$ 874.00	\$ 874.00	\$ 10,400.00	8%	\$ 11,274	\$ 11,274.00	\$ -						\$ 11,274.00	\$ 10,400.00	
Franklin Co PALZIV	\$ 600	\$ -	\$ -	\$ 600.00	0%	\$ 600	\$ -	\$ -						\$ -	\$ -	
Regional Agritourism Project	\$ 5,500	\$ -	\$ -	\$ 5,500.00	0%	\$ 5,500	\$ 5,500.00	\$ -						\$ 5,500.00	\$ 5,500.00	
Mighty River Broadband	\$ 56,800	\$ 46,296.56	\$ 46,296.56	\$ 10,503.44	82%	\$ 56,800	\$ 42,635.20	\$ 3,661.36						\$ 46,296.56	\$ -	
Aging - Planning & Admin	\$ 206,487	\$ 77,723.30	\$ 77,723.30	\$ 128,763.70	38%	\$ 163,352	\$ 51,137.00	\$ 10,349.90					16236.40	\$ 77,723.30	\$ -	
Aging - Ombudsman	\$ 120,682	\$ 77,713.13	\$ 77,713.13	\$ 42,968.87	64%	\$ 108,486	\$ 62,863.42	\$ 8,257.82					7771.31	\$ 78,892.55	\$ 1,179.42	
Aging - Elder Abuse	\$ 4,716	\$ 267.02	\$ 267.02	\$ 4,448.98	6%	\$ 4,244	\$ 240.00	\$ -					26.70	\$ 266.70	\$ (0.32)	
Aging - Evidence Based	\$ 27,897	\$ 23,793.05	\$ 23,793.05	\$ 4,103.95	85%	\$ 25,107	\$ 20,412.00	\$ 1,001.74					2379.31	\$ 23,793.05	\$ -	
Aging - AAA	\$ 48,263	\$ 46,511.54	\$ 46,511.54	\$ 1,751.46	96%	\$ 48,263	\$ 44,708.00	\$ 1,803.54						\$ 46,511.54	\$ -	
Aging - Medicare SHIIP	\$ 5,353	\$ 3,919.95	\$ 3,919.95	\$ 1,433.05	73%	\$ 5,353	\$ 5,353.00	\$ -					783.99	\$ 6,136.99	\$ 2,217.04	
Aging - MIPPA	\$ 19,086	\$ 14,802.08	\$ 14,802.08	\$ 4,283.92	78%	\$ 19,086	\$ 16,107.58	\$ -						\$ 16,107.58	\$ 1,365.50	
Aging - Caregiver	\$ 126,630	\$ 58,629.99	\$ 58,629.99	\$ 68,000.01	46%	\$ 126,630	\$ 56,979.10	\$ 9,531.99						\$ 66,511.09	\$ 7,881.10	
Aging - NCOOT Project	\$ 184,708	\$ 147,024.87	\$ 147,024.87	\$ 37,683.13	80%	\$ 184,708	\$ 108,815.85	\$ 38,209.02						\$ 147,024.87	\$ -	
Aging - LCA	\$ 15,000	\$ 14,998.26	\$ 14,998.26	\$ 1.74	100%	\$ 15,000	\$ 14,998.26	\$ -						\$ 14,998.26	\$ -	
Aging - Senior Games	\$ 7,500	\$ -	\$ -	\$ 7,500.00	0%	\$ 7,500	\$ 560.00	\$ -						\$ 560.00	\$ 560.00	
WIOA - Adult	\$ 126,150	\$ 72,193.42	\$ 72,193.42	\$ 53,956.58	57%	\$ 126,150	\$ 68,533.07	\$ 3,660.35						\$ 72,193.42	\$ -	

Finance Report

Motion #2

Motion made by Danny Wright to approve the Finance Report as presented. David Smith seconded the motion and motion carried unanimously.

Budget Amendments

Donna also reviewed the two budget amendments. Budget amendment #35 represented additional grant amounts for the NCDOT project. Budget amendment #36 represented a new grant in the WIOA program – Enhancement/Re-entry.

