



| Agenda Item   | Presenter                                 | Action Requested |
|---|---|------------------|
| Call to Order/Welcome                                     | Chair Barbara Pennell<br>Mayor Hank Guess |                  |
| Introductions   |   |                  |
| Minutes of Previous Meetings                              | Chair Pennell                             | Yes              |
| Audit Presentation  | Phil Church                               | Yes              |
| 3rd Amendment of FY 2018–2019 Budget                      | Andrea Roper                              | Yes              |
| Community ADA Inventory & Maintenance Planning            | Alison Adams                              | No               |
| Transportation Planning Update                            | Brian Horton                              | No               |
| Nominating Committee Report and Board Leadership Election | Committee Chair Abele                     | Yes              |
| Recognition of Outgoing Board Members                     | Chair Pennell                             | No               |
| Other Business  |   |                  |
| Staff Reports   |   |                  |
| Next Meeting - Tuesday, January 22 -                      |   |                  |
| City of Conover   |   |                  |
| Adjournment   |   |                  |

**Notes:** Dinner will begin at 6:00 pm at the SALT Block, Keiser Community Room (243 Third Avenue NE Hickory, NC 28601) compliments of the City of Hickory. Persons needing special assistance are asked to notify WPCOG at 828/485-4221 before the scheduled meeting date.

**Minutes**  
**Western Piedmont Council of Governments**  
**Bimonthly Policy Board Meeting**  
**Tuesday, September 25, 2018**  
**Town of Maiden Recreation Center**

**Members Present:**

Barbara Pennell, Chair  
Johnny Berry, Treasurer  
George Holleman, Past Chair  
Robert Smyre, At-Large  
Chip Black, At-Large  
Kitty Barnes, At-Large  
Wayne Abele, At-Large  
Johnnie Carswell, Alternate  
Ronnie Setzer  
Donald Robinson  
Joie Fulbright  
Kyle Hayman, Alternate  
Bob Benfield  
Dr. Caryl Burns  
Jody York, Alternate  
Larry Chapman  
Joe Gibbons, Alternate  
Marla Thompson  
Forrest Fleming  
Jerry Hodge  
Gary McClure  
Wayne Annas, Alternate  
Malla Vue  
Tommy Luckadoo  
Helen Chestnut  
Amparo Alfaro  
Larry Yoder

**Local Government/Agency:**

Gamewell  
Connelly Springs  
Taylorsville  
Maiden  
Valdese  
Catawba County  
Burke County  
Burke County  
Cajah's Mountain  
Catawba  
Conover  
Conover  
Glen Alpine  
Granite Falls  
Hildebran  
Hudson  
Lenoir  
Long View  
Morganton  
Newton  
Rutherford College  
Rutherford College  
Appointed  
Appointed  
Appointed  
Appointed  
Appointed

**Members Absent:**

Josh Lail  
Bob Floyd, Jr., Vice-Chair  
Mike Labrose  
Dale Sherrill  
Dennis Anthony

Alexander County  
Cedar Rock  
Caldwell County  
Claremont  
Drexel

|                        |           |
|------------------------|-----------|
| Vacant                 | Brookford |
| Rick Justice           | Rhodhiss  |
| Jill Patton, Secretary | Hickory   |
| Keith Warren           | Sawmills  |
| Elle Engstrom          | Appointed |
| Sara Moses             | Appointed |

**Guests/Others Present:**

Scott Hildebran, Lenoir  
Mary Carter, Gamewell  
Kenneth Geathers, Rutherford College  
Trina Michael, Maiden  
Danny Hipps, Maiden  
Todd Herms, Maiden  
Logan Shook, Cahah's Mountain  
Chase Winebarger, Catawba  
Todd Clark, Newton  
Kim Colson, Department of Environmental Quality  
Francie Durso, Department of Environmental Quality  
Jennifer Haynie, Department of Environmental Quality

**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

**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 Town of Maiden for hosting the meeting. Mayor Bob Smyre welcomed the Policy Board to the Town of Maiden.

**Minutes of Previous Meeting**

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

**Unfinished Business/Reports**

There was no unfinished business.

## **New Business**

### NC Water and Wastewater Infrastructure Master Plan

Staff from the NC Department of Environmental Quality, Division of Water Infrastructure, provided an update on the NC Water and Wastewater Infrastructure Master Plan.

NCDEQ Staff members present included Kim Colson, P.E. Division Director, Francie Durso, P.E., Senior Project Manager and Jennifer Haynie, Project Manager.

The full plan is available online at the following link.

[http://portal.ncdenr.org/c/document\\_library/get\\_file?uuid=df1eeae-d14b-455d-9ad4-73b5d635f057&groupId=14655572](http://portal.ncdenr.org/c/document_library/get_file?uuid=df1eeae-d14b-455d-9ad4-73b5d635f057&groupId=14655572)

### Site Marketing Services

WPCOG Community & Regional Planning Director, Alison Adams announced the addition of a new site marketing service offered by WPCOG. This new offering for local governments is a two-sided marketing document evaluating select parcels for potential development. WPCOG Planning Staff recently completed a site marketing project for Brookford. Ms. Adams shared the elements included in this new service, ways it could be modified, and the benefits it will provide to local governments and community organizations throughout the region. The marketing document includes:

- Site data (acreage, zoning, constraints, etc...)
- Housing statistics
- Transportation – daily traffic counts
- Aerials of the parcel/s being marketed
- Photos of the property's current conditions
- Proximity of major road and transportation corridors

Based on need of the community, the scope can be expanded to include more elements than what is listed above. These documents can serve as a very useful tool for communities to attract new development.

### CEDS Update

WPCOG Executive Director, Anthony Starr presented a suggested modification to the Community Economic Development Strategy (CEDS) regarding grants and infrastructure. The amendment intends to aid the WPCOG and its local governments and partners with securing infrastructure grants. The CEDS Committee reviewed the proposed addition on August 28, 2018 and unanimously recommended approval.

Recommend CEDS Infrastructure Amendment:

**Strategy-** Extend access and improve service and capacity for necessary utilities including water, sewer and broadband, to businesses, schools and community facilities, low income households and other underserved neighborhoods and communities.

**Metrics:**

- Number and funding amounts of water and sewer grants awarded
- Number of additional businesses, organizations and housing units with water and sewer access or improved service
- Number of additional businesses, organizations and housing units with broadband service with added or improved service

**Responsible Parties:**

Local Governments, EDCs, WPCOG, broadband service providers, other federal and state agencies

Mr. Bob Smyre made a motion that the Policy Board approve the recommended addition to the CEDS as proposed. Ms. Kitty Barnes offered a second. The motion passed unanimously.

2<sup>nd</sup> Amendment of FY 2018 – 2019 Budget

Andrea Roper, WPCOG Finance Director, presented the 2<sup>nd</sup> Amendment of the 2018-2019 Budget. The 2<sup>nd</sup> Amendment of the 2018-2019 Budget reflects a total budget of \$15,687,207 and an operating budget of \$5,932,653 which represents an increase of the total budget from the July 24th, 2018 budget amendment of \$153,450.

