

**Land of Sky Regional Council**  
**February 26, 2014**  
**Regular Meeting**



*Please mute all electronic device, including cell phones, laptops, tablets, and recorders. Also, Council members are requested to state their names when making or seconding motions. Thank you!*

- I. Call to Order**
- II. Invocation**
- III. Pledge of Allegiance**
- IV. Roll Call**
- V. Public Comment**
- VI. Recognition of Special Guests**
- VII. Chairman's Comments and Roundtable**
- VIII. Modification and Approval of Agenda**
- IX. Approval of Minutes from the December regular meeting**
- X. Consideration and Approval of Consent Agenda Items:**
  - A. FY2013-14 January Treasurer's Report
- XI. Presentations/Recognition**
  - A. Regional Travel Behavior Survey – Josh King
- XII. Old Business**
- XIII. New Business**
  - A. Nominating Committee Final Recommendations – Justin Hembree
  - B. NC Department of Commerce, Rural Development Division; Infrastructure Program Comparison – Karen Kiehna

**XIV. Executive Director's Report**

- A. New Council Member Orientation
- B. 2014 Mayor's Cup Raft Race
- C. March Meeting/Nado Policy Conference
- D. Staff Changes

**XV. Important Dates**

See Attached Calendar for February, March and April 2014 events and meetings.

**XVI. Adjournment**



## COUNCIL AGENDA ITEM FORM

**Subject:** January Council Meeting Minutes

**Item Number:** IX. Approval of Minutes from the January Regular Meeting

**Responsible Party:** Mariah Landy, Administrative Programs Specialist

**Attachment(s):** Minutes from meeting on January 22, 2014

**Background:** Attached is the January 2014 Council meeting minutes. Please note: In section IX, under item B. Performance Audit Proposal; we were unable to determine the person making a motion on the proposed performance audit. As a reminder, please clearly state your name for the record before making a motion.

**Staff Recommendation:** Recommend acceptance of January's meeting minutes with modifications to include the name of the person responsible for making the motion on the above-mentioned item.

**Suggested Motion(s):** Approval of January's meeting minutes.

**Meeting of  
Land-of-Sky Regional Council  
January 22, 2014**

**MINUTES**

- I. Call-to-Order – Bob Davy called the meeting to order.
- II. Invocation – Terry Bellamy
- III. Roll Call – Charlie Landreth called the roll and the following members were present: Ellen Frost, Glen Ingram, Wayne Brigman, Esther Manheimer, Fran Cogburn, Ryan Stone, Larry Harris, Charlie Landreth, Anne Coletta, Albert Gooch, Judy Boleman, Bob Davy, Barbara Volk, John Chandler, Darhyl Boone, Gene Knoefel, Charles Dickens, Sarah Nunez, Mark Burrows, and George Morosani. Guests included: Rodney Locks, Sara May, Vice-Chairman of the Volunteer Advisory Council as a proxy for Kathe Harris, former Mayor of Asheville, Terry Bellamy, Freddie Harrill, April Riddle, Colin McCormick, Hillary Sherman, the NC Economic Development Representative with the U.S. Department of Commerce, and Olivia Collier with the Appalachian Regional Commission.
- IV. Public Comment –
- V. Minutes of Meeting from December 5th, 2013 meeting – December Council meeting minutes were made available at the meeting. A motion to approve the minutes was made by Gene Knoefel and seconded by George Morosani. The motion was carried unanimously and without further discussion.
- VI. Modification and Approval of Agenda – Including Consent Agenda Items: A. 2014 Proposed Council Meeting Schedule, B. FY2013-14 November Treasurer's Report, C. FY2013-14 December Treasurer's Report, and D. FY2013-14 Budget Amendment #2. Gene Knoefel made a motion to accept the consent items and George Morosani seconded the motion. The motion was carried unanimously and without further discussion.
- VII. Chairman's Comments & Roundtable –  
Glen Ingram shared that Henderson County is looking at our regional mental health capabilities. The County has sent a request to the General Assembly for additional membership positions, which is currently restricted due to legislation. Mr. Ingram also discussed a trip that John Mitchell will be taking as a representative of Henderson County to South Carolina to look at a rail yard that is carrying goods from a port in Charleston and could potentially bring in goods into the County by rail through the Ecusta Trail. Barbara Volk of Hendersonville shared that they are having their planning retreat on Friday, January 24<sup>th</sup>, 2014, to regroup and update their vision for the city in lieu of completing their Main Street project. Charles Dickens discussed the Advisory Council on Aging's meeting at UNC Asheville's Ollie Center and their appreciation for Justin Hembree participating as a guest in that meeting. The Advisory Council on Aging will be meeting in Madison County in April of 2014. Mark Burrows shared that Transylvania County as appointed an Economic Taskforce to look at the county's economic development and how to greater emphasize economic development in the future. The Taskforce will be drafting a public report on Wednesday, January 29<sup>th</sup>, 2014 with recommendations for improvement. Mr. Burrows also shared that Dale Carroll, who is the former Secretary of North Carolina's Department of Commerce and is now in charge of the North Carolina Biotech Center in Western North Carolina; is working with Mr. Burrows to explore potential strategies to bring in high end residential and manufacturing facilities to the Davidson River Village. Ryan Stone shared that Black Mountain has adopted their updated comprehensive plan and that Land of Sky and Brian Taylor (former Land of Sky employee) were played a large role in completing it so quickly. Esther Manheimer shared that the City of Asheville's Council is looking forward to their annual retreat on May 7<sup>th</sup> and May 8<sup>th</sup>. The retreat will focus on affordable housing construction and a review of Asheville's Economic Incentives policy to make it more user-friendly for potential