Insert Budget Amendment Here

**KERR-TAR REGIONAL COUNCIL OF GOVERNMENTS
BUDGET AMENDMENTS
Thursday, March 28, 2019**

FY 18-19

FUND 10 - GENERAL FUND

BUDGET AMENDMENT # 35	A/C #	BUDGET	CHANGE	REQUESTED
AGING - NCDOT PROJECT				
EXPENDITURES	5945			
Franklin County	601	46,177	28,908	75,085
Granville County	602	44,330	27,926	72,256
Person County	603	22,165	8,969	31,134
Vance County	604	44,330	30,887	75,217
Warren County	605	27,706	18,602	46,308
TOTAL EXPENDITURES		184,708	115,292	300,000
AGING - NCDOT PROJECT				
REVENUE	3625			
Franklin County	050	46,177	28,908	75,085
Granville County	051	44,330	27,926	72,256
Person County	052	22,165	8,969	31,134
Vance County	053	44,330	30,887	75,217
Warren County	054	27,706	18,602	46,308
TOTAL REVENUES		184,708	115,292	300,000
This amendment represents additional grant amounts.				

BUDGET AMENDMENT # 36	A/C #	BUDGET	CHANGE	REQUESTED
WIOA - PROGRAM ENHANCEMENT / RE-ENTRY				
EXPENDITURES	5945			
Salary - Workforce Dev Director	174	0	691	691
Contract Services	200	0	25,000	25,000
Supplies	260	0	2,500	2,500
Travel	314	0	1,000	1,000
Fringe Benefits	690	0	255	255
Indirect Costs	790	0	408	408
Program Costs	795	0	146	146
TOTAL EXPENDITURES		0	30,000	30,000
WIOA - PROGRAM ENHANCEMENT / RE-ENTRY	3775			
REVENUE	010	0	30,000	30,000
This amendment represents a new grant.				

Budget Amendments

Motion # 3

Motion made by David Smith to approve the Budget Amendments as presented. Francine Chavis seconded the motion and it carried unanimously.

Assessment Rates FY 2019/2020

Executive Director, Diane Cox advised earlier this evening the Executive Committee had reviewed the COG's request for an increase in the Assessment Rates for FY 2019/2020. Current rate is 59 cents per capita and the requested rate is 64 cents per capita. She further stated that the assessment rate had not increased since 2014. These assessments are to be used to bring in \$143,000 that will be used to match grants totaling \$650,000.

Insert Assessment Rate Sheet Here

KERR-TAR REGIONAL COUNCIL OF GOVERNMENTS
2019/2020

Analysis of Population and Assessment for Budget Purposes

UNIT	2010 by County	2010 by Unit	2019/2020 at \$0.64	Percent of Total Assessment/Population
Franklin County	60,619	53,736 \$	34,391	23.99%
Bunn		344 \$	220	0.15%
Franklinton		2,023 \$	1,295	0.90%
Louisburg		3,359 \$	2,150	1.50%
Youngsville		1,157 \$	740	0.52%
Granville County	57,529	36,472 \$	23,342	16.28%
Butner		7,591 \$	4,858	3.39%
Creedmoor		4,124 \$	2,639	1.84%
Oxford		8,461 \$	5,415	3.78%
Stem		463 \$	296	0.21%
Stovall		418 \$	268	0.19%
Person County	39,464	31,102 \$	19,905	13.88%
Roxboro		8,362 \$	5,352	3.73%
Vance County	45,422	29,454 \$	18,851	13.15%
Henderson		15,368 \$	9,836	6.86%
Kittrell		467 \$	299	0.21%
Middleburg		133 \$	85	0.06%
Warren County	20,972	18,873 \$	12,079	8.43%
Macon		119 \$	76	0.05%
Norlina		1,118 \$	716	0.50%
Warrenton		862 \$	552	0.39%
TOTAL	224,006	224,006 \$	143,365	100.00%

Assessment Rate 2019/2020

Motion # 4

Motion was Sidney Dunston to approve the Assessment Rate of 64 cents per capita for FY 2019/2020 as recommended by staff and the Executive Committee. Tom Lane seconded the motion and it carried unanimously.

