

**Minutes**  
**KERR-TAR REGIONAL COUNCIL OF GOVERNMENTS**  
**Kerr-Tar COG Office**  
**January 26, 2017**

**Members Present**

John Alston	Mary Anderson
Pete Averette	Wayne Aycock
Quon Bridges	Francine Chavis
Jimmy Clayton	Henry Daniel
Sidney Dunston	Kevin Easter
Carolyn Faines	Fonzie Flowers
Walter Gardner	Carroll Harris
Zelodis Jay	Bill Birdsong for Linda Jordon
Kenneth Perry	Gary Plummer
Bryan Pfohl	Jennifer Pierce
Barry Richardson	Joe Shearon
David Smith	Connee White
Archer Wilkins	Michael Williford
Danny Wright	

**Absent Members:**

Eddie Ellington	Tommy Hester
Jerry Joyner	Dazale Kearney
Marsha Strawbridge	

**COG Staff:**

Diane Cox  
Kermit Copley  
Donna Lee  
Katie Conner  
Vincent Gilreath  
Michael Kelly  
Gina Parham  
Jillian Hardin \*\*

**Others:**

Renee' Boyette – Guest Speaker  
Jim Wrenn  
Mike Felts – Granville County Manager  
Stuart Litvin – Vance EDC \*\*  
Richie Duncan – Franklin EDC \*\*  
Harry Mills – Granville EDC  
Ken Bowman – Warren EDC  
Brooks Lockhart – Roxboro Manager

\*\*Rsvp'd but did not attend

**Invocation**

Chairman Richardson asked Board Member, John Alston to provide the invocation prior to dinner.

**Call to Order**

Chairman Richardson called the meeting to order and welcomed guests.

## **Minutes**

Chairman asked for the pleasure of the Board in regards to the Minutes of October 27th meeting that had been previously sent to all members for review.

## **Minutes**

### **Motion # 1**

Sidney Dunston made a motion to approve the Minutes as written. Gary Plummer seconded the motion and the motion carried unanimously.

## **NEW BUSINESS**

## **FINANCE REPORT**

Kermit Copley reviewed the Finance Report that ended December 31, 2016 and reviewed the report by Fund for the Board Members.

## **Finance Report**

### **Motion # 2**

Motion was made by Walter Gardner to approve the Finance Report as presented for report ending December 31, 2016. Kevin Easter seconded the motion. The motion carried unanimously

(INSERT FINANCE REPORT HERE)

