

Board of Directors Meeting Agenda

BY ZOOM (PREFERRED) AND IN PERSON

August 19, 2021 4:00 p.m.

I.	Call to Order/Invocation	Mr. Hart
II.	Approval of Minutes from the 5/6/21 Quarterly Board Meeting (Minutes attached)	Mr. Hart
III.	Review of 6/30/21 Internal Financial Statements (6/30/21 Fund Balance and Operating Statements attached)	Ms. Chitwood/ Mr. Imler
IV.	Consideration of 5310 Transit Grant Recommendations	Ms. Drane
V.	Consideration of Amendments to the FY 2021-2027 Transportation Improvement Program (TIP)	Mr. Allen
VI.	Consideration of United Way of York County Workforce Grant	Ms. Lawing
VII.	Presentation – SC Supreme Court Rulings Related to User Fees	Mr. Dillingham
VIII.	Community & Economic Development Grant Program Update	Ms. Rhea
IX.	Election of CRCOG Officers and Executive Committee Members A. Report of the Nominating Committee B. Consideration of the Slate of Officers and any Additional Nominations	Mr. Hart Mr. DeVenney
	C. County Caucuses for Election of County Representatives to CRCOG Executive Committee (1 per county)	Ms. Chitwood
X.	50th Anniversary Celebration & SC COGS Annual Training Conference	Mr. Imler



XI. Other Business

Mr. Hart

XII. Regional Roundup

Mr. Hart

XIII. Adjourn

CRCOG Quarterly Meeting - Agenda Detail

Call to Order/Invocation/Consideration of Minutes

After the Call to Order and Invocation, the minutes from the May 6, 2021 Council of Governments quarterly meeting (attached) will be considered for adoption.

• Presentation of 6/30/21 Internal Financial Statements (12 months)

Ms. Amy Chitwood will present the FYE21 internally generated financial statements. FY21 consolidated operating revenues were \$2,623,700, and consolidated operating expenditures totaled \$2,392,674, bringing net operating residual to \$231,026. Passthrough revenues and expenses of \$2,303,224 and RLF (AG & C-19) grant draws of \$3,586,491, less a \$50,000 transfer to the Development Corporation, generated total COG residual (net income) of \$3,767,517 for the year. Total fund balances increased from \$8,870,483 at FYE20 to \$13,007,631 at FYE21.

• Consideration of 5310 Transit Grant Recommendations

Ms. Drane will present the recommended Transit Grant rankings for 5310 Transit funding. These rankings are being presented as a motion from the Executive Committee.

 Consideration of Amendments to the FY 2021-2027 Transportation Improvement Program (TIP)

Mr. Allen will provide the Board with an overview of recommended TIP amendments which are:

- 1) TIP Project Addition York County SC 55 (Kings Mtn Street) Bike Path project (Phase 2), from Irish Downs Drive (Local) to Barret Road (S-46-1086), is 0.97 Miles and will cost an estimated at \$1,200,000. This project was originally intended to be part of a larger sidewalk project but at the recommendation of the local SCDOT Project Manager, the Phase 2 part of the project needed to be broken out into an individual project. The completed Phase 1 project, located on Bethel Street was completed earlier this year and is located between Clover High School and Fred Caldwell Chevrolet, in Clover.
- 2) TIP Project Removal Chester County SC-9 Crossover SC-9 between SC 901 and SC 223; 1.19 Miles and will add \$1,209,000 back into the TIP. This project is being removed due to lack of purpose and need.



• Consideration of United Way of York County Workforce Grant

Ms. Lawing will share information regarding a \$45,000 grant from United Way of York County. To receive the grant funds, the Board must vote to accept the grant. Grant funds are utilized for soft skills training for York County individuals seeking employment.

• Presentation – SC Supreme Court Rulings Related to User Fees

Mr. Dillingham of the law firm Spencer & Spencer and legal counsel for the COG, will provide a review of recent SC Supreme Court rulings related to user fees and potential ramifications of the rulings.

• Community & Economic Development Grant Program Update

Ms. Rhea will discuss recently awarded grants (CARES Act, CDBG, RIA), deadlines for future funding rounds, and summary information regarding EDA American Recovery Plan Act (ARPA) funds.

