

**Santee-Lynches Regional Council of Governments
Board of Directors' Meeting
May 1, 2017 – 12:00 P.M.
CCTC Advanced Manufacturing Center, Sumter South Carolina**

MINUTES

Members Present:

Clarendon: Benton Blakely, Senator Kevin Johnson, Shirley Keels, Julia Nelson, Dwight Stewart
Kershaw: Julian Burns, Rep. Laurie Funderburk, Brad Hanley, John Lee, Kenneth McCaskill, Sammie Tucker
Lee: David Addison, Alexander Boyd, Travis Windham
Sumter: Eugene Baten, Jim Campbell, Jim McCain, Joe McElveen, Vivian McGhaney, Dr. Bill Painter, Rep. David Weeks, Chuck Wilson, Earl Wilson

Members Absent: Excused – Alfred Mae Drakeford, Jeffrey Graham, Rep. Will Wheeler, Ione Dwyer, Bob Galiano; Absent – Jay Schwedler

Staff Present:

Dr. Michael Mikota, Kathy Powell, Areatha Clark, Yoli Crolley, Connie Munn, Susan Landfried.

- I. Welcome and Call to Order** – 1st Vice Chairman Travis Windham called the meeting to order. He informed the board that Chair Drakeford was out due to hip surgery.
- A. Vivian McGhaney provided the invocation.
 - B. Attendees provided the Pledge of Allegiance.
 - C. Approval of Agenda – A motion was made by Dr. Bill Painter to approve the agenda as presented. The motion was seconded by Jim McCain and unanimously approved.
 - D. Approval of Minutes – A motion was made by Julian Burns to approve the February 6, 2017 minutes as published. The motion was seconded by Jim Campbell and unanimously approved with the exception of Sammie Tucker who abstained due to his non-attendance at the meeting.
 - E. Financial Report - Kathy Powell, Deputy and Finance Director referred board members to their copy of the March 2017 financial report and updated the bank balances as follows: General Operating funds \$1,440,918; State Local Government Investment Pool funds \$962,152. The current percent of the budget year completed is 75%. Mrs. Powell noted the actual revenues and expenses are compared to the original approved budget and commented that the Audit/Finance Committee has met and reviewed an amendment to the budget, consideration of which will be taken up later in the meeting. Mrs. Powell noted the status of local appropriations collections and indicated we've collected 58% of total budgeted operating revenues. Actual expenses compared to budget are at approximately 67% of budget. She indicated that, because of the reimbursement nature of most of our funding, revenues are right on target given the current level of expenses. Mrs. Powell pointed out the RDC bank balances on the final page of the report.

There were no questions, and the report was accepted as information by the board.

II. Committee Reports

A. Audit and Finance – In the absence of Chair Drakeford, Kathy Powell provided the report. She noted that the Audit and Finance Committee met in March and April to address several items of business relating to the budget, audit engagement and financial procedures.

1. FY 16-17 Budget Amendment #1 – the budget amendment was reviewed in detail by the Committee. The Audit & Finance Committee, in the form of a motion, recommends approval of the proposed budget amendment #1 for FY 16-17. Mrs. Powell noted there will be an approximate \$30,000 fund balance if all revenues are collected and spending is as proposed. Travis Windham noted the committee reviewed the proposed budget amendment in depth at their meeting in April. The motion was seconded by Dr. Bill Painter and unanimously approved.
2. Proposed FY 17-18 Budget – the budget was reviewed and discussed in detail by the Committee. The Audit & Finance Committee, in the form of a motion, recommends approval of the proposed budget for FY 17-18. Mrs. Powell explained that program funds in this proposal are will be down by approximately \$178,000 from the current budget and the total proposed budget is \$6.8 million. The motion was seconded by Jim Campbell and unanimously approved.
3. Audit Services Recommendation – the Committee reviewed the briefing paper summarizing the procurement for audit services and the results of the section committee. The Audit & Finance Committee, in the form of a motion, recommends entering into an engagement for audit services with Derrick, Stubbs and Stith out of Columbia. This engagement would be to perform the FY 16-17 audit and could be extended for up to one additional year if both parties are in agreement. The motion was seconded by Dr. Bill Painter. The cost for the COG audit is \$17,800 and RDC audit is \$7,400 which is slightly less than what is currently being paid. The motion was unanimously approved.
4. Check Signing Procedures – the Committee reviewed the details of the briefing paper providing the background, need and staff recommendations for changes in check signature requirements and processes. The Audit & Finance Committee, in the form of a motion, recommends the following: to revise current procedures to require only one signature on agency issues checks and to set up the Executive Directors' signature in the accounting system so it can be printed directly on checks as they are printed after following the new procedures and security measures outlined in writing for control purposes. The motion was seconded by Jim Campbell. Addressing a question from the board, Mrs. Powell noted that Yoli Crolley, Office Director, would be the staff person authorized to make necessary security changes in the accounting system setup so that the finance department cannot independently make those changes. There will be another director level staff or Dr. Mikota as her backup. Mrs. Powell also answered another question about general server security and noted

the planned change to use Wells Fargo's check fraud protection system in which only checks on a list sent to the bank after each check run will be authorized to be paid by the bank. The vote for the motion was taken and unanimously approved.

B. Economic & Community Sustainability (ECS) – Dwight Stewart, Chair, provided the following report: The ECS Committee met on April 4th to review a transportation and environment planning focused agenda. The following motion is proposed for Board consideration:

The ECS Committee brings forward a recommendation, in the form of a motion, to approve amendments to the Santee-Lynches 2040 Long Range Transportation Plan originally adopted on June 16, 2014. The proposed changes are classified as a major amendment. The proposed amendment includes updates to data for road conditions, safety incidents, and traffic volumes, improved organization of the document, and revised and updated project ranking lists to conform to the requirements of Act 114 and current SCDOT recommendations and establish a ranking structure for non-Act 114 categories. The draft updates were made available for public comment for a 30-day period as required by the Santee-Lynches Transportation Public Participation Plan. The motion was seconded by Sammie Tucker and unanimously approved.

