

MEMORANDUM

To: IPDC Board of Directors and Senior Staff

From: Executive Director

Re: IPDC Executive Committee Meeting 111518 Follow up.

The Executive Committee Board of Directors met Thursday, November 15, 2018, 12:00 p.m. at IPDC Rutherfordton Office, 111 West Court Street, Rutherfordton, NC. On the Agenda were many issues of interest to the Membership. Please share this information with those on your council, staff that you feel necessary to do so with. After a Call to Order, Welcome, Moment of Silence and Pledge of Allegiance by Chairman Fred Baisden, the Committee heard from Doug Barrick, Chairman of the Facility Headquarter Committee of IPDC Regarding the work of the Committee to Date.

The Facilities Committee of the IPDC has met several times since our last IPDC Board Meeting in June, where the Committee was created to review the facility needs and revenue options available to the IPDC Board as it continues to explore the current Headquarter Facilities.

Since the last report in August of this year, the Committees work has focused on the outcomes of its meeting with the USDA Representatives on the Community Facilities Direct Loan and Grant Program. The USDA Representatives have advised that the preliminary review of the IPDC Organization would qualify under this program. As such, the committee designed and put out for responses, a Request for Qualifications (RFQ) for Architectural Services, to assist in preparing a Preliminary Architectural Report (PAR) that would be required by USDA for any project that they may be involved in.

The Committee placed this RFQ on the IPDC web page, distributed to our membership to share with interested parties, placed same in the newsletter. We received many phone calls and inequities but in the end, received only one RFQ. The Boomerang Design firm of Shelby submitted an RFQ and the Facilities Committee reviewed the proposal and recommended 1) that the Committee Chair and Executive Director meet with the principles and discuss the USDA process and the need to understand the cost, and 2) to recommend that the IPDC Board move forward with this phase of the Headquarters Facility Process.

At the recommendation of the Executive Director and after much conversation, the Board took the following actions on the matter of the IPDC Facilities:

- 1) Approval and acceptance of the RFQ from Boomerang Design
- 2) Authorization for the Executive Director to have a contract prepared with review by the IPDC Attorney and as such, then enter into a contract for the development of a Preliminary Architectural Report by and with Boomerang Design for a cost not to exceed \$12,000.
- 3) To direct the Budget Officer to prepare a Budget Amendment for use of funds for this PAR.

The Board then approved a Reimbursement Resolution for this project that reads as follows:

**RESOLUTION
ISOTHERMAL PLANNING AND DEVELOPMENT COMMISSION
EXECUTIVE BOARD
FOR REIMBURSEMENT FROM THE PROCEEDS OF TAX-EXEMPT FINANCINGS FOR CERTAIN
EXPENDITURES MADE IN CONNECTION WITH THE IPDC HEADQUARTERS PROJECT**

WHEREAS, the Isothermal Planning and Development Commission (the "IPDC") is a political subdivision organized and existing under the laws of the State of North Carolina, Article 2, Chapter 158, Chapter 153A and Public Law 89-4 of the 89th Congress of the United States of America, and any amendments and recodifications thereof; and

WHEREAS, the IPDC has paid, beginning no earlier than (Date of Agreement with Design Firm) and will pay, on and after the date hereof, certain expenditures (the "Expenditures") in connection with the IPDC Headquarters Project; and

WHEREAS, the IPDC Board of Directors (the "Board") has determined that the moneys previously advanced no more than 60 days prior to the date hereof and to be advanced on and after the date hereof to pay the Expenditures are available only for a temporary period and it is necessary to reimburse the IPDC for the Expenditures from the proceeds of one or more issues of tax-exempt obligations (the "Obligations");

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

Section 1. The Board hereby declares the IPDC's intent to reimburse the IPDC with the proceeds of the Obligations for the Expenditures with respect to the IPDC Headquarters Project made on and after (Date of Agreement fo Design Firm), which date is no more than 60 days prior to the date hereof. The City reasonably expects on the date hereof that it will reimburse the Expenditures with the proceeds of the Obligations.

Section 2. Each Expenditure was and will be either (a) of a type properly chargeable to the capital outlay account under general federal income tax principles (determined in each case as of the date of the Expenditure), (b) a cost of issuance with respect to the financings, or (c) a nonrecurring item that is not customarily payable from current revenues.

Section 3. The maximum cost of the Project is still being determined but is expected to be no more than \$2.5 million.

Section 4. The IPDC will make a reimbursement requisition, which is a written requisition by the IPDC that evidences the IPDC's use of proceeds of the Obligations to reimburse an Expenditure, no later than 18 months after the later of the date on which the Expenditure is paid or the IPDC Headquarters Project is finalized, but in no event more than three years after the date on which the Expenditure is paid.

Section 5. This resolution shall take effect immediately upon its passage.

