

Regional Planning Commission of Greater Birmingham
Board Meeting Minutes
The Center for Regional Planning and Design
November 14, 2007

MEMBERS PRESENT

Honorable Valerie Abbott, City of Birmingham
Honorable Delor Baumann, City of Hueytown
Mr. Randall Gammon, City of Cordova
Mr. Reginald Holloway, Shelby County

MEMBERS REPRESENTED BY ALTERNATE

Honorable Bruce Hamrick, Walker County Commission
 Represented by Mr. Randall Gammon
Honorable Larry Langford, City of Birmingham
 Represented by Mr. Kevin Owens
Honorable Charles McCallum, City of Vestavia Hills
 Represented by Mr. Al Folcher
Honorable William Bell, City of Birmingham
 Represented by Mr. Kevin Owens
Honorable Jim Carns, Jefferson County
 Represented by Ms. Sharon Evans
Mr. Ray Hamilton, Shelby County
 Represented by Mr. Al Folcher
Honorable Robbie Hayes, Shelby County
 Represented by Mr. Reginald Holloway
Honorable Bobby Humphries, Jefferson County
 Represented by Ms. Cindy Vines
Mr. Waymon Pitts, City of Cleveland
 Represented by Honorable Delor Baumann
Honorable James Whitfield, City of Leeds
 Represented by Honorable Valerie Abbott

MEMBERS ABSENT

Honorable Stan Batemon, St. Clair County
Honorable Ricky Buckner, City of Springville
Honorable Bettye Fine Collins, Jefferson County
Mr. Chester Jolly, City of Warrior
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
Honorable David Standridge, Blount County
Mr. Tim Westhoven, City of Hoover
Honorable Theoangelo Perkins, Town of Harpersville

OTHERS PRESENT

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 10:55 a.m. Roll call was taken and a quorum was declared by the Chairman. The following business was conducted.

MINUTES

The minutes of the October 17, 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. This earmark will impact the amount needed for the line of credit to cover expenses associated with the Air Quality Program. If the turnaround for reimbursement from ALDOT for air quality invoices is 60 days, the recommendation is for a line of credit of \$500,000. This amount does not assume, however, that the first \$180,000 of dues income is set aside for loan payment. Otherwise, the required line of credit would be higher. Given that the financial reporting is now accurate and timely, and reflects the monthly debt service payment, a lower dues set-aside would be feasible. Mr. Folcher moved and Mr. Owens seconded that \$90,000 become the earmark for debt reduction to be placed in a separate account. Motion passed on a voice vote.

Mr. Holloway commended the work of the Finance Committee, Ms. Sharon Evans, Mr. Tom Barnett, Mr. Kevin Owens and Mr. Ed Gardner, Jr. They have taken time from their busy schedules to do due diligence in monitoring the financial statements through the past fiscal year. He also thanked Mr. Charles Ball, Mr. Bill Foisy, Mr. Ray Morris and Mr. Brian O'Dell in bringing accountability to the financial planning and reporting process. Mayor Baumann recognized Mr. Holloway for his leadership of the Finance Committee commenting that he is the driving force in the performance of Committee members and staff.

Mr. O'Dell presented the financial information for the period through September 30, 2007.

Statement of Net Assets

1. The current ratio (current assets/current liabilities) for the period is 2.51. Anything over 2.00 is considered healthy.

2. The quick ratio (current assets-unbilled receivables/current liabilities) is 2.11. Anything over 1.5 is considered healthy.

The lower ratios are an episodic event based on annual dues (\$368,810) not being recognized as income until October. Removal of this liability results in a current ratio of 18.4 and a quick ratio of 15.4. The financial picture is very solid with liquidity being totally adequate. The \$353,437 in cash includes the Operating Account (\$46,000), the Loan Account (\$268,000) and Senior Aides Account (\$38,000).

The audit for FY 2007 has begun as the auditing firm is now conducting on-site activities.

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 \$1,403,536(G).
2. Salary, fringe and indirect was under budget in total by \$143,584 (H).
3. Direct costs are under budget by \$89,396 (I).
4. The contracts are under budget \$1,170,965 (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

Air Quality Program Update

Mr. Ball reported to the Committees that a meeting was held with Mr. Brian Davis and Mr. Lance Taylor with the ALDOT 3rd Division office concerning air quality invoicing. The meeting was on good terms and RPC concerns were clearly expressed. The following terms were agreed to in order to expedite the reimbursement process.

1. Scott Tillman and Lance Taylor will meet and review each invoice prepared by the RPC for submittal by Jefferson County for ALDOT payment. Invoice issues would be identified by the ALDOT and resolved expeditiously so that the invoice can be certified and sent to Montgomery for payment.
2. The next air quality agreement executed between the RPC and ALDOT, projected to be in the spring of 2008, will contain a provision for the ALDOT 3rd division to process the invoice to Montgomery for payment within 30-days of receipt.

3. ALDOT 3rd division personnel will attend the monthly APCA Steering Committee meetings so that programmatic issues can be addressed in advance of incurring expenses. A yearly schedule for these meetings will be provided by the RPC.
4. The RPC will have the APCA Partners that are under contract to provide in the monthly billing a statement of anticipated tasks for the next month. This will help to insure that anticipated expenses are consistent with the executed contract.