investors. Bob Davy shared that Fletcher's Town Hall project is still underway and its completion is expected in April of 2014. Fletcher is also conducting a study regarding highway 25 to explore ways to better notify the public when they have entered downtown Fletcher. Charlie Landreth discussed Brevard's upcoming retreat and that the planning board has drafted their comprehensive plan to review during the retreat. They will also discuss ways to finance infrastructure projects. Ellen Frost shared that Buncombe County's retreat is on January 28<sup>th</sup>, 2014, where they plan to discuss living wage jobs, opening a STEM middle school and micro-lending. The county is building three new schools, with the STEM high school expected to be the first one completed. Gene Knoefel shared that Weaverville's retreat will take place in March of 2014. Weaverville is currently consulting to update their ordinances. Fran Cogburn shared that Biltmore Forest's Town Administrator, Nelson Smith is retiring after 25 years of service to the town. Albert Gooch discussed Flat Rock's purchase of the 65-acre golf course, to be converted into a park. There are two ongoing contracts for the project, one to remove or more some of the preexisting buildings and the other to complete the conversion, which will include hiking and biking trails. The park is expected to be completed within six months. John Chandler shared that Mars Hill's waterline replacement project is now complete and they have already seen a significant savings in water loss. The town will be using these savings to update their map of the water/sewer lines and hydrants, which will be available on Google Maps for easy access to maintenance workers.

#### VIII. Unfinished Business –

- A. Consideration of Amendment to Council Bylaws – Justin Hembree proposed a change to the Council Bylaws regarding the date for electing new Board officers. The current rules state this meeting should occur in January, but will be moved to March of each year. In this annual meeting, the Executive Committee officers and At-Large members will be selected by the Board. Gene Knoefel made a motion to approve this motion and Sara May (as proxy representing Volunteer Services) seconded the motion. The motion was carried unanimously and without further discussion.
- B. End-Date June 30, 2013 Financial Statements – The North Carolina Department of State Treasurer, Local Government Commission (LGC) has approved Land of Sky's audited financial statement for the period ending June 30, 2014. Elizabeth Keel of Elizabeth Keel LLC, discussed that is her responsibility to administer financial reports to the LGC. Ms. Keel's main concerns involve audits of costs and gains to the organization. Peggy Barnes, Land of Sky's Finance Officer requested that the Board accept the LGC-approved financial statements. Mark Burrows made a motion to accept Land of Sky's pre-approved financial statements. George Morosani seconded the motion and it was carried unanimously and without further discussion.