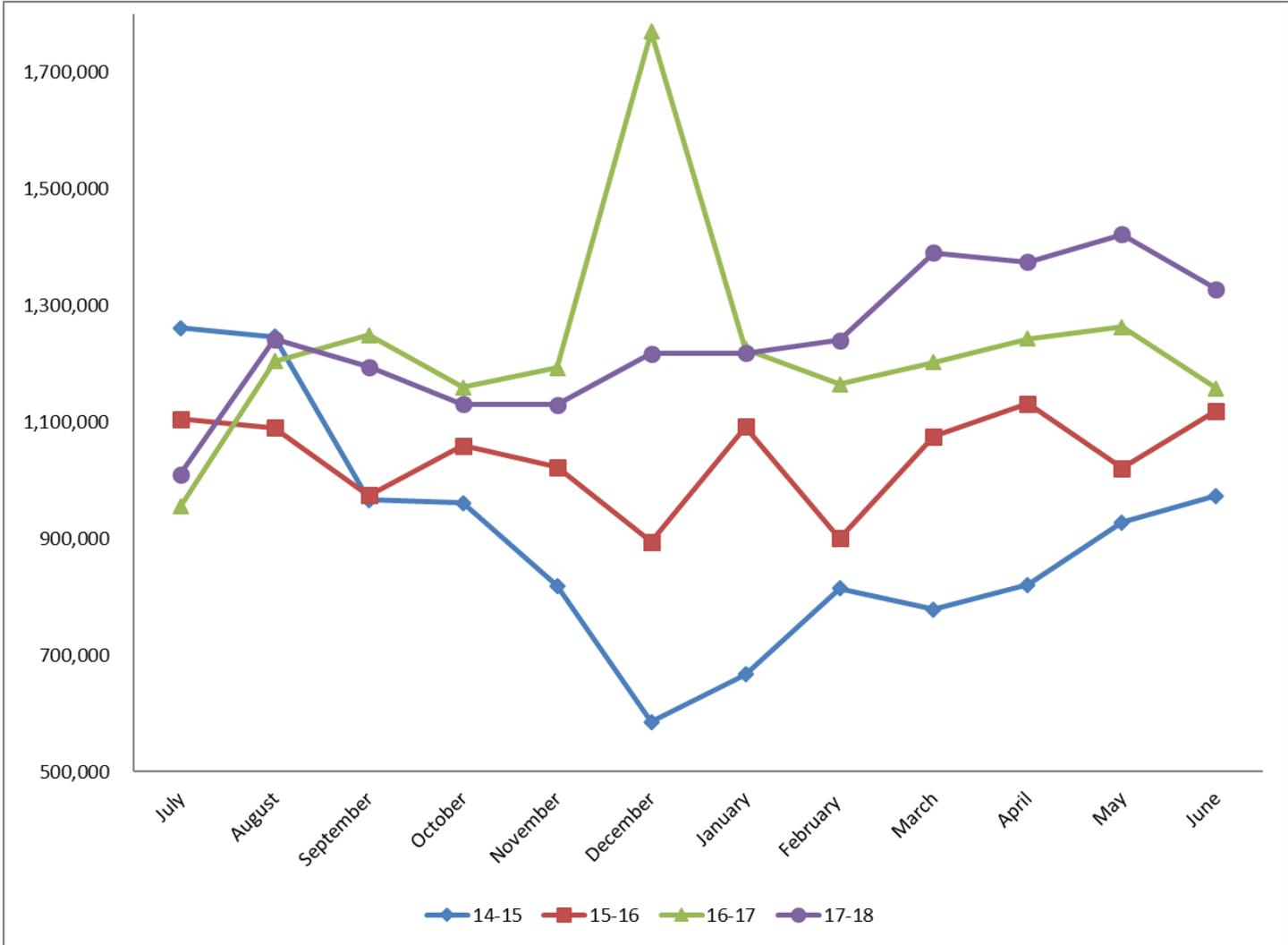
ADOPTED this 15th day of November 2018.

Fred Baisden, Chairman

ATTEST:

Judy Lynch, Clerk to the Board

The Committee then heard from Finance Director Becky Evans regarding the Quarterly Financials for Fiscal Year 2018-2019. The Board looked at the Cash flow to date (see below), which has normalized from years past and in addition has improved.



Ms. Evans then discussed the expenditures to day. The target of expenditures should be at or about 25%. The Expenditures (unaudited) are as follows:

Isothermal Planning & Development Commission
 Quarterly Financial Summary
 For the three months ending 9/30/18

	Amended Budget	Expenditures to 9/30/2018	Percent of Budget
HOUSING	6,768,148	1,611,164	23.81%
AGING	3,577,089	578,430	16.17%
WIOA	2,763,517	267,862	9.69%
LOCAL	94,846	5,964	6.29%
RPO	132,982	23,734	17.85%
Appalachian Regional Commission	148,066	37,404	25.26%
Grant Administration KBR Grants	318,350	50,822	15.96%
Economic Planning & Community Development	123,500	28,336	22.94%
Total Budgeted Expenditures	13,926,498	2,603,716	18.70%
Indirect Expenses	666,357	130,474	19.58%

The Committee discussed the 2nd Annual Legislative Day , sponsored by the IPDC, which is slated for January 28, 2019 and will be at the Tryon Equestrian Center. The Board discussed working with the North Carolina Association of Counties and the North Carolina League of Municipalities to help to increase capacity at the event. The Committee was supportive but wanted to be clear that the events purpose is to help shape a Regional Legislative Platform.

The Committee received an update from Housing Consultants Nan McKay and Associates managing partner Cydney Jones regarding the current Operational Workflow and Efficiency study being done in the Section 8 Program (The Isothermal Housing Choice Voucher Program). Nan McKay has been on site this week working with staff and reviewing materials, process, and budgets. They will be creating a report on their findings and recon emendations regarding our workflow, customer and client relationships, and service delivery. The Committee engaged with Ms. Jones regarding details of the work and what the end product would be. The Committee was pleased to know that this work was being done and that the outcomes would help in improving our organization and our service delivery to the clients and customer of the Housing Choice Voucher Program (Section 8) for the Isothermal Region.

Upcoming Meetings of the Isothermal Regional Commission were noted:

1. Next Executive Committee meeting is February 14, 2019 12:00 PM
2. Next Full Board meeting is January 8, 2019, Time and location to be announced
3. Legislative Day is January 28, 2019, TIEC, 9:30AM