The 2<sup>nd</sup> Amendment of the 2018-2019 Budget includes:

- Transportation increased by \$16,893 due to the increase in Passenger Sampling Revenues.
- Environmental Protection increased by \$17,000 due to the addition of several environmental assessment projects.
- Community Development increased by \$30,212 due to the addition of several new projects.
- Community and Regional Planning increased by \$25,068 due to the addition of a new community plan project.
- A decrease of \$9,992 in Economic Development due to actual funding for the current fiscal year.
- GIS/IT decreased by \$22,518 due to the decrease of anticipated contracts being funded by new Transportation and Planning contracts.
- An increase of \$60,580 in Regional Public Housing due to the addition of a new position.
- Area Agency on Aging Services received additional funding for caregiver directed vouchers, resulting in an increase of \$2,764.
- Salaries increased \$4,270 due to the addition of a new Regional Housing Authority position and the decrease of actual costs for personnel changes in Economic Development
- Retirement decreased \$138,003 and Other Post-Employment Benefits (OPEB) increased by \$138,003 due to the LGERS 10.73% liability being paid off in June.
- Travel and supplies increased \$9,561 and \$22,887 respectively as the result of new projects being added to various departments.
- Legal Fees increased \$3,349 due to the new projects in Community Development.
- As a result of the addition of several new projects, Contingency increased \$216,337.
- All other changes to the expenditure lines reflect normal program needs.
- Regional Public Housing Pass Through funds increased by \$33,443 due to the use of reserve funds.

Staff requested the Policy Board to review and approve the 2<sup>nd</sup> Amendment of the 2018-2019 Budget.

Mr. George Holleman made a motion that the Board approve the 2<sup>nd</sup> Amendment of the 2018-2019 Budget as proposed. Mr. Larry Chapman offered a second. The motion passed unanimously.

#### Nominating Committee Appointments

Board Chair Barbara Pennell discussed the roll and composition of the WPCOG Policy Board Nominating Committee. Each year at the September Policy Board meeting, four Policy Board members are asked to serve on the Nominating Committee. Under the WPCOG Charter, the Policy Board Chair appoints the Nominating Committee. The Nominating Committee is responsible for presenting a slate of officers, Executive Committee members and appointed (non-elected) board members for the following year during the November meeting. The Nominating Committee includes a representative from all four counties. Traditionally, two county officials and two municipal officials compose the four-member committee. The following board members have been appointed and have agreed to serve on this year's nominating committee.

Wayne Abele – Burke County Commissioner  
Kitty Barnes – Catawba County Commissioner  
Larry Chapman – Town of Hudson Commissioner  
George Holleman – Town of Taylorsville Mayor

WPCOG Past Board Chair, Wayne Abele, will serve as the Nominating Committee Chair. Staff will assist with scheduling a committee meeting shortly after the November election.

#### Staff Updates

Ms. Sherry Long, WPCOG Assistance Executive Director and Director of Community & Economic Development gave an ARC update as well as announced the hire of Paul Teague as the new Community & Economic Project Developer. Paul joins WPCOG from the Caldwell Economic Development Commission.

#### Adjournment

Mr. Larry Chapman made a motion that the meeting adjourn at 7:40 pm and the motion was seconded by Mr. Larry Yoder. The motion passed unanimously.

**REQUEST FOR BOARD ACTION  
WESTERN PIEDMONT COUNCIL OF GOVERNMENTS  
POLICY BOARD**

**MEETING DATE:** November 27, 2018

**SUBJECT:** FY 2017-18 Audit Presentation

**PRESENTER:** Phil Church, Partner, Lowdermilk Church & Co.

**ATTACHMENTS:** Audit Highlights

**SUMMARY OF REQUEST:** The independent auditor will present 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.

The auditor has provided the attached highlights and will be at the meeting to review their observations and report.

**BOARD ACTION REQUESTED:** Staff requests Policy Board to review the attached audit information.

**Suggested Motion:** *I move that the Board accept the audit report as presented.*

**WESTERN PIEDMONT COUNCIL OF GOVERNMENTS**

**Financial Highlights  
For the Years Ended June 30, 2018 and 2017**

|   | <u>2018</u>  | <u>2017</u>  |
|---|--------------|--------------|
| <b><u>General Fund - Administration</u></b> |              |              |
| Total assets                                | \$ 1,878,756 | \$ 1,599,732 |
| Cash  | 955,462      | 751,268      |
| Investments - NCCMT                         | 101,241      | 100,053      |
| Total liabilities                           | 137,951      | 97,328       |
| Fund balance                                | 1,360,389    | 1,295,232    |
| Total revenues                              | 5,113,804    | 5,059,237    |
| Total expenditures                          | 5,048,688    | 5,014,239    |
| Net change in fund balance                  | 65,117       | 44,999       |
| <b><u>WIOA Fund</u></b>                     |              |              |
| Total assets                                | \$ 206,490   | \$ 196,338   |
| Cash  | 3,934        | 3,839        |
| Total liabilities                           | 202,605      | 192,750      |
| Fund balance                                | 3,885        | 3,588        |
| Total revenues                              | 2,251,959    | 2,085,481    |
| Total expenditures                          | 2,251,664    | 2,085,447    |
| Net change in fund balance                  | 297          | 34           |



**WESTERN PIEDMONT COUNCIL OF GOVERNMENTS**

**Financial Highlights  
For the Years Ended June 30, 2018 and 2017**

|                            | <u>2018</u> | <u>2017</u> |
|----------------------------|-------------|-------------|
| <b><u>Aging Fund</u></b>   |             |             |
| Total assets               | \$ 434,140  | \$ 309,783  |
| Cash                       | 30,726      | 30,067      |
| Total liabilities          | 405,365     | 281,168     |
| Fund balance               | 28,775      | 28,615      |
| Total revenues             | 2,476,745   | 2,612,973   |
| Total expenditures         | 2,476,585   | 2,590,892   |
| Net change in fund balance | 160         | 22,081      |
| <b><u>Section 8</u></b>    |             |             |
| Total assets               | \$ 862,230  | \$ 633,305  |
| Cash                       | 576,477     | 326,486     |
| Investments - NCCMT        | 260,476     | 281,466     |
| Total liabilities          | 170,549     | 137,863     |
| Fund balance               | 691,681     | 495,442     |
| Total revenues             | 5,765,250   | 5,509,939   |
| Total expenditures         | 5,569,010   | 5,518,449   |
| Net change in fund balance | 196,239     | (8,511)     |

**REQUEST FOR BOARD ACTION  
WESTERN PIEDMONT COUNCIL OF GOVERNMENTS  
POLICY BOARD**

**MEETING DATE:** November 27, 2018

**SUBJECT:** 3<sup>rd</sup> Amendment of the 2018-2019 Budget

**PRESENTER:** Andrea Roper, Finance Director

**ATTACHMENTS:** Budget Summary Sheets

**SUMMARY OF REQUEST:** The attached 3<sup>rd</sup> 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<sup>th</sup>, 2018 budget amendment of \$393,971.

The 3<sup>rd</sup> 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.

**BOARD ACTION REQUESTED:** Staff requests Policy Board to review and approve the Third Amendment of the 2018-2019 Budget.