The ECS Committee continues to monitor and review activity for transportation, environment, economic development, and community development planning and project management. Key items of note for the board's situational awareness:

- 1. Camden Truck Route.** Acquisition continues for additional right-of-way on Segment 2 (*Boykin Road from Knights Hill Road to Broad Street, Northwest of Camden*) and SCDOT expects to complete acquisition by the end of June 2017, with construction scheduled to resume in July 2017. The construction contract for Segment 1 (*Ehrenclou and Chestnut Ferry Roads from US-1 to Broad Street, Southwest of Camden*) has been awarded and the contractor has begun site preparation. Segment 3 (*York and Rippendon Streets from Broad Street to US-1, Southeast of Camden*) is in engineering and design and letting is expected late in 2017/early 2018.
- 2. Proposed Bishopville Truck Route.** The consultant retained by SCDOT to complete the proposed project study process via an Environmental Impact Statement (EIS) has scheduled a public scoping meeting for May 9th at the Lee Central High School from 5-7pm. The event format will be informal, with no presentation provided. SCDOT staff and consulting team members will be available to talk with citizens, answer questions, and receive input. SCDOT has developed a study webpage with additional information. The page can be accessed through the Santee-Lynches website (www.santeelynchescog.org/transportation).

3. **Green Infrastructure Inventory.** The ECS Committee reviewed the green infrastructure inventory developed using grant funding provided by the SC Forestry Commission. The project was one of five conducted statewide using a model piloted in Berkeley County. The inventory is currently available as a GIS Story Map on the Santee-Lynches website (www.santeelynchescog.org/environment). The Santee-Lynches Environmental Planning Advisory Committee (EPAC) will continue to review the data and work to develop a strategy for supporting local initiatives to build on the region's natural assets.

C. Health & Human Services - Shirley Keels, Chair, provided the following report, noting action will need to be taken on two motions.

- The HHS Committee recommends, in the form of a motion, to rescind the funding formula recently adopted to meet the LGOA requirement and revert back to using the funding methodology that was used in prior fiscal years. Connie Munn, HHS Director, explained that the LGOA has provided a retraction to their mandate allowing the COG to use the previous funding methodology. The motion was seconded by Dr. Bill Painter and unanimously approved.
- The HHS Committee recommends, in the form of a motion, to accept the 2017-2021 Four Year Area Plan. The plan was on-line via the COG website for the board to review. John Lee seconded the motion and it was unanimously approved.

III. New Business

A. Nominating Committee Report – Dwight Stewart reported that the Committee of himself as Chair, Sammie Tucker, David Addison, and Dr. Bill Painter met by phone/email and make, in the form of a motion, the following recommendations as the FY 17-19 (two year term) Slate of Officers:

- Chairman, Travis Windham – Lee County
- 1st Vice Chair, Vivian McGhaney – Sumter County
- 2nd Vice Chair, Julia Nelson – Clarendon County (City of Manning)
- Secretary/Treasurer, Jim Campbell – Sumter County

The motion was seconded by Sammie Tucker and unanimously approved.

B. Outgoing Chair Remarks - In Chair Drakeford's absence, Mr. Windham asked Julian Burns to accept her outgoing chair plaque and deliver to her. He thanked her for her service to the COG.

C. Incoming Chairman Remarks – Travis Windham gave the board a short bio on himself, noting he had served on County Council for 23 years and in his fifth year as Chairman. He explained that every meeting is a learning process and noted the business world operates things differently. Mr. Windham explained that he has learned that you must agree to disagree on Councils/Boards, etc. and that two or three heads together are better than one. Mr. Windham stated he looks forward to the next two years and working with the board and will listen to advice, suggestions, etc. from board members.

IV. Executive Director Comments – Dr. Mikota reported looking forward to working with the new slate of officers. He noted that Chair Drakeford asked that the officers keep up the momentum with the board.

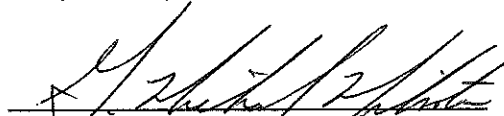
Dr. Mikota reported that the new facility land has been completely cleared. He is working with the architectural firm on the building specs. They will meet on Monday to get the first renderings and a Task Force Committee Meeting will be scheduled soon to review the plans.

Dr. Mikota informed the board that he, along with director staff, will be visiting our local governments to meet with the administrators and some council members to determine what the COG could help with to better serve the citizens.

A.D. Jordan, Regional Director with Senator Tim Scott’s office informed the board that staff duties had been shifted and he would no longer serve the counties of Lee and Sumter, but would still have Clarendon. Margaret Spaulding was in attendance and indicated she would now be the Regional Director for Lee and Sumter Counties.

V. Adjournment – There being no further action before the board, the meeting was adjourned at 12:45 p.m.


Respectfully Submitted,



G. Michael Mikota, Ph. D.
Executive Director

I certify that public/media notifications were given prior to meeting as follows:

Public Notified: Yes
Manner Notified: Agenda posted on board at 2525 Corporate Way Suite 200, Sumter
Date Posted: April 21, 2017
Medic Notified: Yes
Manner Notified: Agenda emailed to local newspapers:
Clarendon Citizen, Camden Chronicle, Lee Observer and Sumter Item
Date Notified: April 21, 2017


Yoli B. Crolley, Office Director