- Election of CRCOG Officers and Executive Committee Members (Two-Year Terms)
 Per COG Bylaws, the Officers of the Council are the Chair, Vice Chair, and Secretary/Treasurer.
 (The duties of the Secretary/Treasurer are carried out by the Council's Executive Director.) In addition to the Chair and Vice Chair, there are six other members of the COG's Executive Committee. Two Executive Committee members are elected at-large by the full Board. Four Executive Committee members are elected by caucus of COG Board members from each county.
 - A. Mr. DeVenney, Chair of the Nominating Committee, will present nominations for Chair, Vice Chair, and two at-large Executive Committee members. Following the Nominating Committee's report, the floor will be open for any additional nominations.
 - B. COG Board Members present at the meeting will then vote on the slate of officers and at-large Executive Committee members.
 - C. COG Board Members present (in person and on Zoom) from each of the four counties will briefly caucus. (Each county's representatives will be directed to a different zoom sub-room by Ms. Chitwood.) Each county will select a county representative to serve on the Executive Committee.
- 50th Anniversary Celebration and SC COGS Annual Training Conference
 Mr. Imler will discuss the 50th Anniversary Celebration, planned for October 21 from 4:30 6:00
 p.m., and the SC COGS Training Conference which is planned for November 21-23, 2021 at
 Kingston Plantation in Myrtle Beach, SC. All Board members are encouraged to attend both
 events. The COG covers the cost of attendance, mileage, room and meals for Board members.
 - Other Business



• Regional Roundup

A representative from each county will be asked to identify a key initiative or activity underway in his or her respective county.

• Adjourn

CATAWBA REGIONAL COUNCIL OF GOVERNMENTS REGULAR MEETING

Catawba Regional Center May 6, 2021

A regular meeting of the Catawba Regional Council of Governments was called to order at 4:00 p.m. on Thursday, May 6, 2021, via Zoom. Notice of the meeting was sent to the local newspaper and posted on the Council's website.

The following members were present:

Chester
Nettie Archie
Joe Branham
Sen. Mike Fanning
Jim Fuller

Lancaster
Sean Corcoran
Charlene McGriff
Steve Harper
Eddie Moore
Russell Patrick

<u>Union</u> Margaret Holloway Harold Thompson

The following members were absent:

<u>Chester</u> Wanda Stringfellow

Lancaster
Alston DeVenny
Rep. Brandon Newton

Union Rep. Doug Gilliam Frank Hart, Chair Leroy Worthy York
Paul Basha
Wes Burton
Mike Fuesser

Brandon Guffey Nikita Jackson Derrick Lindsay Todd Lumpkin Greg Rutherford Wes Spurrier Chad Williams Robert Winkler

York

Sen. Wes Climer David O'Neal Scott Patterson Guynn Savage P. N. Saksena Rob Youngblood

Others present included:

Guests Angela Cook Steve Willis

Staff

Randy Imler Autumn Cauthen Nicole Lawing Grazier Rhea

Steve Allen Amy Chitwood Cole McKinney

The quarterly meeting of the Catawba Regional Council of Governments was called to order on Zoom by Vice-Chair Robert Winkler. A motion was made and duly seconded to approve the minutes from the February 4, 2021 meeting. The motion passed without dissent.

I. Presentation of 3/31/2021 Interim Financial Statements.

Ms. Chitwood reviewed the interim financial statements for the Council as of March 31, 2021. Year-to-date operating revenues were \$1,735,692 and operating expenditures were \$1,658,732 resulting in net operating income of \$76,960. Year-to-date passthrough revenues and expenditures totaled \$1,805,713 for Workforce Innovation and Opportunity Act (WIOA) funds and \$21,565 for the Environmental Protection Agency (EPA) Brownfields Assessment Grant. Additionally, the Council drew down \$3,151,681 in grant revenue for EDA COVID-19 RLF loans, \$55,000 for SC Agribusiness Loan Fund (SCALF) loans, which required a match of \$11,000, bringing total Council-wide revenues over expenditures to \$3,195,681.

II. Consideration of Transportation Planning Issues

Mr. Allen discussed the region's Long-Range Transportation Plan (LRTP), Transportation Improvement Program (TIP), and Performance Measures with long-range plans and projects.