KERR-TAR REGIONAL COUNCIL OF GOVERNMENTS

DECEMBER, 2016

	EXPENDITURE		EXPENDITURE BALANCE	REVENUE		YTD RECEIVED	ACCOUNTS RECEIVABLE		ASSESSMENTS		TOTAL REVENUES	Gain/(LOSS)
	BUDGET	YTD EXPEND		BUDGET	YTD RECEIVED		RECEIVABLE	LOCAL MATCH	ALLOCATED			
<b>GENERAL FUND - 10</b>												
KTREDC	\$ 53,000	\$ 14,154	\$ 38,846	\$ 53,000	\$ 12,081	\$ 2,073					\$ 14,154	\$ -
EDA Planning	\$ 105,000	\$ 39,279	\$ 65,721	\$ 63,000	\$ 31,500	\$ -	\$ 15,712				\$ 47,212	\$ 7,933
Revolving Loan Fund	\$ 25,000	\$ 5,371	\$ 19,629	\$ 25,000	\$ -	\$ 5,371					\$ 5,371	\$ -
Micro Loan Fund	\$ 2,000	\$ -	\$ 2,000	\$ 2,000	\$ -	\$ -					\$ -	\$ -
Rural Transportation	\$ 121,031	\$ 52,596	\$ 68,435	\$ 96,825	\$ 21,634	\$ 20,443	\$ 10,519				\$ 52,596	\$ -
Water Quality	\$ 2,218	\$ -	\$ 2,218	\$ 2,218	\$ -	\$ -					\$ -	\$ -
CFAT	\$ 28,125	\$ 5,603	\$ 22,522	\$ 22,500	\$ 852	\$ 3,630	\$ 1,121				\$ 5,603	\$ -
Mobility Manager	\$ 92,455	\$ 47,739	\$ 44,716	\$ 83,200	\$ 29,075	\$ 9,116	\$ 4,774				\$ 42,965	\$ -
Bunn Zoning	\$ 5,000	\$ 2,347	\$ 2,653	\$ 5,000	\$ 2,118	\$ 229					\$ 2,347	\$ -
City of Henderson	\$ 5,000	\$ 175	\$ 4,825	\$ 5,000	\$ 2,500	\$ -					\$ 2,500	\$ 2,325
Franklin Co Bldg Reuse NS	\$ 3,750	\$ 1,050	\$ 2,700	\$ 3,750	\$ 3,750	\$ -					\$ 3,750	\$ 2,700
Franklin Co Bldg Re-use KF	\$ 15,000	\$ 665	\$ 14,335	\$ 15,000	\$ -	\$ 665					\$ 665	\$ -
Vance Co Broadband	\$ 5,000	\$ 1,306	\$ 3,694	\$ 5,000	\$ 1,306	\$ -					\$ 1,306	\$ -
Warrenton Bldg Re-use	\$ 2,500	\$ 1,188	\$ 1,312	\$ 2,500	\$ -	\$ 1,188					\$ 1,188	\$ -
Aging - Planning & Admin	\$ 183,116	\$ 85,414	\$ 97,702	\$ 144,859	\$ 57,570	\$ 10,002	\$ 17,843				\$ 85,415	\$ -
Aging - Ombudsman	\$ 117,968	\$ 62,037	\$ 55,931	\$ 106,171	\$ 47,963	\$ 8,115	\$ 6,204				\$ 62,282	\$ -
Aging - Elder Abuse	\$ 4,748	\$ 893	\$ 3,855	\$ 4,273	\$ 344	\$ 459	\$ 89				\$ 892	\$ -
Aging - Evidence Based	\$ 25,944	\$ 7,978	\$ 17,966	\$ 23,554	\$ 5,691	\$ 1,489	\$ 798				\$ 7,978	\$ -
Aging - AAA	\$ 48,263	\$ 37,014	\$ 11,249	\$ 48,263	\$ 30,151	\$ 6,863					\$ 37,014	\$ -