#### IX. New Business –

- A. Consideration of Appointment of Nominating Committee – Justin Hembree proposed that the Executive Committee consider the possible make-up of the Nominating Committee during their meeting on the morning of January 22, 2014. These recommendations were shared with the Board during the regular meeting. Recommendations for the Nominating Committee included: Letta Jean Taylor, Forrest Gilliam, Bob Davy, and Joe Moore. George Morosani made a motion to approve the appointment of the Nominating committee and was seconded by Charles Dickens. The motion was carried unanimously and without further discussion.
- B. Consideration of Approval of Performance Audit Proposal – Justin Hembree discussed the need to develop a strategic plan for Land of Sky. The plan would take a two-phase approach where a performance audit would occur in the 1<sup>st</sup> phase and the strategic plan would be developed and implemented in stage two. To assist in these tasks, Mr. Hembree requested the Board's approval to accept a proposal from Evergreen Consulting to conduct the performance audit throughout the entire organization. The total for the audit will be \$40,000 and can be paid over two fiscal years. Funds would come from local funds and/or from the fund balance available for appropriation, which is currently \$610,000.      Made a motion to approve working with Evergreen Consulting and Fran Cogburn seconded the motion, which was carried unanimously and without further discussion.

X. Executive Director's Report – Justin Hembree

- A. New Council Member Orientation – Justin Hembree shared that New Council Member Orientations may take place on February 3<sup>rd</sup> and 5<sup>th</sup>, 2014. Mr. Hembree encouraged the Board to invite other government officials and staff as well. There will also be one-on-one orientations available to those who can not attend the larger meetings.

XI. Presentations –

- A. Certificates of Appreciation – Justin Hembree and Bob Davy presented Certificates of Appreciation to Terry Bellamy, the former Mayor of Asheville and Land of Sky Executive Committee Member, and Rodney Locks, former City of Brevard Commissioner and NC League of Municipalities President.
- B. Economic Development Administration (EDA) – Hillary Sherman, North Carolina Economic Development Representative with the U.S. Department of Commerce, Economic Development Administration (EDA), gave an overview of how the federal agency works with Land of Sky. The EDA assists in the development of regional plans with the Council of Government, and invests in the region.
- C. Appalachian Regional Commission (ARC) – Olivia Collier with the Appalachian Regional Commission (ARC) discussed some current ongoing projects the federal agency is working on in the Land of Sky region. The ARC works with 13 states and 29 counties within the ARC region. They are currently working on keeping the Farmer's Market relevant in Buncombe County and fairground grading in Henderson County.
- D. Aging and Volunteer Services – LeeAnne Tucker shared with the board an overview of programs and services offered by Land of Sky's Aging and Volunteer Services Department. See [www.landofsky.org](http://www.landofsky.org) for a detailed listing of those services.

XII. Adjournment – Bob Davy adjourned the regular meeting.



## COUNCIL AGENDA ITEM FORM

**Subject:** January 2014 Treasurer's Report

**Item Number:** X. Consent Agenda, Item A

**Responsible Party:** Peggy Barnes, Finance Director

**Attachment(s):** January 2014 Report (Spreadsheet)

**Background:** Attached is the January 2014 Treasurer's Report. The report outlines year-to-date revenues and expenditures. Also included is cash balance information, fund balance reporting, and member dues information.

**Staff Recommendation:** Recommend acceptance of January 2014 Treasurer's Report..

**Suggested Motion(s):** The Treasurer's Report, if not pulled, will be accepted as part of the motion to approve the Consent Agenda.

LAND-OF-SKY REGIONAL COUNCIL

X. Consent Agenda  
A. January 2014 Treasurer's Report

January 2014

| YTD Report of Receipts & Expenditures | Amount                  | % of Budget |
|---------------------------------------|-------------------------|-------------|
| Total Annual Budget                   | 13,855,718              |             |
| Year-to-Date Revenues                 | 6,498,262.17            | 46.90%      |
| Year-to-Date Expenditures             | <u>(6,409,408.36)</u>   | 46.26%      |
| Grant/Contract Cash Balance           | <u><u>88,853.81</u></u> |             |
| Year-to-Date Target Percent           |                         | 58.33%      |

**Cash Balance Report**

|                                |                            |
|--------------------------------|----------------------------|
| Total Cash Balance at 01/01/14 | 790,452.00                 |
| Cash Received during January   | 1,088,497.43               |
| Cash Expenditures for January  | <u>(871,561.92)</u>        |
| Total Cash Balance at 1/31/14  | <u><u>1,007,387.51</u></u> |

**Fund Balance Report**  
**audited @ 6/30/13**

|                                |                          |
|--------------------------------|--------------------------|
| Unassigned                     | 319,448.00               |
| Stabilization by State Statute | <u>617,348.00</u>        |
| Total Fund Balance             | <u><u>936,796.00</u></u> |