- 1. Staff is currently working on amendments to the 2015-2040 Long-Range Transportation Plan, specifically for the priority projects list. The priority projects list is a long-range vision of projects needed within the 25 year span of the LRTP. The projects are broken down by project type as follows: System Improvement, Preservation, Intersections, and Bicycle/Pedestrian. Not including existing TIP projects, there are 25 projects on the priority projects list for \$56 million in potential projects, leaving approximately \$46 million in unprogrammed funds.
- 2. The Proposed TIP Amendment for the rural transportation planning area recommends elevating six proposed projects from the LRTP to the TIP and increasing the Clover sidewalks project budget by \$300,000. The total program cost for 2023 and 2024 is approximately \$7.9 million. Act 114 criteria were used to prioritize projects. The six proposed projects are as follows: two SC-5 intersection projects in Lancaster County, a SC-9 system improvements project in Chester County, a bike/pedestrian project in Union

County, and projects to repave Shiloh Unity Road and Van Wyck Road.

3. Staff presented the State's four-year targets for Performance Measure 2 (PM2) and Performance Measure 3 (PM3). PM2 is pavement bridge conditions on the non-interstate national highway system (NHS) roadways. PM3 is system performance on the NHS.

A motion to approve the LRTP amendments for priority projects, the proposed TIP amendment project list, and the proposed Performance Measures came from the Executive Committee, and no second was required; the motion passed unanimously.

III. Consideration of FY2022 Program of Work.

Mr. Imler presented the COG's proposed Program of Work for FY2022. The COG's mission is to facilitate growth of the economy, assist in planning for the region's future, support communities in need, and encourage collaboration, communication, and cooperation among leaders and governments of the Catawba Region.

The Program of Work is integrated across three areas: Economic Development, Community Development, and Government Services.

- 1. The Workforce Development division is comprised of three COG staff and 18 contract staff in the SC Works centers in York, Chester, and Lancaster counties. The COG administers approximately \$2,500,000 annually in Workforce Innovation and Opportunity Act (WIOA) pass through funds and operates three SC Works Centers. The focus for FY2022 will be on increasing the percentage of direct participant expenditures (i.e. job-training and supportive services).
- 2. Catawba Regional has originated (life to date) \$82 million in economic development loans. The U.S. Economic Development Administration (EDA) provided an \$8.2 million-dollar COVID-19 RLF grant in FY21. The COVID-19 RLF has loaned out \$3.8 million with a balance of \$4.3 million to lend. The COG anticipates defederalization of its \$7.2 million 'regular' EDA RLF to occur in FY2022. This will provide an opportunity for regular EDA RLF funds to be leveraged for additional future lending needs.
- 3. The COG and Development Corporation have sold 32 Neighborhood Initiative Program (NIP) lots generating \$224,000 in gross revenue in FY2021. Additionally, there are 29 NIP lots under contract, for a projected total of ~60 lots to be sold before the end of the current fiscal year.
- 4. The Council has ~\$5 million of SC DOT Guide Share Funds to program annually. In FY22 the long-range transportation plan (LRTP) will be updated. The COG will also participate in the "Connect Beyond" transit planning initiative with the Centralina Regional Council in Charlotte.
- 5. The COG continues to be the fund manager for SC DHEC's Brownfield Cleanup Revolving Loan Fund (BCRLF). The BCRLF currently has 2 loans in underwriting, with three loans in disbursement. One BCRLF sub-grant is approved and currently pending for Great Falls. Approximately \$3.4 million of BCRLF loans are committed and/or outstanding, with \$1.8 million of capital available for future brownfield lending.

6. The Council's planning division has two different types of contracts with local governments: general technical assistance contracts and project contracts. These contracts include services for geographic information systems (GIS), comprehensive plans, small area plans, general technical assistance, strategic planning, capital improvement plans, and other types of planning work. Examples were provided of existing contractual planning work between the COG and localities throughout the region. This work will continue through FY2022, along with planning projects associated with the EDA CARES Act planning grant.

A motion was forthcoming from the Executive Committee to adopt the FY2022 Program of Work as presented. The motion passed unanimously.