**Suggested Motion:** *I move that the Board approve the 3<sup>rd</sup> Amendment of the 2018-2019 Budget as proposed.*



**Western Piedmont**  
Council of Governments

**WESTERN PIEDMONT  
COUNCIL OF GOVERNMENTS**  
2018- 2019 BUDGET  
3rd Amendment of the Budget  
November 27,2018



**Western Piedmont**  
Council of Governments

| WPCOG REVENUE BUDGET<br>FY 2018-2019<br>11/27/2018         | 11/27/18           | 09/25/18            | VARIANCE       |
|--|--------------------|---------------------|----------------|
|  | PROPOSED<br>BUDGET | CURRENT<br>BUDGET * |                |
| WPCOG ASSESSMENTS  | 220,355            | 220,355             | 0              |
| INTEREST   | 400                | 400                 | 0              |
| MISCELLANEOUS INCOME                                       | 335                | 335                 | 0              |
| ANNUAL MEETING CONTRIBUTION                                | 9,000              | 9,000               | 0              |
| <b>GENERAL GOVERNMENT</b>                                  |                    |                     |                |
| ARC-LDD, FFEA, & EDA                                       | 124,894            | 124,894             | 0              |
| <b>TRANSPORTATION</b>                                      |                    |                     |                |
| MPO (FHWA & FTA) & PASS. SAMPLING                          | 742,280            | 742,280             | 0              |
| <b>ENVIRONMENTAL PROTECTION</b>                            |                    |                     |                |
| WATER RESOURCES, EPA 205(j) PROJECTS,<br>AND ARC WATERSHED | 134,433            | 134,325             | 108            |
| <b>COMMUNITY DEVELOPMENT</b>                               |                    |                     |                |
| CDBG, HOUSING COUNSELING, & MPP                            | 1,162,529          | 983,198             | 179,331        |
| <b>COMMUNITY &amp; REGIONAL PLANNING</b>                   |                    |                     |                |
| PLANNING, DATA SERVICES                                    | 492,513            | 436,038             | 56,475         |
| <b>ECONOMIC DEVELOPMENT</b>                                |                    |                     |                |
| ECON DEV GRANTS & BUILDING REUSE                           | 421,329            | 373,641             | 47,688         |
| <b>GIS &amp; IT SERVICES</b>                               |                    |                     |                |
| GIS/IT SERVICES  | 336,651            | 335,581             | 1,070          |
| <b>REGIONAL PUBLIC HOUSING</b>                             |                    |                     |                |
| SECTION 8 HOUSING VOUCHERS                                 | 884,695            | 884,695             | 0              |
| <b>AREA AGENCY ON AGING SERVICES</b>                       |                    |                     |                |
| AGING ADMINISTRATION & SERVICES                            | 748,311            | 748,311             | 0              |
| <b>WORKFORCE DEVELOPMENT</b>                               |                    |                     |                |
| WORKFORCE INNOVATION AND<br>OPPORTUNITY ACT                | 1,002,606          | 906,793             | 95,813         |
| <b>FUND BALANCE APPROPRIATED</b>                           |                    |                     |                |
| ALLOCATED FUND BALANCE                                     | 46,293             | 32,807              | 13,486         |
| <b>SPECIAL REVENUE FUNDS (PASS THROUGH)</b>                |                    |                     |                |
| AGING  | 2,641,269          | 2,641,269           | 0              |
| SECTION 8 HOUSING  | 5,109,452          | 5,109,452           | 0              |
| WORKFORCE INVESTMENT ACT                                   | 2,003,833          | 2,003,833           | 0              |
| <b>TOTAL</b>   | <b>16,081,178</b>  | <b>15,687,207</b>   | <b>393,971</b> |

| WPCOG EXPENSE BUDGET<br>FY 2018 - 2019<br>11/27/2018       | 11/27/18           | 09/25/18            | VARIANCE       |
|--|--------------------|---------------------|----------------|
|  | PROPOSED<br>BUDGET | CURRENT<br>BUDGET * |                |
| <b>GENERAL GOVERNMENT</b>                                  |                    |                     |                |
| ARC-LDD, FFEA, & EDA                                       | 134,629            | 134,629             | 0              |
| <b>TRANSPORTATION</b>                                      |                    |                     |                |
| MPO (FHWA & FTA) & PASS. SAMPLING                          | 742,280            | 742,280             | 0              |
| <b>ENVIRONMENTAL PROTECTION</b>                            |                    |                     |                |
| WATER RESOURCES, EPA 205(j) PROJECTS,<br>AND ARC WATERSHED | 134,433            | 134,325             | 108            |
| <b>COMMUNITY DEVELOPMENT</b>                               |                    |                     |                |
| CDBG, BLDG REUSE, COUNSELING, MPP                          | 1,162,529          | 983,198             | 179,331        |
| <b>COMMUNITY &amp; REGIONAL PLANNING</b>                   |                    |                     |                |
| PLANNING, DATA SERVICES                                    | 524,149            | 467,674             | 56,475         |
| <b>ECONOMIC DEVELOPMENT</b>                                |                    |                     |                |
| ECON DEV GRANTS  | 589,155            | 527,981             | 61,174         |
| <b>GIS &amp; IT SERVICES</b>                               |                    |                     |                |
| GIS/IT SERVICES  | 336,651            | 335,581             | 1,070          |
| <b>REGIONAL PUBLIC HOUSING</b>                             |                    |                     |                |
| SECTION 8 HOUSING VOUCHERS                                 | 884,695            | 884,695             | 0              |
| <b>AGING AGENCY SERVICES</b>                               |                    |                     |                |
| AGING  | 815,497            | 815,497             | 0              |
| <b>WORKFORCE DEVELOPMENT</b>                               |                    |                     |                |
| WORKFORCE INNOVATION AND<br>OPPORTUNITY ACT                | 1,002,606          | 906,793             | 95,813         |
| <b>SPECIAL REVENUE FUNDS (PASS THROUGH)</b>                |                    |                     |                |
| AGING  | 2,641,269          | 2,641,269           | 0              |
| SECTION 8 HOUSING  | 5,109,452          | 5,109,452           | 0              |
| WORKFORCE INVESTMENT ACT                                   | 2,003,833          | 2,003,833           | 0              |
| <b>TOTAL</b>   | <b>16,081,178</b>  | <b>15,687,207</b>   | <b>393,971</b> |