**Assessments (Dues) Report**

|   |                     |
|---|---------------------|
| YTD Billed to Member Governments, 3rd quarter | 163,168.50          |
| Collected to Date                             | <u>(163,168.50)</u> |
| Balance Due                                   | <u><u>0.00</u></u>  |





## COUNCIL AGENDA ITEM FORM

**Subject:** Regional Travel Behavior Survey

**Item Number:** XI. Presentation, Item A

**Responsible Party:** Josh King, Senior Planner

**Attachment(s):** None

**Background:** Late last year the staff of the French Broad River Metropolitan Planning Organization (FBRMPO) committed to a travel behavior survey for its upcoming transportation model and 20 year plan updates. This was the first time a survey of this type has been done for our four Land of Sky Counties and Haywood County. The transportation staff at Land of Sky appreciates the support of our local governments in helping to get this update off the ground on the right foot and with the best data available. The results of the survey are in and we would like to present members of the board a brief summary of the results, explain how these behaviors are different from previous models, and answer any questions members of the board might have

**Staff Recommendation:** None

**Suggested Motion(s):** None needed



## COUNCIL AGENDA ITEM FORM

**Subject:** 2014 Nominating Committee Recommendations

**Item Number:** XIII. New Business, Item A

**Responsible Party:** Justin Hembree, Executive Director

**Attachment(s):** None

**Background:** During the February meeting, the 2014 Nominating Committee will present membership recommendations for the Executive Committee, Officers, and At-Large Council Members. The Committee has met via email and will meet in person on the morning of February 26 to finalize the recommendations. The recommendations will be presented to the Council, in writing, prior to the beginning of the February 26 meeting.

**Staff Recommendation:** Recommend approval of Nominating Committee's recommendations.

**Suggested Motion(s):** "I move that the 2014 Nominating Committee's recommendations for Executive Committee Members, Officers, and At-Large Council Members be accepted and approved."



## COUNCIL AGENDA ITEM FORM

**Subject:** State Infrastructure and Economic Development Funding Opportunities Feb. 2014

**Item Number:** XII. New Business, Item B

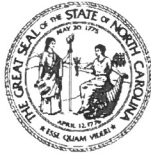
**Responsible Party:** Justin Hembree

**Attachment(s):** Funding Matrix

**Background:** The attached matrix has been developed to assist our communities in identifying the best funding fit for economic development and public infrastructure grants.

**Staff Recommendation:** For Board Information

**Suggested Motion(s):** None Required



Infrastructure Program Comparison  
 NC Department of Commerce  
 Rural Development Division