Aging - Medicare SHIP	\$ 7,000	\$ 5,184	\$ 1,816	\$ 5,500	\$ -	\$ 4,147	\$ 1,037				\$ 5,184	\$ -
Aging - MIPPA	\$ 14,216	\$ 1,498	\$ 12,718	\$ 14,216	\$ -	\$ 1,498					\$ 1,498	\$ -
Aging - Caregiver	\$ 100,000	\$ 51,611	\$ 48,389	\$ 100,000	\$ 45,513	\$ 6,922					\$ 52,435	\$ 824
Aging - NCDOT Project	\$ 300,000	\$ 135,897	\$ 164,103	\$ 300,000	\$ 94,284	\$ 37,727					\$ 132,011	\$ (3,886)
Aging - LCA	\$ 30,000	\$ 14,961	\$ 15,039	\$ 30,000	\$ 9,263	\$ 5,698					\$ 14,961	\$ -
Aging - Senior Games	\$ 7,500	\$ 100	\$ 7,400	\$ 7,500	\$ -	\$ -					\$ -	\$ (100)
Aging - Triangle North HC	\$ 5,470	\$ 4,941	\$ 529	\$ 5,470	\$ 5,470	\$ -					\$ 5,470	\$ 529
Aging - Tri.North HC RGP	\$ 2,500	\$ -	\$ 2,500	\$ 2,500	\$ 2,500	\$ -					\$ 2,500	\$ 2,500
WIOA - Adult	\$ 160,443	\$ 108,299	\$ 52,144	\$ 160,443	\$ 91,896	\$ 16,403					\$ 108,299	\$ -
WIOA - Youth	\$ 125,843	\$ 61,698	\$ 64,145	\$ 125,843	\$ 53,375	\$ 8,323					\$ 61,698	\$ -
WIOA - Dislocated Worker	\$ 141,896	\$ 48,033	\$ 93,863	\$ 141,896	\$ 40,669	\$ 7,364					\$ 48,033	\$ -
WIOA - Admin	\$ 204,179	\$ 104,086	\$ 100,093	\$ 204,179	\$ 89,161	\$ 14,925					\$ 104,086	\$ -
WIOA - NEG OJT	\$ 21,128	\$ 5,874	\$ 15,254	\$ 21,128	\$ 5,874	\$ -					\$ 5,874	\$ -
WIOA - Career Pathways	\$ 10,980	\$ -	\$ 10,980	\$ 10,980	\$ -	\$ -					\$ -	\$ -
Granville Co SFR	\$ -	\$ 148	\$ (148)	\$ -	\$ -	\$ 148					\$ 148	\$ -
Franklin Co SFR	\$ -	\$ 262	\$ (262)	\$ -	\$ -	\$ 262					\$ 262	\$ -
Vance Co NSP	\$ 5,000	\$ 2,353	\$ 2,647	\$ 5,000	\$ 2,353	\$ -					\$ 2,353	\$ -
Person County SFR	\$ 170,000	\$ -	\$ 170,000	\$ 170,000	\$ -	\$ -					\$ -	\$ -
Miscellaneous	\$ -	\$ -	\$ -	\$ 12,000	\$ 13,891	\$ -					\$ 13,891	\$ 13,891
Bank Interest	\$ -	\$ -	\$ -	\$ 300	\$ 963	\$ -					\$ 963	\$ 963
Annual Meeting	\$ -	\$ -	\$ -	\$ -	\$ 4,062	\$ -					\$ 4,062	\$ 4,062
Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					\$ -	\$ -
<b>TOTALS</b>	<b>\$ 2,151,273</b>	<b>\$ 909,754</b>	<b>\$ 1,241,519</b>	<b>\$ 2,028,068</b>	<b>\$ 705,809</b>	<b>\$ 173,060</b>	<b>\$ 58,096</b>	<b>\$</b>	<b>\$</b>	<b>\$ 936,965</b>	<b>\$ 31,741</b>	