\* The amounts used for the Current Budget are from the adoption of the 2018-2019 Budget on September 25, 2018.  
Our Proposed Operating Budget is: **\$6,326,624**

| WPCOG EXPENSE BUDGET<br>FY 2018 - 2019<br>11/27/2018 | 11/27/18           | 09/25/18            | VARIANCE       |
|--|--------------------|---------------------|----------------|
|  | PROPOSED<br>BUDGET | CURRENT<br>BUDGET * |                |
| CHARGEABLE SALARIES                                  | 2,760,635          | 2,779,924           | (19,289)       |
| COMPENSATED ABSENCES                                 | 191,691            | 189,012             | 2,679          |
| INCENTIVE  | 860                | 500                 | 360            |
| LONGEVITY  | 44,000             | 44,000              | 0              |
| RETIREMENT   | 443,813            | 445,755             | (1,942)        |
| GROUP INSURANCE                                      | 469,292            | 469,533             | (241)          |
| WORKERS' COMPENSATION                                | 18,000             | 18,000              | 0              |
| UNEMPLOYMENT COSTS                                   | 32,589             | 32,589              | 0              |
| CONTRACTUAL  | 621,123            | 452,939             | 168,184        |
| TRAVEL-SUBSISTENCE/REGIST.                           | 113,445            | 115,520             | (2,075)        |
| TRAVEL-TRANSPORTATION                                | 139,377            | 136,466             | 2,911          |
| TELEPHONE  | 28,023             | 26,230              | 1,793          |
| POSTAGE  | 25,452             | 25,172              | 280            |
| PRINTING   | 16,025             | 16,025              | 0              |
| UTILITIES  | 44,000             | 44,000              | 0              |
| RENT - EQUIPMENT                                     | 31,000             | 31,000              | 0              |
| MORTGAGE/OCCUPANCY COST                              | 333,010            | 237,196             | 95,814         |
| SUPPLIES   | 137,596            | 155,151             | (17,555)       |
| AUDIT  | 31,750             | 31,750              | 0              |
| DUES   | 26,143             | 24,143              | 2,000          |
| ADVERTISING/SUBSCRIPTIONS                            | 34,418             | 34,418              | 0              |
| MAINTENANCE-EQUIPMENT                                | 44,586             | 46,500              | (1,914)        |
| MAINTENANCE-BLDG/GROUNDS                             | 41,000             | 41,000              | 0              |
| CONTENTS/LIABILITY INSURANCE                         | 23,533             | 23,533              | 0              |
| ANNUAL MEETING                                       | 18,000             | 18,000              | 0              |
| LEGAL FEES   | 10,049             | 10,049              | 0              |
| MISCELLANEOUS EXPENSE                                | 9,670              | 9,988               | (318)          |
| CAPITAL OUTLAY-EQUIPMENT                             | 41,465             | 51,000              | (9,535)        |
| CONTINGENCY  | 405,000            | 236,156             | 168,844        |
| RESERVE FOR FUTURE EXP.                              | 32,465             | 28,538              | 3,927          |
| OWNER IMPROVEMENTS                                   | 0                  | 0                   | 0              |
| INTERNET SERVICE                                     | 9,790              | 9,790               | 0              |
| WEBSITE DEVELOPMENT                                  | 821                | 773                 | 48             |
| SECTION 8 PORTABLE ADMIN                             | 5,000              | 5,000               | 0              |
| OPEB TRUST ALLOCATION                                | 143,003            | 143,003             | 0              |
| ALLOCATED FUND BALANCE                               | 0                  | 0                   | 0              |
| SR - AGING FEES & SERVICES                           | 2,641,269          | 2,641,269           | 0              |
| SR - SECTION 8 FEES & SERVICES                       | 5,109,452          | 5,109,452           | 0              |
| SR - WIA FEES & SERVICES                             | 2,003,833          | 2,003,833           | 0              |
| <b>TOTAL</b>   | <b>16,081,178</b>  | <b>15,687,207</b>   | <b>393,971</b> |

**REQUEST FOR BOARD ACTION  
WESTERN PIEDMONT COUNCIL OF GOVERNMENTS  
POLICY BOARD**

**MEETING DATE:** November 27, 2018

**SUBJECT:** Community ADA Inventory and Maintenance Planning

**PRESENTER:** Alison Adams, Director of Community & Regional Planning

**ATTACHMENTS:** 1. Overview of Services  
2. PowerPoint

**SUMMARY OF REQUEST:**

In summer 2018, NCDOT sent a letter 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.

There are three areas, where 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.

**BOARD ACTION REQUESTED:**

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.

**Suggested Motion:** *None.*



**Western Piedmont**  
Council of Governments

*Community & Regional Planning*

COMMUNITY ADA PLANNING

# WPCOG SERVICES

The American with Disabilities Act (ADA) prohibits discrimination against individuals living with a disability. Title II of ADA specifically addresses making public services, programs, buildings, parks, trails, streets and sidewalks accessible to all. Local governments maintaining public facilities and services must comply with ADA accessibility requirements.

# Community ADA Planning

## WESTERN PIEDMONT COUNCIL OF GOVERNMENTS

### WHAT SERVICES CAN YOU EXPECT?

WPCOG can assist local governments perform compliance checks and accessibility assessments for a variety of public space infrastructure. Performing a self-evaluation enables you to pinpoint facilities, programs, and services that must be modified or relocated to comply with the ADA and ultimately, develop an appropriate Transition Plan to address these non-compliant issues.

Our skilled staff can streamline this process to a successful completion. Our team can perform self-evaluations of facilities in the public rights-of-way to identify and record non-compliance with the latest ADA standards. We will provide strategy, guidance, and insight to help with your self-evaluation and ensure your ADA Transition Plan is in place.



WPCOG offers services that help identify problem areas and recommend cost-effective solutions for implementation. Our experienced team can lead you through the process, including:

- Designating an ADA coordinator
- Providing public notice about ADA requirements
- Establishing a grievance procedure
- Developing local design standards
- Completing a customized self-evaluation of public facilities
- Preparing a transition plan
- Approving implementation schedules and budget
- Monitoring implementation progress
- Assisting with ADA training



**CONTACT:**



## Community ADA Planning Service

Community and Regional Planning Department  
November 27, 2018

### Community ADA Planning Service

**Who:**

Municipalities with 50+ employees, must complete an ADA self-evaluation and transition plan

**WPCOG staff can assist in three areas:**

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





## Inventory - Current Conditions

**Public Right-of-way:** curbs, ramps, sidewalks, pedestrian crossings, pedestrian signals, shared use trails parking lots, bus stops, etc.



**Access to public buildings:** permit/licensing offices, public meeting rooms, medical facilities.



**Other Facilities:** Public right-of-way accessing government offices, downtown core areas, school zones, etc.

WPCOG

## The Transition Plan

Does your Town have a Transition Plan?

At a ***minimum***, the Transition Plan should include the following:

- Inventory of the facilities indicating existing obstacles limiting accessibility;
- A detailed description of the methods used to make facilities accessible;
- A detailed plan/schedule for doing the work to make facilities accessible; and
- The name of the official responsible for implementing the plan.

WPCOG

## ADA Coordinator

### ADA Coordinator Responsibilities:

- **Inventory** – establishes an inventory of current conditions.
- **Transition Plan** – establishes a plan to remove barriers identified in the inventory that are non-compliant.
- **Point of contact** - with others in the municipality and the public. Creates the official position statement.
- **Official Records** - all public interaction
- **Carrying out investigations** - complaints alleging noncompliance or alleging any action that would be prohibited under the ADA.
- **Evaluation and Review** – ensures periodic review and updates the evaluation



## Contract

**Cost** – determined by number of public facilities, linear feet of sidewalk, travel and equipment.

**Year 1:** Creation of Inventory and Transition plan.

**Year 2:** Continued support from ADA coordinator

- Public face of the program
- Handles complaints and work with Town staff
- Updates transition plan and schedule
- Reviews site plans for compliance, completes review of final certificate of occupancy and documents in transition plan accordingly.