Mr. Folcher presented the following recommendations from the Committee that are documented in the November 7, 2007 Program Budget Committee minutes included in the board package:

Appalachian Regional Commission Administrative Grant Resolution

Mr. Folcher presented a resolution which included the following points:

1. The purpose of the grant is to assist and enable the Regional Planning Commission of Greater Birmingham to provide economic and community development services which are consistent with the purposes of the act, and
2. The adopted RPCGB FY-2008 Budget includes funding from ARC and also includes tasks that are consistent with the implementation of the ARC work program.
3. The Regional Planning Commission of Greater Birmingham submit an application to the Alabama Department of Economic and Community Affairs and the Appalachian Regional Commission for an ARC administrative grant of \$100,000 to be matched with a \$100,000 cash contribution as per attached 2008 RPCGB/ARC Budget, to be provided by the Regional Planning Commission, for the twelve month period beginning January 1, 2008.

Mr. Folcher moved and Mr. Gammon seconded to adopt the resolution as presented. Motion passed on a voice vote.

Rideshare ALDOT Agreement Resolution

Mr. Folcher presented the agreement / resolution which includes the following points:

- A. Conduct the following employer outreach and marketing activities designed to increase the number of employers who encourage use of commuting alternatives:
 1. develop "top 130" comprised of companies in with 150 or more employees.
 2. facilitate events such as "transportation days" that and encourage clean commuting.
 3. promote commuter incentive programs such as emergency ride home and commuter club.
 4. create vanpool alliances between competing vanpool providers.
 5. media opportunities including interviews, editorial boards, press releases and CommuteSmart website.
 6. presentations at MPO meetings, professional and civic groups and other interested organizations.

7. marketing materials at Chambers of Commerce, transit properties, local legislator and municipal offices, employer sites and local public areas.
8. on-site posters at employer sites, paycheck stuffers, company newsletter articles, new hire packet inserts.
9. quarterly ride matching letters, postcards and follow-up calls to database participants.
10. outdoor advertising.

Fees charged to this task are to be consistent with the contract between the RPC and URS Corporation approved by the Alabama Department of Transportation September 2006. In addition, RPC staff time will be charged to the project consistent with the tasks and level of effort defined in the FY 2008 Unified Planning Work Program, Task 2.03, CommuteSmart Program (Rideshare).

B. Conduct turn-key rideshare operations services to include:

1. customer service and administration.
2. database maintenance.
3. vehicle acquisition and maintenance.
4. insurance and risk management.
5. volunteer driver screening, training and orientation.
6. customer billing, accounting and finance.
7. reporting of data in a format consistent with FHWA/and or FTA requirements.
8. customer agreements and documentation.
9. back-up and demonstration vehicle.
10. emergency ride home.

Fees charged to this task are to be consistent with the contract between the RPC and VPSI dated January 1, 2005, as supplemented, and as approved by the Alabama Department of Transportation March 1, 2005.

This program is in the FY2008 budget at 100% federal share. It will present a cash flow challenge when the invoice payments will be handled by the RPC and not by Jefferson County.

Mr. Folcher moved and Mayor Baumann to recommend approval of this agreement and resolution as presented. Motion passed on a voice vote.

Community Planning Assistance Grant Program

Mr. Folcher presented the following information:

The RPC proposes to establish a Community Planning Assistance Grant Program to assist local governments with the development, adoption and implementation of various community planning projects, including, but not limited to, comprehensive plans, zoning ordinances and subdivision regulations.

The goals of the Program are:

- ✓ To provide local governments in the RPC region with affordable, comprehensive community planning services.
- ✓ To increase the number of community planning projects in non-urban RPC counties.
- ✓ To identify candidate projects for implementation assistance through RPC's economic development program.
- ✓ To expand the Building Communities Program implemented in FY 2007 to all counties in the RPC region.

Grant applicants must be local governments or sub-agencies of said local government such as an industrial development board. Eligible local governments are those located within RPC's six-county service area of Blount, Chilton, Jefferson, St. Clair, Shelby and Walker Counties. Applicants must provide 50% of the project's cost as equal matching funds.

\$200,000 has been budgeted in FY08 under ARC/State TA. This amount would be doubled under the Community Planning Assistance Grant Program with funds from local communities. A budget modification would be made after receipt of the proposed projects from local governments and after a determination has been made of the RPC staff and third party contractor requirements to complete the projects.

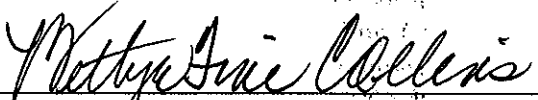
Mr. Folcher noted that the program would be an incentive for small jurisdictions to pay annual dues.

Mr. Folcher moved and Mayor Baumann seconded to approve this program as presented with the contingency that everyone who submits an application be in good standing by having paid their 2008 dues and that a concerted effort be made to inform members and other publics about this program. Motion passed on a voice vote.

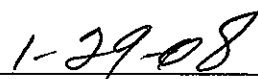
OTHER

Mr. Ball announced that plans are underway for the RPC Annual Meeting and will follow a different format. In addition to the luncheon, breakout sessions will be held the morning of the luncheon. He asked for suggestions to be sent to him concerning topics and/or speakers for this event.

There being no further business, the meeting adjourned at 11:25 a.m.



Honorable Bettye Fine Collins, Secretary



Date