	EXPENDITURE BUDGET	YTD EXPEND	EXPENDITURE BALANCE	REVENUE BUDGET	YTD RECEIVED	ACCOUNTS RECEIVABLE	ALLOCATED LOCAL MATCH	TOTAL REVENUES	Gain/(LOSS)
<b>AGING FUND - 11</b>									
Aging - Block Grant	\$ 1,821,947	\$ 664,706	\$ 1,157,241	\$ 1,821,947	\$ 664,706	\$ -		\$ 664,706	\$ -
Aging - NSIP	\$ -	\$ 35,595	\$ (35,595)	\$ -	\$ 35,595	\$ -		\$ 35,595	\$ -
Aging - Legal	\$ 9,205	\$ 6,114	\$ 3,091	\$ 9,205	\$ 6,114	\$ -		\$ 6,114	\$ -
Aging - General Purpose	\$ 75,991	\$ 750	\$ 75,241	\$ 75,991	\$ 750	\$ -		\$ 750	\$ -
Aging - Fans	\$ 3,050	\$ -	\$ 3,050	\$ 3,050	\$ -	\$ -		\$ -	\$ -
Aging - Caregiver	\$ 43,913	\$ 11,001	\$ 32,912	\$ 43,913	\$ 11,001	\$ -		\$ 11,001	\$ -
<b>TOTALS</b>	<b>\$ 1,954,106</b>	<b>\$ 718,166</b>	<b>\$ 1,235,940</b>	<b>\$ 1,954,106</b>	<b>\$ 718,166</b>	<b>\$ -</b>		<b>\$ 718,166</b>	<b>\$ -</b>
<b>WORKFORCE - FUND 13</b>									
WIDA Adult	\$ 528,000	\$ 187,350	\$ 340,650	\$ 528,000	\$ 187,350	\$ -		\$ 187,350	\$ -
WIDA Youth	\$ 551,000	\$ 115,532	\$ 435,468	\$ 551,000	\$ 115,532	\$ -		\$ 115,532	\$ -
WIDA Dislocated Worker	\$ 525,000	\$ 202,227	\$ 322,773	\$ 525,000	\$ 202,227	\$ -		\$ 202,227	\$ -
WIDA NEG OIT	\$ 53,368	\$ 17,912	\$ 35,456	\$ 53,368	\$ 17,912	\$ -		\$ 17,912	\$ -
<b>TOTALS</b>	<b>\$ 1,657,368</b>	<b>\$ 523,021</b>	<b>\$ 1,134,347</b>	<b>\$ 1,657,368</b>	<b>\$ 523,021</b>	<b>\$ -</b>		<b>\$ 523,021</b>	<b>\$ -</b>
<b>MICRO Loan - FUND 15</b>									
Bank Interest	\$ -	\$ -	\$ -	\$ -	\$ 103	\$ -		\$ 103	\$ 103
<b>TOTALS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 103</b>	<b>\$ -</b>		<b>\$ 103</b>	<b>\$ 103</b>
<b>REVOLVING LOAN - FUND 20</b>									
Fund Transfer	\$ 15,000	\$ -	\$ 15,000	\$ 25,000	\$ -	\$ -		\$ -	\$ -
Bank Interest	\$ -	\$ -	\$ -	\$ -	\$ 466	\$ -		\$ 466	\$ 466
Bank Charges	\$ -	\$ 18	\$ (18)	\$ -	\$ -	\$ -		\$ -	\$ (18)
Interest on Loans paid	\$ -	\$ -	\$ -	\$ -	\$ 5,401	\$ -		\$ 5,401	\$ 5,401
<b>TOTALS</b>	<b>\$ 15,000</b>	<b>\$ 18</b>	<b>\$ 14,982</b>	<b>\$ 25,000</b>	<b>\$ 5,867</b>	<b>\$ -</b>		<b>\$ 5,867</b>	<b>\$ 5,849</b>
<b>REVOLVING LOAN - FUND 21</b>									
<b>GREEN JOBS</b>									
Loans	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -
<b>ALL TOTALS</b>	<b>\$ 5,777,747</b>	<b>\$ 2,150,959</b>	<b>\$ 3,626,788</b>	<b>\$ 5,664,542</b>	<b>\$ 1,952,966</b>	<b>\$ 173,060</b>	<b>\$ 58,096</b>	<b>\$ 2,184,122</b>	<b>\$ 37,693</b>
<b>CASH BALANCES</b>									
<b>GENERAL FUND</b>									
					\$ 311,293				
<b>AGING FUND</b>									
					\$ (186)				
<b>WIDA FUND</b>									
					\$ 59,350				
<b>MICRO FUND</b>									
					\$ 23,047				
<b>REVOLVING LOAN FUND</b>									
					\$ 768,464				
<b>GREEN JOBS LOAN FUND</b>									
					\$ 5,585				
<b>TOTALS</b>					<b>\$ 1,167,554</b>				