**Western Piedmont**  
Council of Governments

*Creative Regional Solutions Since 1968*

# Questions?

Alison Adams, MSSL  
Director of Community and Regional Planning  
WPCOG /704-682-2681  
[alison.adams@wpcog.org](mailto:alison.adams@wpcog.org)



**REQUEST FOR BOARD ACTION  
WESTERN PIEDMONT COUNCIL OF GOVERNMENTS  
POLICY BOARD**

**MEETING DATE:** November 27, 2018

**SUBJECT:** Transportation Planning Update

**PRESENTER:** Brian Horton, Transportation Planning Manager

**ATTACHMENTS:** PowerPoint

**SUMMARY OF REQUEST:**

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.

WPCOG staff will provide an update on these transportation planning accomplishments.

**BOARD ACTION REQUESTED:**

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

**Suggested Motion:** *None.*

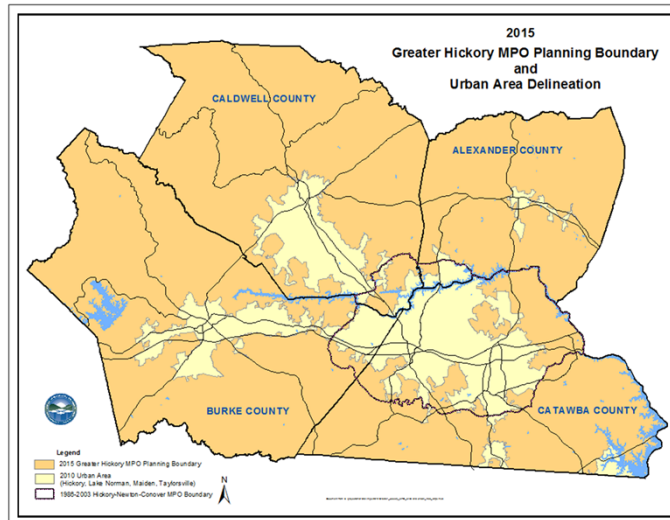


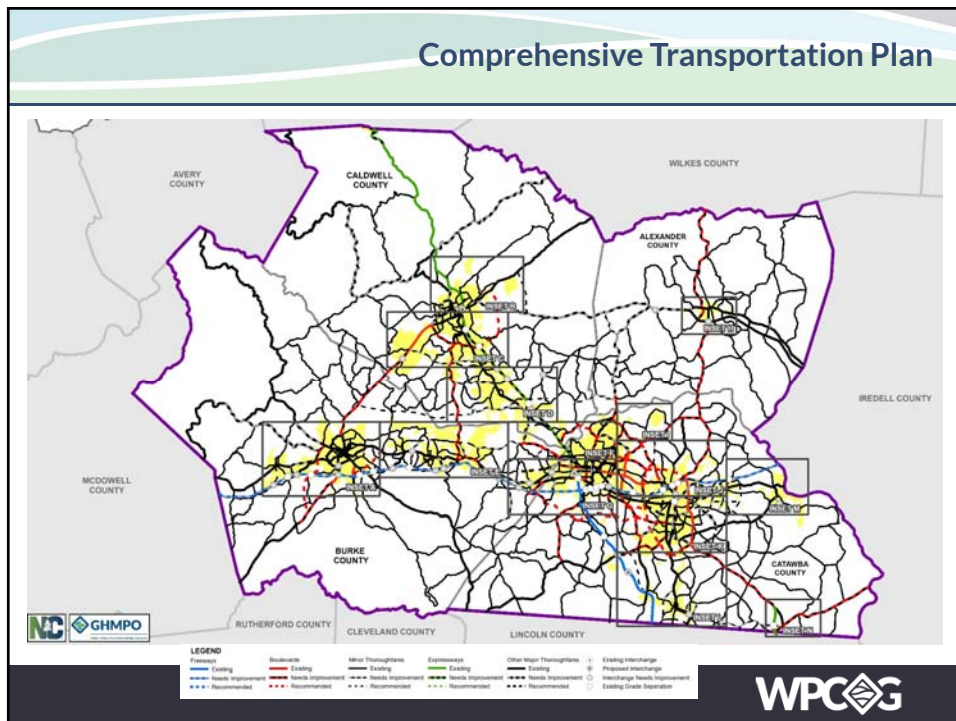
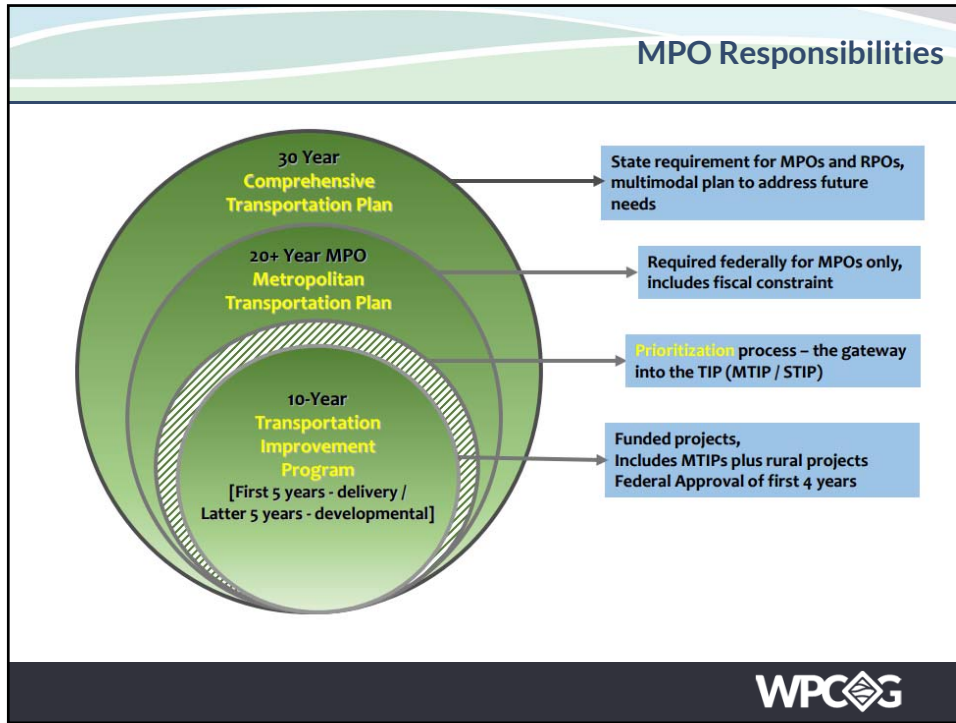
# Transportation Update