IV. Consideration of Preliminary FY22 Budget.

Mr. Imler presented the proposed budget for FY22. General Governmental revenue is used primarily to match grants or purchase capital items. Community Development revenue is anticipated to increase due to additional grants in process and those which have been recently awarded. Technical assistance contract revenue is anticipated to increase in FY2022 due to the EDA CARES Act planning grant. Staffing expenditures will increase with anticipated additional staffing in planning. An increase in Capital Costs is projected due to Board Room renovation and furnishings/technology improvements started in FY2021 which will carry over into FY22. The balance of the COVID-19 RLF funds of \$4,395,000 will be exhausted by the end of the next fiscal year. Salary adjustments include an increase of 3% for merit and cost of living for staff.

The budget was presented as a motion by the Executive Committee (no second needed) and passed unanimously. A copy of the budget is attached and made a permanent part of these minutes.

V. Other Business/Regional Roundup.

Mr. Imler reminded the Board of Catawba Regional's 50th Anniversary Celebration on October 21, 2021. Mr. Imler also noted the SC Councils of Governments (SC COGS) conference will be November 21-23, 2021 at the Kingston Planation in North Myrtle Beach.

There will be a meeting of the Nominating Committee to nominate Officers and At-Large Executive Committee Members for the 2021-2023 term. Per COG Bylaws, the Executive Committee chose the following to serve on the Nominating Committee: Joe Branham (Chester), Harold Thompson (Union), Chad Williams (York), and Alston DeVenny (Lancaster).

Mr. Imler thanked Dr. Greg Rutherford for his years of service on the COG Board. Dr. Rutherford will retire as President of York Technical College at the end of July.

Representatives from each county then provided brief highlights about projects and activities in their respective cities and counties.

There being no further business, the meeting was adjourned at 5:04 p.m.

Respectfully submitted,

Raisey Unles

Randy Imler

Executive Director

CATAWBA REGIONAL COUNCIL OF GOVERNMENTS FY 2021 AND FY 2022 BUDGETS

COG OPERATING BUDGET REVENUES		Actual FY2020		Revised FY2021 Budget		3/31/2021	FY2022 Proposed Budget
Membership Support	9	223,328	ф	222 220	ď	167 404 0	
State Grant	4	49,750	Þ	223,328 49,750		37,313	,520
Public Assistance Grant/PPP Forgiveness		49,750		174,043			49,750
Misc./Interest Income		13,058		6,000		43,043	40.000
		286,136		453,121	-	3,924	10,000
		200,150		433,121		251,776	283,078
HUD Community Development Contracts		216,445		280,000		200 600	
Rural Infrastructure Authority		37,126		38,000		209,689	300,000
Neighborhood Initiative Program		50,373		25,000		28,026	40,000
~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~		303,944	-	343,000		19,069	50,000
		505,544		343,000		256,784	390,000
Technical Asst. Contracts		402,925		285,000		214,568	
Economic Development Admin CARES Act		102,520		85,000		60,673	350,000
Economic Development Administration Planning Grant		67,456		45,000		•	285,000
Transportation Planning		77,478		85,000		32,174	70,000
		547,859		500,000		55,997	85,000
		347,633		200,000		363,412	790,000
Revolving Loan Fund		332,322		235,000		177 770	
Revolving Loan Fund - COVID19		222,222		350,000		177,739	140,000
SC Agribusiness Loan Fund		52,864		15,000		241,081	452,000
Regional Development Corporation		114,081		97,500		14,243	10,000
Intermediary Relending Program		28,980		•		74,527	100,000
Other Loan Funds		33,426		20,000		18,590	15,000
Brownfields RLF		55,202		25,000		21,975	25,000
	-	616,875	_	40,000		30,490	45,000
		010,873		782,500		578,645	787,000
WIOA Planning	-	340,855		393,000		285,075	400,000
Total Operating Revenue:	\$_	2,095,669	\$_	2,471,621	\$_	1,735,692 \$_	2,650,078
EXPENDITURES							
Personnel	\$	1,933,082	r	2055000	ate	1 110 110 4	
Rent	D)	24,000	Þ	2,055,000	\$	1,446,410 \$	2,275,000
Building Expenses		-		25,500		18,500	30,000
Telephone		17,645 19,973		20,000		13,043	20,000
Travel and Meetings		34,572		25,000		14,978	25,000
Office Supplies/Expendable Equipment/Printing		36,046		18,000		8,551	50,000
Postage				45,000		26,924	40,000
Memberships, Dues, Publs.		1,765 12,281		2,500		1,388	2,500
Equipment Rental/Maintenance		18,590		15,000		9,879	15,000
Employee/Bd. Member Training		11,969		16,000		11,381	18,250
Capital Costs		11,509		2,500		1,735	15,000
Professional Services		70.266		58,263		8,533	25,000
Information Technology Services		79,266		80,000		56,983	80,000
Insurance and Bonding		24,865		30,000		22,458	30,000
Miscellaneous		13,149		16,000		11,517	18,000
Total Operating Expenses:	e -	4,419 2,231,622 \$	-	12,858	_	6,452	6,328
	Φ	2,231,022 \$	-	2,421,621	\$	1,658,732 \$	2,650,078
NET OPERATING REVENUES OVER EXPEND.	§	(135,953) \$		50,000	s _	76,960 \$	0
PASS THROUGH						-	
REVENUES							
Workforce Investment Act Pass Through		0.100.600					
EPA Brownfields Assessment Grant		2,170,678		2,425,000		1,805,713	2,500,000
The state of the s		390,421		90,000		21,565	-
EXPENDITURES							
Workforce Investment Act Pass Through		2 170 (70		0.404.000			
EPA Brownfields Assessment Grant		2,170,678		2,425,000		1,805,713	2,500,000
CAMEL CAMEL		390,421		90,000		21,565	-
OTHER REVENUES/EXPENDITURES							
Transfer to RDC				50 00°			
RLF Loan Fund -COVID19		-		50,000		-	-
EDA SCALF Grant		450 640		3,825,000		3,151,681	4,395,000
RLF Loan Fund Match Requirements		453,640		166,600		55,000	-
TOTAL OTHER REVENUES/EXPENDITURES	-	90,728		38,900	_	11,000	<u></u>
AND SOUTH ENDITURES		362,912	:	3,902,700		3,195,681	4,395,000
NET REVENUES LESS EXPENDITURES 3		226,959 \$	3	3,952,700 \$	3	3,272,641 \$	4,395,000