Loan Committee Appointments

Diane advised there are currently three vacancies on the Loan Review Committee. This committee normally consists of one banking representative and one private sector or economic development person from each county. The first appointee to be considered this evening is Kyle Puryear of BB&T in Oxford to fill the banking slot for Granville County.

Granville Appointee to LRC

Motion # 5

Motion made by Kevin Easter to approve the assignment of Kyle Puryear to the LRC. Reggie Horton seconded the motion and it carried unanimously.

The second recommendation comes from Warren County to appoint their Economic Development Director, Stacy Woodhouse to the LRC. Their banking slot is filled as of this time.

Warren Appointee to LRC

Motion # 6

Motion made by Wayne Aycock to approve the appointment of Stacy Woodhouse to the LRC as Warren County rep. David Smith seconded the motion and it carried unanimously.

Records Retention and Disposition Policies

Diane advised that the State had provided new Records Retention and Disposition Policies for the COG and local governments adopt. However, she did state that with this new policy, the policy did not change for the Aging or Workforce Programs that are under the COG umbrella.

Records Retention & Disposition Policies

Motion # 7

Motion made by Zelodis Jay to approve the policy as recommended by the State and COG staff. Tom Lane seconded the motion and it carried unanimously.

Conflict of Interest Forms

Diane reminded all Board Members that we have to update our Conflict of Interest Forms annually so they will be current if needed to accompany grant applications, etc. Members were advised that the form was in their meeting packet and should be signed this evening and returned to Gina Parham.

Executive Director's Report & Legislative Update

Executive Director, Diane Cox highlighted the following items to the Board of Directors and shared a hard copy of her remarks. (The report should be reviewed in detail and shared with local boards.)

- Programmatic and financial monitoring of WIOA subcontractors has been on going since last board meeting. (This includes Piedmont Community College, Vance Granville Community College, EDSI and Triangle Literacy)
- RPO applied for funding for NCDOT's Active Routes to School program, aimed at making it easier/safer for students to walk and bike to school.
- Harry Mills and Commissioner Dunston have taken on Community Leader positions in the NCMOVES 2050 Plan, which will serve as a blueprint in helping guide and shape the future transportation policies.
- COG staff met with state elected officials as a part of Advocacy Day, a follow up to Rural Day to discuss challenges facing our rural communities.
- Announced hiring of new Area Agency on Aging Director – Nancy Francis. Bio info also provided.
- NCRCOG hosted a Legislative Day and Reception for members of the General Assembly in Raleigh on March 27. NCRCOG consists of Executive Directors from each of the 16 COGs across the state and one delegate from each COG to serve on The Forum Board. Danny Wright of Vance County and alternate Jimmy Clayton of Person County represent Kerr Tar COG. Held personal visits with Senators Woodard and Smith and Representatives Garrison and Yarborough that day. Others were not available to meet but packets were left for their review.
- Legislative Day was productive for many reasons. Review the 2019 State Advocacy Agenda in your packets. NCRCOG goals are aligning well with the priority goals of the NCACC and NCLM, which includes the expansion of broadband to unserved and under served areas of NC.
- At the request of Victor Hunt, Joe Freddoso and Diane presented at the NCACC District meeting in Rocky Mount on Feb 26.
- Opening ceremonies for Senior Games was held in Warren County on March 19 with 100-125 attendees. Diane stated she was pleased to be able to attend the event and that there are over 300 seniors registered to participate in Senior Games that will be on going through the month of May.
- COG is collaborating with Green Rural Redevelopment Organization and the NC Rural Center to develop a regional plan for support of local food business opportunities.
- COG currently has two interns working with us from Vance County Early College High School who are interested in careers in transportation. Kianna Wills and Angela Bolanos-Salazar are currently assisting planning staff with projects. Funding is provided by South Atlantic Regional Small Business Transportation Resource Center.