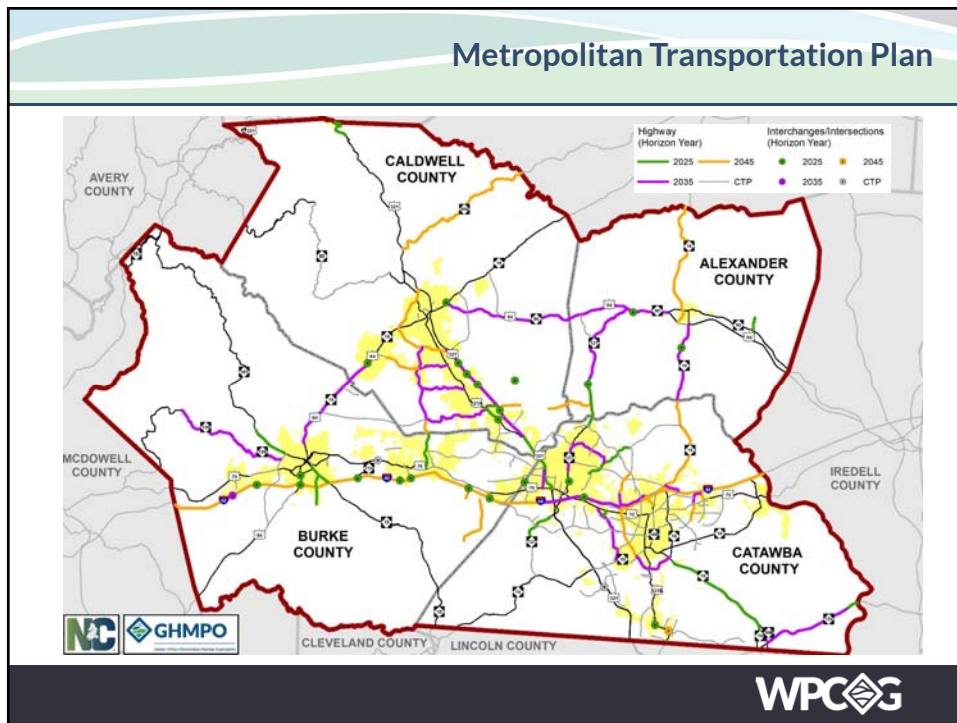
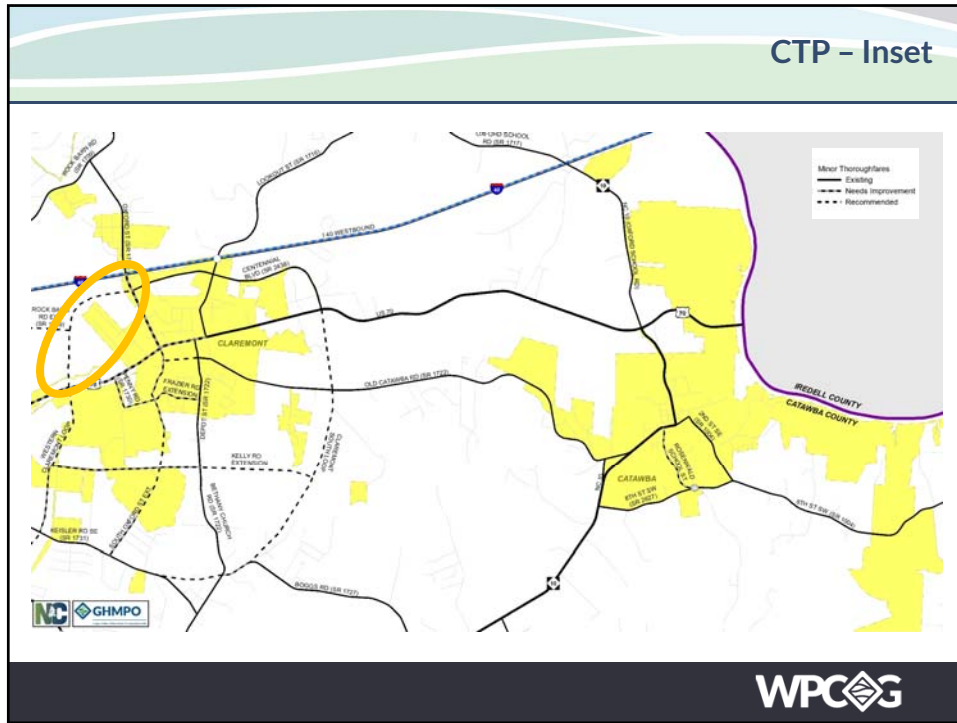
WPCOG Policy Board  
November 27, 2018

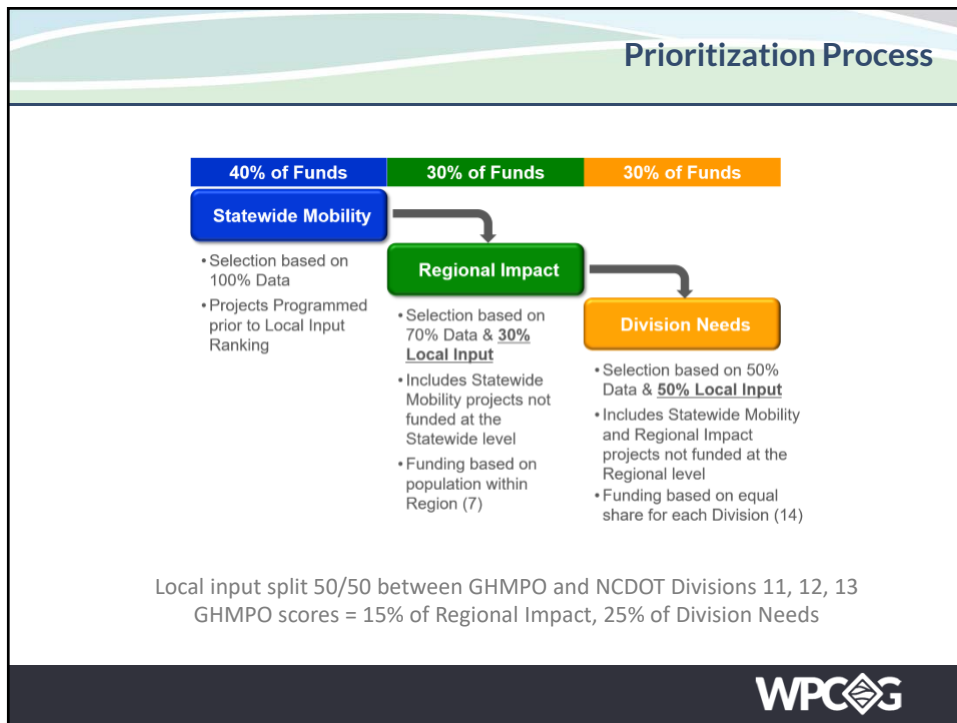
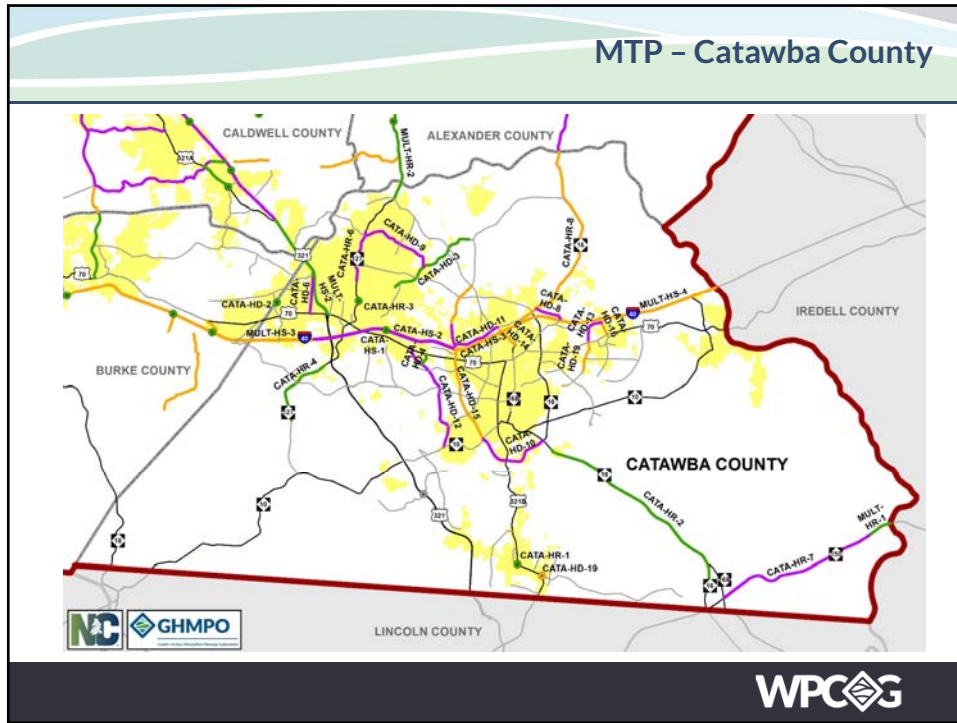


