

Regional Planning Commission of Greater Birmingham
Board Meeting Minutes
The Center for Regional Planning and Design
October 17, 2007

MEMBERS PRESENT

Honorable Valerie Abbott, City of Birmingham
Honorable Delor Baumann, City of Hueytown
Honorable Bettye Fine Collins, Jefferson County
Mr. Randall Gammon, City of Cordova
Mr. Ray Hamilton, Shelby County
Honorable Robbie Hayes, Shelby County
Mr. Reginald Holloway, Shelby County
Honorable Theoangelo Perkins, Town of Harpersville
Mr. Waymon Pitts, City of Cleveland
Honorable David Standridge, Blount County
Mr. Tim Westhoven, City of Hoover
Honorable James Whitfield, City of Leeds

MEMBERS REPRESENTED BY ALTERNATE

Honorable Bruce Hamrick, Walker County Commission
Represented by Mr. Randall Gammon
Honorable Bernard Kincaid, City of Birmingham
Represented by Ms. Renee Kemp-Rotan
Honorable Charles McCallum, City of Vestavia Hills
Represented by Mr. Al Folcher

MEMBERS ABSENT

Honorable Stan Batemon, St. Clair County
Honorable Ricky Buckner, City of Springville
Honorable Jim Carns, Jefferson County
Honorable Bobby Humphries, Jefferson County
Mr. Chester Jolly, City of Warrior
Honorable William Bell, City of Birmingham
Mr. Richard Dickerson, City of Birmingham
Honorable Billy Joe Driver, City of Clanton
Honorable Joe Headley, Chilton County Commission
Honorable Edwards May, City of Bessemer
Honorable Eddie Reed, City of Jemison

OTHERS PRESENT

Dr. Carl Marbury, City of Leeds
Mr. Chris Barrineau, Jefferson County
Ms. Mary Forman, Balch and Bingham
Mr. Charles Ball, Regional Planning Commission
Mr. Brian O'Dell, Regional Planning Commission
Mr. Ray Morris, Regional Planning Commission

Mr. William R. Foisy, Regional Planning Commission
Ms. Cynthia Barton, Regional Planning Commission
Ms. Cissy Edwards Crowe, Regional Planning Commission

CALL TO ORDER AND ROLL CALL

Honorable Valerie Abbott called the meeting to order at 10:35 a.m. Roll call was taken and a quorum was declared by the Chairman. The following business was conducted.

MINUTES

The minutes of the September 19, 2007 board meeting stood as read.

FINANCE COMMITTEE

Mr. Holloway presented information documented in the October 3, 2007 Finance Committee minutes included in the board package. He opened discussion concerning the guidelines for the earmark of \$180,000 to be placed in a separate account for debt reduction. He presented a copy of the June 2006 board minutes which substantiates this directive. The Finance Committee is reviewing the guidelines and will consider allowing more flexibility in this set-aside in order to manage cash flow versus any required line of credit. The Committee will bring this back to the Board next month. Beginning with the FY2008 financial statements, the Revolving Loan Fund financials will be presented for review.

Mr. O'Dell presented the financial information for the period through August 31, 2007.

Statement of Net Assets

1. The current ratio (current assets/current liabilities) for the period is 5.40. Anything over 2.00 is considered healthy.
2. The quick ratio (current assets-unbilled receivables/current liabilities) is 4.01. Anything over 1.5 is considered healthy.
3. The Birmingham Jefferson County Transit Authority billing issues have been resolved and the \$275,000 owed to contractors has been paid by the BJCTA. The BJCTA has also paid the \$50,000 outstanding balance on salaries as the Indirect Rate approval has been resolved per a letter received from the Department of Commerce stating that RPC does not have to have a confirmed rate, but can use a provisional rate for billing purposes.
5. RPC's long-term debt continues to be reduced by approximately \$8,000/month. The interest is based on the 30-day LIBOR rate.

The overall financial health looks good.

Budget Summary

1. Actual Year-To-Date total expenditures were under budget by \$1,235,769(G).
2. Salary, fringe and indirect was under budget in total by \$84,084 (H).
3. Direct costs are under budget in total by \$105,167 (I).

4. The contracts are under budget \$1,046,519 (J). These are largely transportation related contracts such as Building Communities and Northern Beltline Intersecting Roadways project that will roll over into FY08. A footnote will be added to Table 2 to note which projects are carryover funds from the previous fiscal year.

Statement of Income and Expenditures

This is primarily an internal management tool. It is a more detailed view of the information presented in the budget summary.

PROGRAM / BUDGET COMMITTEE

Mr. Pitts presented the following recommendations from the Committee that are documented in the October 10, 2007 Program Budget Committee minutes included in the board package:

Economic Development Administration Resolution

Mr. Pitts presented a resolution for an Economic Development District operating grant for Fiscal Year 2008. The resolution is to authorize its executive director to develop and submit an EDD operating grant application to the Economic Development Administration that requests \$53,000 in Economic Development Administration grant assistance. RPC is to contribute a local cash match in the amount of \$53,000. The purpose of the EDA planning investment is to provide support for development, implementation, revision or replacement of the Comprehensive Economic Development Strategy and provide reports, data and regional information and grant assistance as requested.