Donna Lee  
1/10/2017

## BUDGET AMENDMENTS

Kermit Copley reviewed Budget Amendments #12, 13 and 14 in the General Fund and explained they were all due to new grant funding. Budget Amendment #1 in Fund 11 is reflective of the actual grant allocation for 16/17. Fund 13 there were two Budget Amendments # 2 and 3 which were also for new grant funding.

### Budget Amendments

#### Motion # 3

Motion was made by Danny Wright to approve the amendments as presented. Joe Shearon seconded the motion and the motion carried unanimously.

(INSERT BUDGET AMENDMENTS HERE)

**KERR-TAR REGIONAL COUNCIL OF GOVERNMENTS**

**BUDGET AMENDMENTS**

Thursday, November 17, 2016

FY16-17

**FUND 10 - GENERAL FUND**

<b><u>BUDGET AMENDMENT # 10</u></b>	<b><u>A/C #</u></b>	<b><u>BUDGET</u></b>	<b><u>CHANGE</u></b>	<b><u>REQUESTED</u></b>
<b>FRANKLIN CO BLDB REUSE NS</b>	<b>5024</b>			
<b><u>EXPENDITURES</u></b>				
Contract Services	200	<u>0</u>	<u>3,750</u>	<u>3,750</u>
<b><u>REVENUES</u></b>				
<b>FRANKLIN CO BLDB REUSE NS</b>	<b>213</b>	<u>0</u>	<u>3,750</u>	<u>3,750</u>
New grant for 16-17				

<b><u>BUDGET AMENDMENT # 11</u></b>	<b><u>A/C #</u></b>	<b><u>BUDGET</u></b>	<b><u>CHANGE</u></b>	<b><u>REQUESTED</u></b>
<b>AGING - MIPPA</b>	<b>5916</b>			
<b><u>EXPENDITURES</u></b>				
Advertising	370	<u>0</u>	<u>2,228</u>	<u>2,228</u>
<b>Total MIPPA Budget</b>		<b>11,988</b>	<b>2,228</b>	<b>14,216</b>
<b><u>REVENUES</u></b>				
<b>AGING - MIPPA</b>	<b>0</b>	<u>11,988</u>	<u>2,228</u>	<u>14,216</u>

Additional grant money for 16-17

## **CEDS Update**

Planning Director, Michael Kelly advised that the first meeting of the CEDS Committee was held in Oxford on January 12, 2017 and was very well attended. NC EDA representative, Hillary Sherman addressed the group at this meeting and explained the purpose and process to the committee. A detailed Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis was compiled at this meeting. The next meeting will be held in February or early March.

## **EXECUTIVE DIRECTOR'S REPORT**

Executive Director, Diane Cox highlighted the following in her report to the Board of Directors:

- Thanked new Planning Director, Michael Kelly for doing a great job since starting with the COG and for hosting a great first CEDS committee meeting.
- Asked members to sign the Conflict of Interest Forms that were on top of the information packages tonight and to get them back to Gina Parham so that they can be notarized and forwarded back to NCDOT to clear up required documentation for a NCDOT grant.
- CMAQ applications for FFY 2018 must be submitted by Thursday, Feb 23. (CMAQ is Congestion Mitigation and Air Quality) Franklin, Granville and Person Counties are eligible to apply. Kerr Tar has \$547,633 for Federal Fiscal Year 2018 and \$557,658 for Federal Fiscal Year 2019. All these grants require a 20% match.
- Currently the Kerr Tar RPO has a total of 9 projects in the draft Division and Regional Programmed Projects that made it into the Draft 2018-2027 STIP.
- Application was submitted to NC Housing Finance Agency (NCHFA) last Friday for the a \$200,000 Urgent Repair program for the region. The program provides forgivable loans to qualified homeowners for emergency repairs.
- Resubmitted a USDA grant application for \$5,000 mini grant. If awarded, it will position the COG for possible extra points for future grant funding applications.
- SET (Stronger Economies Together) update has been updated and resubmitted. The SET plan will also be a cornerstone for the NC Tomorrow Plan (CEDS) update.
- NADO Policy conference will be held in DC on March 20-22 and both Michael Kelly and Diane plan to attend.
- Working on development of a Broadband Summit to be held in late March or early April.
- The Kerr Tar AAA, working through the Duke Family Support Program, was recently able to distribute \$500 vouchers to 12 families who were caring for individuals with dementia within our region.
- Workforce Development will be releasing Request for Proposals (RFPs) in the next few weeks for Youth Services.
- RFPs for banking services will be released to local financial institutions on January 30<sup>th</sup> with a response deadline of February 28<sup>th</sup>. Hope to make recommendation at the March COG Board Meeting.
- Planning Department will begin work on a corridor study for Hwy 39 from Hwy 85 to Chestnut Street and the surrounding area.