## Metropolitan Planning Organization







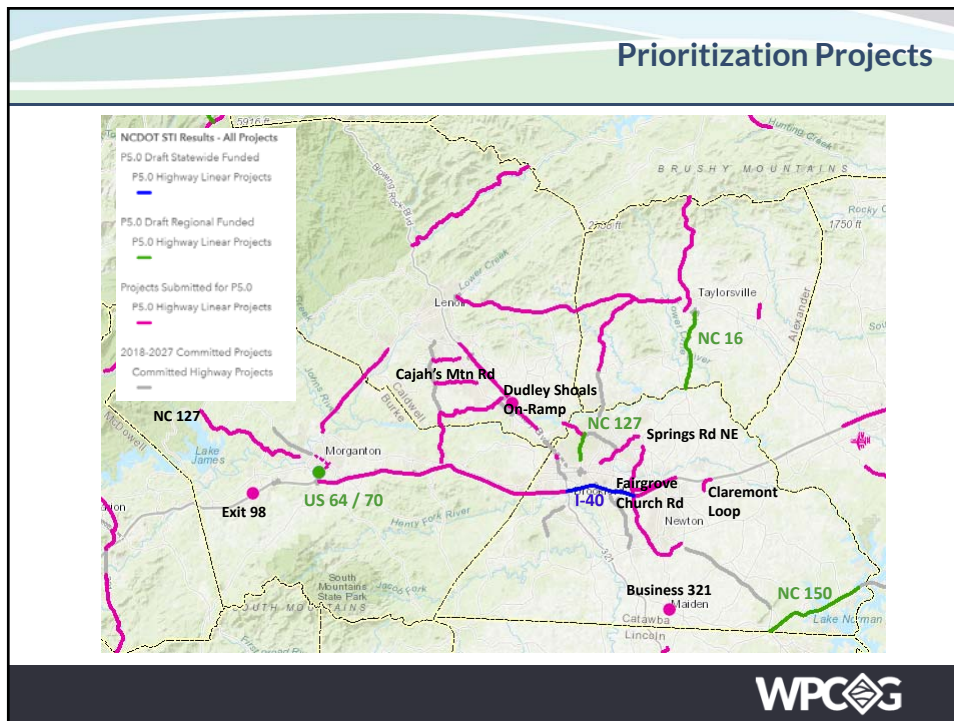


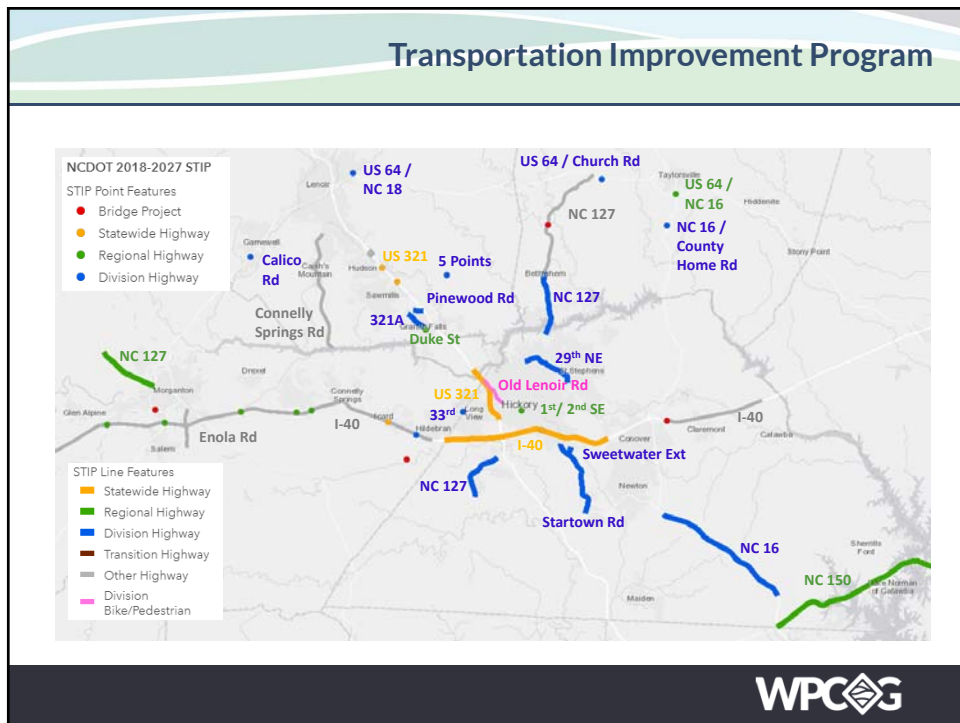
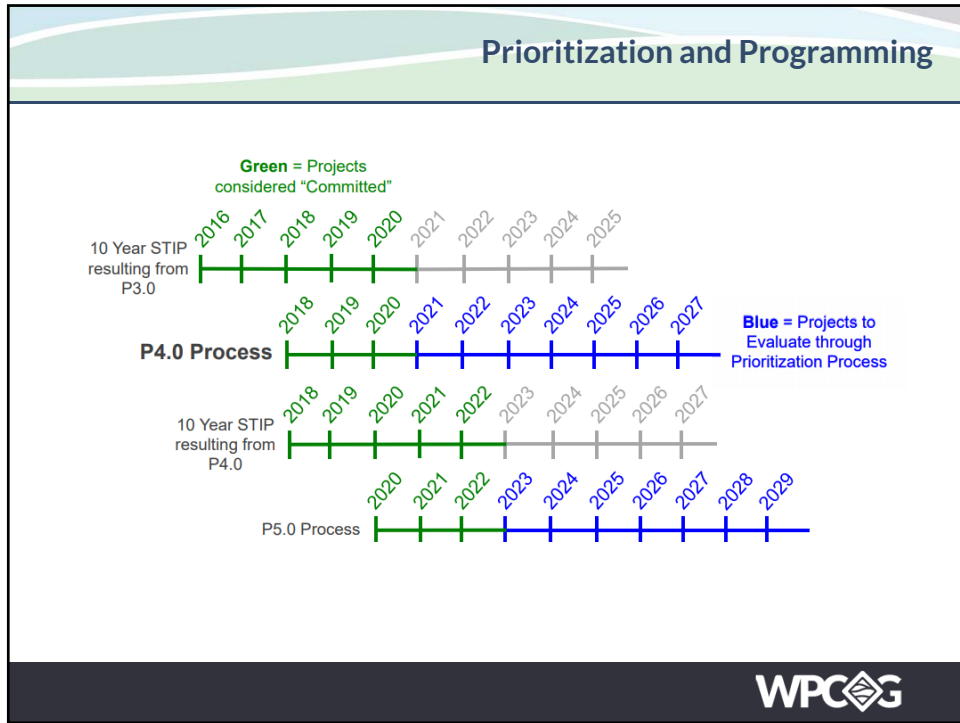