Mayor Whitfield moved and Mr. Hamilton seconded the recommendation that the Board approve the resolution. Motion passed on a voice vote.

Park and Ride Lot Agreement with ALDOT resolution

Mr. Pitts presented an agreement to be executed with the Alabama Department of Transportation. The agreement is for \$250,000 with no local match required. This money is not included in the adopted FY2008 budget. The agreement is for Park and Ride Lots at various locations located within Jefferson and Shelby County, the Blount County Park and Ride Lot located in Hayden and the Chilton County Park and Ride lot located in Jemison. The new lots, approximately 15-20 will be located on major corridors in Jefferson and Shelby County. Potential locations were researched which included using ALDOT and retail property. These two options were not viable. The next choice was to approach churches and this option was favorably received. Mr. O'Dell stated that this will not present a cash flow problem. The programs in the FY08 budget that will contribute to cash flow issues, due to the amount of payment required before reimbursement, are the Rideshare and Air Quality Programs.

Mr. Folcher moved and Mr. Westhoven seconded the recommendation that the Board approve the resolution. Motion passed on a voice vote.

Mr. Ball reported that a meeting is confirmed with Mr. Brian Davis, ALDOT, Third Division for Friday, October 19, 2007. This meeting will be with only RPC staff to review processing of air quality invoices in a timely manner. This will be an issue in the spring of 2008 when a new contract is executed with the ALDOT and the RPC will be directly responsible for payment of billings before reimbursement. The RPC staff will report on the results of the meeting to the board to determine if additional meetings are needed.

PERSONNEL COMMITTEE

Mr. Morris presented the following amendment to the RPC Personnel Policies and Procedures:

Section 10.2.4 Educational Reimbursement

Employees wishing to further their education either on a course by course or program basis are encouraged to do so. Pending approval in the annual RPCGB budget, the Executive Director may approve educational reimbursements based on the following scale:

If individual courses are taken then reimbursements are to be made on the following scale:

A= 100%

B= 75%

C= 50 %

D= 0%

F= 0%

If a course is taken on a Pass/Fail Basis, reimbursement shall be:

P= 100%

F= 0%

The courses undertaken by staff must be in job related programs.

Mr. Folcher moved and Commissioner Standridge seconded to recommend adoption of this revision. Motion passed on a voice vote.

Candidates for staff openings

Mr. Ball presented the following candidates for four positions of which two are new and two are vacant. These positions are provided for in the FY2008 budget. There were 4 applications received for Principal Planner, 21 applications received for Community Development Specialist, 3 applications received for Air Quality Coordinator and 17 applications received for Planner.

Principal Planner, Grade 8, Steve Ostaseski

He was formerly employed with the RPC, and he has over 30 years experience in both the public and private sectors in Transportation Planning, Comprehensive Planning,

Project Management, Compliance and Personnel Administration. He is currently employed with Gresham Smith & Partners. We look forward to having Steve back onboard to provide leadership for our regional and community planning efforts.

Community Development Specialist, Grade 7, Karen McCoy

She is currently a Planner with the City of Birmingham. She has a Masters in Public Administration and over five years experience in the Community Development / Economic Development arena. She is also a Public Administration doctoral candidate. Karen will play a vital role in helping our communities identify and secure funding to implement plans.

Air Quality Coordinator, Grade 6, Scott Tillman

He is currently the VPSI (Van Pool) Project Manager. Scott has a Bachelor's in Aviation Management and an MBA. He also has over 10 years of management experience in the public and private sectors. We know he will do an excellent job helping us get back on track with our air quality programs.

Planner, Grade 5, Yvonne Sims

She was employed as an intern with the RPC in the summer and fall of 2006. She has also interned with the City of Bessemer's Industrial Development Board. She is a graduate assistant with the UAB Department of Government and is a candidate for Masters of Public Administration. Yvonne will bring a great deal of technical expertise and enthusiasm to our community planning efforts.

Discussion followed on the rehiring of an RPC employee and a recommendation was made to develop a policy to include notation to be made in their personnel file that if the employee leaves in good standing they will be considered for rehiring.

Mayor Whitfield moved and Mr. Westhoven seconded to recommend the Board approve the hiring of these proposed candidates. Motion passed on a voice vote.

Mr. Ball announced that he has confirmed Cissy Edwards Crowe as the Public Information Officer, upgraded from Acting Public Information Officer.

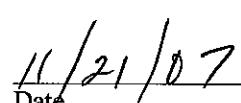
OTHER

Mayor Whitfield introduced Mr. Carl Marbury who will serve as the Mayor's Alternate in the event he cannot attend a meeting.

There being no further business, the meeting adjourned at 11:10 a.m.



Honorable Bettye Fine Collins, Secretary



Date