CATAWBA REGIONAL COUNCIL OF GOVERNMENTS STATEMENTS OF FUND BALANCES DRAFT/UNAUDITED JUNE 30, 2021

ASSETS

	CRC	og	RLF		SCBLF		SCALF	CC	NSOLIDATED
Current Assets								_	
Cash - Checking	\$ 252	,673	\$ 805,740) Ś	294,941	\$	00.700	_	_
Cash - Savings		,805	1,848,484		234,341	Þ	93,782	\$	1,447,136
Prepaid Expenses		,325	2,490				-		2,353,289
Receivables		,156	9,723		72,076		487		20,815
Receivables - WIOA	60	,428	,		,-,-		407		698,442
	1,452	,387	2,666,437	7	367,017		94,269	-	60,428 4,580,110
Non-Current Assets									
Restricted Loans Receivable		_	4 604 000		2 227 405				
	-		4,604,090		3,337,495	-	485,936		8,427,521
TOTAL ASSETS	\$ 1,452,	387	\$ 7,270,527	\$	3,704,512	\$	580,205	\$	13,007,631
								-	
		LIABI	ILITIES						
Current Liabilities									
Accounts Payable/PR W/H	\$ 133,	554 9	\$ 22,621	\$	68,375	\$	D = 4.4	4	
PPP Loan	,,	-	- 22,021	Ţ	00,373	Þ	8,514	\$	233,064
Deferred Revenue	74,	103	_		_		-		74.100
Accrued Annual Leave	52,	224	-		-		_		74,103 52,224
Accrued Unemployment	10,	240	-		***				10,240
TOTAL LIABILITIES	\$ 270,:	121 \$	22,621	\$	68,375	\$	8,514		
				· -	46,575	پ	0,314	\$	369,631
		FUND B	ALANCE						
FUND BALANCE									
Restricted fund balance	20.7	125	7.040.000						
Unrestricted fund balance	38,3 1,107,9		7,218,227		-		505,961		7,762,513
Total fund balance	1,146,2	-	7,218,227						1,107,970
	1,170,2		1,210,221		-		505,961		8,870,483
Current revenues in excess of expend.	35,9	71	29,679		3,636,137		65,730		3,767,517
Total Fund Balance	1,182,2	66	7,247,906	3	3,636,137		571,691		12,638,000
TOTAL LIABILITIES & FUND BALANCE	\$ 1,452,3	87 \$	7,270,527	\$ 3	,704,512	\$	580,205		13,007,631
								-	, = - , 500