Update from NC Department of Transportation

Diane welcomed Joey Hopkins, Division Engineer with NC DOT Division 5 to provide an update to projects in the area.

Joey stated he was happy to be here to provide some insight and updates to the Board and wished the COG good luck in their recent application for the Safe Routes to School Grant.

Additional highlights and comments were:

- I-85 Project wrapping up soon. All lanes will be open in next few weeks.
- I-85 follow-up project in late fall for planting and landscaping (separate contractors used for landscaping)
- C-Project the 401 Louisburg Rolesville Raleigh project is on schedule
- Eaton's Ferry Road – Bridge/causeway repair on schedule
- Re-surfacing US 1 from Wake Forest to Vance County starts this summer
- East End connector project in Durham is going good. Connector will be open with a couple lanes by year end
- D-Project the 401 project will start in 2022 and end by 2024. During this process, the center turn lane on Bickett Blvd will be removed.
- Right of Way 2021 project will complete by 2023
- Removing turn lane on Madison Blvd in 2020
- Hwy 56 Lyon Station Rd construction will be next year
- Hwy 56 Peach Orchard Rd to 401 is in the 2028 Draft Plan and hopes to be in next Prioritization Plan
- Focus Areas are: Safety, Program Delivery, Sustainable Revenue, Mobility, Appearance and Future Technology
- Safety Focus will be directed to the following areas: Driver Behavior, Wearing Seatbelts, Pilot Program on looking for wrong way drivers and looking for pedestrians. NC is currently fifth in Fatalities and safety focus will help improve this statistic. Robeson County already led the way with a Safety Focus Program.
- NC DOT is working to use sustainable revenue and implementing plan to have projects completed sooner. Fund balance was \$3.2B a few years ago and is down to \$400M in 2 years. Attempting to build cash balance up at this time.
- The Build NC Bond Bill passed and NC DOT can sell bonds over the next 10 years. (This is an 11-year program that is capped at \$300M a year). State repays the money but has access to the money upfront for projects. This Bond Project is paid back over time with interest and there is no profit to NC DOT.
- In the Appearance Focus – NCDOT is working on resurfacing areas and improving signage and roadside appearance. Litter pickup is being increased particularly before mowing and cutting around guardrails. Mowing before Holidays – Memorial Day, July 4, Labor Day to improve the appearance of NC highways. All roadside mowing is contracted out.
- Spending for mowing has increased \$20M – Litter expense up from \$800K to \$1.6M a year.
- Litter projects – Adopt A Highway has 4 pickups a year. Sponsor a Highway is where a Business sponsors the litter pickup for one mile of Highway – this pays for 13 pickups a year with a sign recognizing the business. Sponsor costs depends on the route/location. Contact Joey directly for more info.
- Members asked if ticketing for littering had ceased and members were informed that is hard to prosecute people that litter.
- NC DOT has a 30% vacancy rate at this time. Struggle to fill civil engineering positions.

- NC DOT is assisting with teaching good habits on where to cross the street, grants to help slow the traffic and possibly extend slow routes past school area.
- Plans are to widen Highway 50 north of Highway 98 and widen passing zones.
- Discussion also arose about signs for slower traffic to stay in the right lanes.

Joey stated he enjoyed coming out to address our Board and to call on the NC DOT staff for any assistance needed.

PUBLIC COMMENT AND ANNOUNCEMENTS

Zelodis Jay stated that Granville County would like to appoint Jeff Tingen from Altec to replace Bryan Pfohl who had recently resigned as an At Large member from Granville County. More information will be forthcoming from the County.

David Smith advised that Board Member, Pete Averette is back home and improving. He asked for folks to continue to keep Pete in their prayers.

There being no further business, the meeting adjourned.

Sincerely,



Patricia S. Cox, Executive Director
Secretary to the Board of Directors