

Regional Planning Commission of Greater Birmingham
Board Meeting Minutes
The Center for Regional Planning and Design
March 18, 2009

MEMBERS PRESENT

Mr. Tom Barnett, City of Birmingham
Mr. Ray Hamilton, Town of Vincent
Mr. Reginald Holloway, Shelby County
Honorable Waymon Pitts, Blount County
Ms. Eunice Rogers, City of Birmingham

MEMBERS REPRESENTED BY ALTERNATE

Mr. Chester Jolly, City of Warrior
 Represented by Mr. Tom Barnett
Honorable Theoangelo Perkins, Town of Harpersville
 Represented by Mr. Reginald Holloway
Honorable David Standridge, Blount County
 Represented by Honorable Waymon Pitts
Honorable Larry Langford, City of Birmingham
 Represented by Mr. Kevin Owens

MEMBERS ABSENT

Honorable Valerie Abbott, City of Birmingham
Honorable Delor Baumann, City of Hueytown
Honorable Bettye Fine Collins, Jefferson County
Honorable Robbie Hayes, Shelby County
Honorable Tom Henderson, City of Center Point
Mayor William Hereford, City of Pell City
Mr. Devon Laney, City of Birmingham
Honorable Bruce Hamrick, Walker County Commission
Honorable Stan Batemon, St. Clair County
Honorable Tim Mims, Chilton County Commission
Honorable Bobby Humphries, Jefferson County
Honorable Jim Carns, Jefferson County
Honorable Wayne Gross, Town of Parrish
Honorable Eddie Reed, City of Jemison
Mr. Timothy Westhoven, City of Hoover

OTHERS PRESENT

Mr. Charles Ball, Regional Planning Commission
Mr. Ray Morris, Regional Planning Commission
Mr. Bill Foisy, Regional Planning Commission
Mr. Brian O'Dell, Regional Planning Commission
Ms. Cissy Edwards Crowe, Regional Planning Commission
Ms. Cynthia Barton, Regional Planning Commission

CALL TO ORDER AND ROLL CALL

Honorable Waymon Pitts called the meeting to order at 10:50 a.m. Vice-Chairman Pitts declared a quorum was not present. Those in attendance discussed reports.

MINUTES

The minutes of the February 18, 2009 Board meeting tabled until the April meeting.

FINANCE COMMITTEE

Mr. Tom Barnett, Finance Committee Chair reported that all was on track. Mr. O'Dell then presented the financial information for the period ending January 31, 2009.

Statement of Net Assets

1. The current ratio (current assets/current liabilities) for the period is 2.77 compared to January 2008 which was 5.72.
2. The quick ratio (current assets-unbilled receivables/current liabilities) is 1.65 compared to January 2008 which was 5.37.

The ratios indicate that the finances are more stressed than a year ago due to all payables now being processed in-house for the Rideshare and Air Quality programs. The line of credit remains unused at zero. The bottom line is that the financials remain healthy and solid. Liquidity is adequate. The cash in the bank remains under the FDIC limit of \$250,000. With the interest rates being low, the long term liability is being reduced at a much quicker rate. The Unbilled receivables has increased due to the timing issue of incurring the expense, paying the expense, and waiting for the check to clear before an invoice for reimbursement can be submitted. The first invoice has been submitted to ALDOT Third Division for the Air Quality program and the review process is slow. At this point, they are within the 60 day turnaround.

Cash and cash equivalents are \$573,232. Total Current Assets are \$1,419,289 (C), Unbilled Receivables are \$572,578 (D), Total Current Liabilities are \$512,793 (E).

Accounts Receivable are \$273,479. Accounts Payables are \$336,825 (G). Deferred Revenues are \$120,874.

Budget Summary

1. Actual Year-To-Date total expenditures are under budget by \$248,656 (J).
2. Salary, fringe and indirect is under budget in total by \$50,833 (K).
3. Direct costs are under budget by \$197,618 (L).
4. The contracts are under budget \$205 (M).

These numbers are under budget significantly. The numbers look good.

Dues

Dues for 2009 collected to date are \$464,660 (70 members paid) as compared to \$453,550 (76 members paid) for same period last year. A letter from Mr. Ball is scheduled to be sent to those who have not paid outlining the value of the RPC to those member governments. Specifically, the City of Brighton has a potential project and Helena has benefited from MPO projects. These will be noted in the letters.