CATAWBA REGIONAL COUNCIL OF GOVERNMENTS CONSOLIDATED INCOME AND EXPENSE STATEMENT DRAFT/UNAUDITED JUNE 30, 2021

	COG	-	RLF	-	SCBLF	_	SCALF		CONSOLIDATED
REVENUE							The second second		
Participating Local Governments	\$ 223,238	3 \$							
State Aid to Councils of Governments	49,750			-	\$		\$		\$ 223,238
Interest and Other Income	44,670			-		-		-	49,750
PPP Loan Forgiveness	131,765			-		-		-	44,670
Workforce - WIA/WIOA	382,485			-		-		-	131,765
Community Development-CDBG/HUD/RIA	315,621			***		-		-	382,485
Technical Assistance Contracts	278,552			~		-		-	315,621
Transportation Planning	276,332 77,927		,	*		-		-	278,552
SC Agribusiness Loan Fund	77,527			-		~		-	77,927
Other Loan Funds	22.204		•	-		-	26,42	9	26,429
Intermediary Relending Program	23,394			-	•	-		•	23,394
Regional Development Corporation	20,400			•	-	-		-	20,400
EDA Planning Grant	90,900			•				-	90,900
EDA Planning Grant - CARES Act	59,869			•	-			-	59,869
Brownfields Revolving Loan Fund	86,547		-	,	-			-	86,547
Neighborhood Initiative Program	37,280		~					-	37,280
EDA Revolving Loan Fund (RLF)	27,529		-		-				27,529
EDA RLF COVID Admin	**		270,086		-		-		270,086
EDA Revolving Loan Fund (RLF) - COVID	-		-		383,612		-		383,612
EDA NEVOLVING LOGIT FAIRS (REF.) - COVID	-	_		-	93,646	-		-	93,646
TOTAL REVENUE BEFORE PASS-THRU	\$ 1,849,927	\$	270,086	:	\$ 477,258	\$	26,429	\$	2,623,700
WIOA Pass-Thru Revenues	2 257 047							_	, man
PA Brownfields Pass-Thru Revenues	2,257,047		-		-				2,257,047
	46,177	300.00 · · · · · · · · · · · · · · · · ·	_	-	-	-	-	_	46,177
OTAL REVENUE	4,153,151		270,086		477,258		26,429		4,926,924
PPERATING EXPENSES							*	-	
Personnel	ć 1 404 000								
Rent & Maintenance	\$ 1,401,802	\$	233,482	\$	350,934	\$	15,522	\$	2,001,740
Utilities	26,000		-		464		-		26,000
Telephone	16,439		-		-		-		16,439
Travel and Meetings	19,778		308		1,571				21,657
Office Supplies	15,140		715		3,454		_		19,309
Postage	27,290		811		13,931		-		42,032
Memberships, Dues, Publications	1,619		_		9		-		1,628
Maintenance & Service Contracts	10,957		1,570		5,624				18,151
Employee/Board Member Training	12,450		-		3,288		_		15,738
Capital Costs	3,336		-		105		-		3,441
Professional Services	6 3,640		-		-		-		63,640
Insurance and Bonding	130,054		2,577		4,358		177		137,166
Miscellaneous	15,231		750		338		8		
Wiscendie Ods	9,220		194	_	•	-	_		16,319 9,414
OTAL EXPENSES	1,752,956		240,407		383,612		15,699		2,392,674
T INCOME (LOSS) BEFORE OTHER ITEMS	\$ 96,971	\$	29,679	\$	93,646	\$	10,730	\$	
IOA Pass-Thru Expenditures			-				20,130	٠	231,026
A Brownfields Page Thru =	(2,257,047)		•						/3 3E7 047\
A Brownfields Pass-Thru Expenditures	(46,177)		-		_		_		(2,257,047)
ansfer to Regional Development Corporation	(50,000)		-		_		_		(46,177)
an Match/EDA Grant	(11,000)		•		3,542,491		55,000		(50,000)
-				_	3,342,431	-	33,000		3,586,491