### **Executive Director's Report**

#### **Motion # 4**

Motion was made by David Smith to accept the Executive Director's Report as presented. Archer Wilkins seconded the motion and it carried unanimously.

## **FOREIGN TRADE ZONE UPDATE**

Members welcomed Renee' Boyette from Triangle J COG to provide an update on the Foreign Trade Zone.

Renee' advised that Triangle J and Isothermal were the only two COGs in North Carolina that are not noted as an Economic Development District (EDD). In the past, the Foreign Trade Zone had been referred to as the FTZ#93 as this area's Trade Zone number is 93. It is now called the Research Triangle Area Foreign Trade Zone.

Highlights of the presentation included:

- History and Basics of Foreign Trade Zone Program
- What is a FTZ site
- Types of FTZ sites and their possible uses
- What's allowed within a FTZ
- Actual Incentives and Benefits of operating within a FTZ
- Top 10 products as of 2014
- Zone # 93 includes 15 counties
- Zone #214 includes 3 ports (Wilmington, Morehead and Kinston)
- Most active Trade Zone is in South Carolina which includes the BMW plant
- Reviewed the 3 types of zones in our area (Magnet sites, Usage Driven sites, and Sub-zones and their locations)
- Company considerations would include the start-up costs associated with becoming an FTZ grantee. Recommends performing a cost-benefit analysis to determine if it is the right choice for them.
- An example of a Company in our region was Revlon that is located in Granville County. They are in the FTZ and receive products (Base and Caps) for lipstick that they place their product in to be sold. The final product can be shipped "duty free".

Renee' also provided links for additional information, left her business cards and advised the presentation could be obtained by contacting the COG and she offered to present to any groups if they needed more information.

## **PUBLIC COMMENT AND ANNOUNCEMENTS**

Chairman Richardson stated that he wanted to congratulate Board Member, Tommy Hester on receiving the Order of the Long Leaf Pine and was disappointed that Tommy had not been able to join us this evening.



**Closed Session**

**Motion # 5**

Motion was made by Sidney Dunston to Go into Closed Session. Bryan Pfohl seconded the motion and it carried unanimously.

**Return to Open Session**

**Motion # 6**

Archer Wilkins made motion to Return to Open Session. Kevin Easter seconded the motion and it carried unanimously.

**Norwood Loan Request**

**Motion # 7**

Bryan Pfohl made a motion to allow first position BB&T loan for 108 Main Street, LLC to be refinanced. The terms approved are that the COG will remain subordinate on the existing deed of trust to a new BB&T deed of trust only if the amount owed to BB&T does not increase and there is no cash out. Pete Averette seconded the motion. The motion carried with only one "Nye" vote from Kenneth Perry.

**Lake House Pub Loan Request**

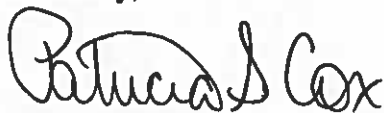
**Motion # 8**

Danny Wright made a motion to participate in an equal percentage basis with New Republic Bank in the sale of the Lake House Pub. Understanding that outstanding debt to the COG is approximately \$92,000 and the total debt is about \$459,000 which would average about 20% payment to the COG. Motion was seconded by Walter Gardner and the motion carried unanimously.

Diane advised the Board that normally the COG audit is presented in January but with the new auditors this year the process has gone a little slower. There are no red flags or concerns and the audit should be completed in February and submitted to the LGC.

There being no further business, the meeting adjourned.

Sincerely,



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