Revolving Loan Fund (RLF)

The Cash Available is \$31,269 and Receivables from Loans is \$1,199,505. The numbers are consistent with very little change since the last report. All loans are current with the exception of Krupp Oil. ThermaSteel is now current but is requiring careful monitoring. A loan was recently closed using the Appalachian Regional Commission grant dollars. The state is moving forward with the recapitalization of \$1 million which should be received by early summer.

APPOINTMENT OF FINANCE COMMITTEE AND PROGRAM BUDGET COMMITTEE

The Board reviewed the proposed Committee appointments and agreed that even though no action can be taken those on the proposed list would be contacted to attend the April committee meetings. The length of loans has been changed to a 5-year balloon with a 20 year amortization schedule.

EXECUTIVE DIRECTOR'S REPORT

Mr. Ball reported the following:

Two meetings were held March 11, 2009 at the RPC to discuss the American Recovery and Reinvestment Act of 2009. A distinguished panel made presentations and participated in a question/answer session. The panel included:

Justice Drayton Nabers and Mr. David Perry, Governor's Office

Dr. Samuel Addy, University of Alabama's Center for Business and Economic Research

Mr. Andrew Benefield, Special Assistant, Alabama Department of Economic and Community Affairs

Mr. Mark Bartlett, Division Administrator, Federal Highway Administration

Mr. Ray Morris, RPC

Mr. Bill Foisy, RPC

The presentation is posted on the RPC website.

Mr. Ball presented the following update on progress being made in the Strategic Plan. An update will be presented quarterly.

Project Management Process (PMPC)

Major Responsibilities: Draft project management guidelines and objectives for consideration and approval.

Members: Steve, Lindsay, Scott
February Meeting: Did not meet

Technology Assessment (TAC)

Major Responsibilities: Identify RPC's technology needs; draft operating guidelines and objectives for management consideration and approval.

Members: Brett, Marshall, Cissy, Harry, Darrell

February Meeting: Discussion included new server acquisition, file archiving, development of public access interface and the need for a projector in the first floor conference room. Shannon O'Dell is in the process of ordering a new server to replace the existing.

Office & Facilities (OFC)

Major Responsibilities: Review suitability of current RPC office space and location; draft set of operating guidelines and objectives for management consideration.

Members: Tom, Richard, Cynthia, Yvonne

February Meeting: The committee discussed the need to open up the cubicles on the planning side and attempt to get better access to natural light through windows that are currently blocked by the backs of cubicles. The committee also examined the long term location of the RPC with the current lease expiring in 2013.

Quality & Values (QVC)

Major Responsibilities: Draft standards for all RPC services and programs for review by management and staff; develop an evaluation tool for each RPC program, service or project.

Members: Steve, Cissy, Richard, Harry,

February Meeting: The committee met and planned to immediately draft a follow-up letter to clients as a method of evaluation of services performed.

Membership (MC)

Major Responsibilities: Develop RPC membership "packets" for new and renewing members; evaluate, maintain and optimize RPC website content; create media kits and press release templates to promote RPC and member achievements.

Members: Cissy, Greg, Scott, Lindsay, Debbie

February Meeting: The committee met and discussed the layout and design of the RPC folder. The folders were completed in mid-March. The committee as designated several staff members to aid in the development of inserts for the new folders.

Bylaws & Governance (BGC)

Major Responsibilities: Annually review and update Strategic Plan; review best practices for bylaws; recommend RPC bylaws changes accordingly.

Members: Cynthia, Cissy, Lena, Richard

February Meeting: The committee discussed possible changes to the bylaws for meetings. Currently, the RPC Board meets monthly, but the bylaws call for bi-monthly meetings. The bylaws also call for quarterly RPC meetings and we only have one meeting per year.

As bylaws can only be changed at the Annual meeting, the committee will put together proposed revised bylaws prior to the next full RPC meeting in 2010.

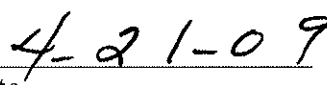
OTHER

Mr. Foisy reported that the following cities will have Building Communities and Community Planning Assistance Grants (CPAG) beginning soon: City of Chelsea, City of Leeds, City of Bessemer, City of Irondale, Town of Locust Fork. Staff is continuing to meeting with representatives of St. Clair County concerning work.

There being no further business, the meeting adjourned at 11:13 a.m.



Honorable Bettye Fine Collins, Secretary



Date