|                                   | Golden LEAF<br>(Non-Commerce Grant)  | Infrastructure Grant Programs   |  |  | Forgivable Loan Programs  |   |
|-----------------------------------|--|---|--|--|---|---|
|                                   |  | Utility Account   | CDBG-ED  | RGP EIP  | CDBG-ED<br>Building Renovation  | RGP Building Reuse  |
| <b>Eligible Applicants</b>        | Governmental agencies and 501c3 nonprofits in tobacco-dependent, rural and economically distressed communities | 80 most distressed counties   | All Counties (except Wake, Mecklenburg, Cumberland) (Except 23 HUD Entitlement Communities)  | All Counties but give priority to 80 most distressed counties    | Same as Infrastructure Grant Program  | Tier 1 & 2  |
| <b>Wage Requirement</b>           | not defined (Preference is for higher wages)   | No*   | Yes  | No   | Yes   | No  |
| <b>Health Benefit Requirement</b> | Yes  | No  | Yes  | No   | Yes   | No  |
| <b>Eligible Company Types</b>     | All  | All**   | All Business Types Eligible(Non- Profits are not eligible)   | All Business Types Eligible                                      | All Business Types Eligible   | All Business Types Eligible   |
| <b>Amount Available Per Job</b>   | None (but tend not to exceed \$7,500/ job)   | Not Required.   | Former 3J Tax Credit Eligible Businesses (required to meet weekly wage standard)<br>\$10K/ new job (Tier 3)<br>\$12K/ new job (Tier 2)<br>\$15K/ new job (No wage standard in Tier 1)<br><br>Former Non 3J Tax Credit Eligible Business (required to meet weekly wage standard)<br>\$4K/ new job (Tier 3)<br>\$7K/ new job (Tier 2)<br>\$10K/ new job (Tier 1) | Tier 1 & 2<br>\$10K/ new job<br><br>Tier 3<br>\$5K/ new job      | Former 3J Tax Credit Eligible Businesses (required to meet weekly wage standard)<br>\$20K/ new job<br><br>Non 3J Tax Credit Eligible Business (required to meet weekly wage standard)<br>\$12K/ new job | Vacant/Rural Healthcare<br>\$10,000 per job   |
| <b>Maximum Award Amount</b>       | No Maximum   | No Maximum  | \$750,000 (Tier 3)<br>\$1,000,000 (Tier 1 & 2)   | \$500,000  | \$750,000   | \$500,000   |
| <b>Eligible Uses</b>              | Infrastructure; Worker Training; Equipment Finance   | ***Water, Sewer, Road, Gas, Telecommunications, High Speed Broadband, Electrical Utility Lines, & Transportation Infrastructure   | Publicly Owned Water, Sewer, Road, Rail, Natural Gas and Electric (ElectriCities only)   | Publicly Owned Water, Sewer, Road, Rail, and Electric; Broadband |   | Building Renovations:<br>No Equipment, Soft Costs, or Personnel   |
| <b>Special Requirements</b>       | Projects must be competitive with another state or nation (therefore, no retail, etc)                          | *Non-manufacturing projects must meet wage standard<br>**Priority given to eligible industries. Funds shall not be used for any retail, entertainment, or sports projects<br>***Infrastructure located on the site of the building or if not located on the site shall be directly related to the operation of the creation activity<br>25% local match for some applicants | Sports Business not eligible<br>LMI Requirement<br>No Relocations<br>25% local match for some applicants   | 5% local match requirement                                       | Fund 50% of the project cost not to exceed the loan amount  | Vacant for 3 months<br>Shell Buildings eligible but vacant for at least 5 years & never occupied<br>1:1 match and local government required to contribute at least 5%<br>Rural Healthcare construct or expand health facilities |



## COUNCIL AGENDA ITEM FORM

**Subject:** Executive Director's Report

**Item Number:** XIV. Executive Director's Report, Items A – D.

**Responsible Party:** Justin Hembree, Executive Director

**Attachment(s):** None

**Background:** The Executive Director will provide updates concerning the following items:  
A. Orientation Dates  
B. Mayor's Cup Raft Race  
C. March Meeting/NADO Policy Conference  
D. Staff Changes

**Staff Recommendation:** No action requested.

**Suggested Motion(s):** None.

# LOS ORIENTATION

Please join us for Land of Sky's annual Council orientation.

February 26 and April 23

2:30-4:30pm

Land of Sky Regional Council



For any Council member, elected official, member government staff.

Learn about the dynamics of each of our departments, meet the Leadership team, get a better understanding of who we are and what we do.



## COUNCIL AGENDA ITEM FORM

**Subject:** Important Dates

**Item Number:** XV. Important Dates

**Responsible Party:** Justin Hembree, Executive Director

**Attachment(s):** Important Dates

**Background:** Attached is a listing of upcoming meetings and events that may be of interest to your local government or organization.

**Staff Recommendation:** No action requested.

**Suggested Motion(s):** None.



**February 2014**

- February 26 – Land of Sky Regional Council (1:00pm, Land of Sky)
- February 26 – Land of Sky Orientation (2:30pm, Land of Sky)
- February 28 – Field Trip to Greer Inland Port (8:30am, Land of Sky)
- February 28 – Supercharge Your Aging Programs (8:30am, Piedmont Triad Regional Council)

**March 2014**

- March 13 – Senior Volunteer Services Advisory Council (2:00pm, Land of Sky)
- March 20 & 21 – Senior Tar Heel Legislature (Raleigh)
- March 23, 24, 25, 26 – NADO Policy Conference/DDAA Annual Conference (Washington, DC)
- March 25 – Mountain Area Workforce Development Board (3:00pm, Land of Sky)
- March 26 – Land of Sky Regional Council (1:00pm, Land of Sky)

**April 2014**

- April 1 – Mayor's Day of Service
- April 10 – Advisory Council on Aging (Madison County, 10:00am)
- April 23 – Land of Sky Regional Council (1:00pm, Land of Sky)
- April 23 – Land of Sky Orientation (2:30pm, Land of Sky)