## Scoring Methodology


| Criteria  | Explanation   | Local Scoring - Regional Level Projects        |   |  |  |                                     |                             |
|---|---|--|---|--|--|-------------------------------------|-----------------------------|
|   |   | Criteria and Maximum Points                    | 0 points  | 5 points   | 10 points  | 15 points                           | 20 points                   |
| Average Annual Daily Traffic (AADT)                     | The total volume of traffic on a highway segment for one year, divided by the number of days in the year.   | Existing Congestion (20 max)                   | Volume to capacity less than 0.50   | Volume to capacity btw 0.51 and 0.75   | Volume to capacity 0.76 to 0.9                     | Volume to capacity btw 0.91 and 1.0 | Volume to capacity over 1.0 |
| Collision Exposure (likelihood of automobile collision) | The probability of an automobile colliding with a pedestrian or cyclist (Table 4). This is calculated using average annual daily traffic rates. Sidewalk projects will score higher in areas with higher traffic counts based off the acceptance that the addition of sidewalks decreases the likelihood of an accident involving an automobile and pedestrian by removing pedestrian volume from the road itself. Contrarily, projects involving the addition of bicycle facilities will score lower where higher traffic counts are present based on of the notion that streets with higher daily traffic are more unsafe for cyclists since they are adding volume to the existing facility. | Projected Congestion (10 max)                  | Volume to capacity less than 0.50   | Volume to capacity btw 0.51 and 0.75   | Volume to 0.76 and over                            |                                     |                             |
| Cost  | Projects requiring less money to complete will score higher points.   | Existing Safety (Based on SPOT score) (20 max) | SPOT safety points 30 or less   | SPOT safety points btw 31-50   | SPOT safety points btw 51-65                       | SPOT safety points btw 66-80        | SPOT safety points over 80  |
| Existing Congestion                                     | Ratio of how much traffic is on a road versus the maximum traffic that can be on a road and provide an acceptable level of service.   | Freight Volume (10 max)                        | Less than 500 trucks (or equivalent) per day  | Between 500 and 750 trucks (or equivalent) per day   | More than 750 trucks (equivalent per day)          |                                     |                             |
| Existing Safety   | The safety score is a calculation based on the crash frequency and severity along sections of a particular roadway. The crashes are then normalized based on traffic volumes to establish rates. These rates are compared to statewide averages for similar facilities to determine how the road performs compared to its peers.  | Transportation Plan Consistency (10 max)       | No. Project is not included in any existing transportation plan   | Yes. Project is included in an existing transportation plan                                    |  |                                     |                             |
| Freight Volume  | Average daily number of large freight movers (tractor trailers, semi-trucks, etc.) on a road.   | Cost (10 max)                                  | Cost \$50 million and over  | Cost between \$25 million and \$49,999,999   | Cost less than \$25 million                        |                                     |                             |
| Multimodal Accommodations                               | Whether the project includes facilities such as sidewalks, bicycle lanes, etc., or a connection to these type facilities.   | Multimodal Accommodations (5 max)              | Project does not include bike/ped/transit facilities  | Project includes bike/ped/transit facilities   |  |                                     |                             |
| Projected Congestion                                    | Projected Congestion is the ratio of how much traffic is projected on a road, using the latest adopted Greater Hickory Travel Demand Model (TDM), versus the maximum traffic that can be handled by the road at an acceptable level of service.   | Supports Economic Development (10 max)         |   | Intersects TAZ that includes 250 to 499 employees  | Intersects TAZ that includes 500 or more employees |                                     |                             |
| Right of Way (ROW) Acquisition                          | The acquiring of land (usually a strip) to be devoted towards transportation improvements. Tables 3 and 4 include a percentage of already acquired ROW by the governing authority. The less the concern of acquiring the remaining ROW, the more points awarded.  | Supports Environmental Justice (EJ) (10 max)   |   | Intersects TAZ with poverty level of 20% or higher, or minority concentration of 50% or higher |  |                                     |                             |
| Supports Economic Development                           | A project will score higher if it is located close to a major employment center.  | Transportation Plan Consistency                | Yes or no question to determine if the proposed project is found in an existing adopted transportation plan for the area. |  |  |                                     |                             |
| Supports Environmental Justice (EJ)                     | A project will receive more points if it enters an area which has a high concentration of poverty or if over half the residents are considered minorities. Environmental justice assures that services and benefits allow for inclusive participation and are fairly distributed to avoid discrimination.   |  |   |  |  |                                     |                             |
| Traffic Analysis Zone (TAZ)                             | The basic unit for inventorying demographic data and land use within a particular area.   |  |   |  |  |                                     |                             |

**WPCOG**







### Project Studies




NC 127 Widening in Mountain View  
Huffman Farm Rd to Zion Church Rd




US 321 Widening, Bridge, & Super Street  
US 70 to Granite Falls




Connelly Springs Rd / Malcolm Blvd  
Southwest Blvd to US 70



### Local Administered Projects




Burke County – Fonta Flora Trail




Hickory – Riverwalk


Over \$17 million in 10 new local projects & 2 transit projects




Hickory – Citywalk



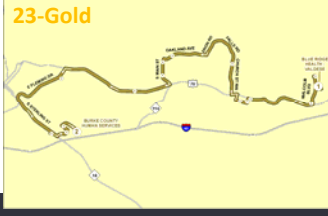
## New Burke Flex Routes



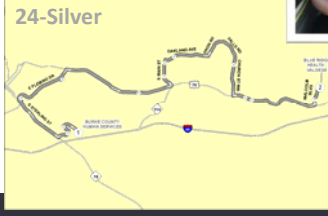
**21-Blue**





**22-Green**




**23-Gold**




**24-Silver**



Started  
October 1,  
2018






**Western Piedmont**  
Council of Governments

*Creative Regional Solutions Since 1968*

# Questions?

brian.horton@wpcog.org

828-485-4225



**REQUEST FOR BOARD ACTION  
WESTERN PIEDMONT COUNCIL OF GOVERNMENTS  
POLICY BOARD**

**MEETING DATE:** November 27, 2018

**SUBJECT:** Nominating Committee Report

**PRESENTER:** Nominating Committee Chair Wayne Abele

**ATTACHMENTS:** None

**SUMMARY OF REQUEST:**

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 2018 Nominating Committee.

Mr. Abele will present 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 |

**BOARD ACTION REQUESTED:**

The Board is requested to elect the Officers, Executive Committee members, and Appointed Delegates for 2019.

**Suggested Motion:**

*I move that the Board approve the nominations as presented by the Nominating Committee.*