

**Land of Sky Regional Council  
2014 Annual Meeting  
March 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. Election/Appointment of Executive Committee, Officers, and At-Large Board Members**
- VI. Induction of Land of Sky Officers**
- VII. Public Comment**
- VIII. Recognition of Special Guests**
- IX. Chairman's Comments and Roundtable**
- X. Modification and Approval of Agenda**
- XI. Approval of Minutes from the February Regular Meeting**
- XII. Consideration and Approval of Consent Agenda Items:**
  - A. February FY2013-14 Treasurer's Report
  - B. WRP EPA Learning Assessments: Phase II
- XIII. Presentations/Recognition**
- XIV. Old Business**
- XV. New Business**
  - A. WRP Agricultural Plastic Project Tobacco Trust Fund Proposal – Terry Albrecht

- XVI. Executive Director's Report**
  - A. New Council Member Orientation
  - B. National Volunteer Week & the Kathleen Godwin Cole Award
- XVII. Important Dates**
- XVIII. Adjournment**



## COUNCIL AGENDA ITEM FORM

**Subject:** 2014 Nominating Committee Recommendations

**Item Number:** V. Election/Appointment of Executive Committee, Officers, and At-Large Board Members

**Responsible Party:** Nominating Committee

**Attachment(s):** Nominating Committee Recommendations

**Background:** During the March meeting, the 2014 Nominating Committee will present membership recommendations for the Executive Committee, officers, and at-large Council members. The Council is requested to approve the recommendation. After approval, Executive Committee members, Officers, and at-large Council members will be sworn into office.

**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."

## **2014 NOMINATING COMMITTEE RECOMMENDATIONS**

### **Executive Committee (2014/15) – Term March 2014 to March 2015**

Buncombe Primary – Ellen Frost, Buncombe County  
Henderson Primary – Dona Mennella, Laurel Park  
Madison Primary – Wayne Brigman, Madison County  
Transylvania Primary – Mike Hawkins, Transylvania County  
At-Large – George Goosmann, Biltmore Forest  
At-Large – Charlie Landreth, Brevard  
At-Large Minority Representative – Simone Bouyer  
Buncombe Alternate – Gene Knoefel, Weaverville  
Henderson Alternate – John Mitchell, Henderson County  
Madison Alternate – Lawrence Ponder, Marshall  
Transylvania Alternate – Brian Shelton, Rosman

### **Officers (2014/15) – Term March 2014 to March 2015**

Chair – George Goosmann  
1<sup>st</sup> Vice Chair – Ellen Frost  
2<sup>nd</sup> Vice Chair – Charlie Landreth  
Secretary – Mike Hawkins  
Treasurer – Wayne Brigman

### **Council At-Large Minority Representatives (2014/15) – Term March 2014 to March 2015**

Buncombe – Brenda Mills  
Henderson – Open/Still Searching  
Madison – Simone Bouyer  
Transylvania – Open/Still Searching



## COUNCIL AGENDA ITEM FORM

**Subject:** February Council Meeting Minutes

**Item Number:** XI. Approval of Minutes from the February Regular Meeting

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

**Attachment(s):** Minutes from meeting on February 26, 2014

**Background:** Attached is the February 2014 Council meeting minutes.

**Staff Recommendation:** Recommend acceptance of the February meeting minutes.

**Suggested Motion(s):** Approval of the February meeting minutes.

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

**MINUTES**

- I. Call-to-Order – Bob Davy called the meeting to order.
- II. Invocation – George Goosmann
- III. Pledge of Allegiance
- IV. Roll Call – Charlie Landreth called the roll and the following members were present: Denise Braine, John Mitchell, Mike Hawkins, Gwen Wisler, George Goosmann, Ryan Stone, Charlie Landreth, Anne Coletta, Bob Davy, Barbara Volk, Gene Knoefel, Charles Dickens, Kathe Harris, Mark Burrows, George Morosani, and Jerry Plemmons. Allen Lamberson was also present as a proxy for Madison County. Other guests included Nelson Smith of Biltmore Forest, April Riddle of the Governor's Office, Freddie Harrill representing Senator Hagan, and Oleg Melnikov.
- V. Public Comment –
- VI. Recognition of Special Guests – Justin Hembree introduced and thanked April Riddle of the Governor's Office and Freddie Harrill representing Senator Kay Hagan for taking the time to attend the meeting.
- VII. Chairman's Comments & Roundtable –  
Bob Davy mentioned that the performance audits are underway and are expected to produce results that will be very helpful for the organization. John Mitchell informed that the budget process has yielded higher tax results than was expected in Henderson County. The County voted to restrict smoking in front of County building and vehicles. Mike Hawkins shared that Transylvania's County Manager, Artie Wilson, has announced his retirement effective August 2014. The County will be holding a celebrating this summer and the Board is invited. George Goosmann shared that Nelson Smith, Biltmore Forest Town Manager of 25 years, is also retiring August 2014. The town is advertising for the position and has already received 80 applications from people all over the country. Gene Knoefel shared that Weaverville's budget process has begun and will take a lot of time and thought to complete. Alan Lamberson of Madison County shared that the final vote is upcoming for the School Construction Bonds and financing in March. Ryan Stone shared that Black Mountain is holding their budget retreat over the weekend of March 1<sup>st</sup>. Brian Taylor's last day with the town is Friday, February 28<sup>th</sup> and the town is hosting a celebration for Brian at Town Hall. The 28<sup>th</sup> is also the last day for the town's Assistant Parks and Recreation Director. Last weekend, Black Mountain's Parks and Rec Department held their Annual Mount Mitchell Challenge, which is a combination of a 26-mile marathon and a 40-mile race to the top of Mount Mitchell for endurance runners. They had 245 participants this year, which is the largest turnout to date. Anne Coletta shared that Flat Rock continues work on their park and are in the process of constructing a perimeter trail, which will be the longest trail in the park. They have also signed a contract to construct restroom facilities, which will start very soon. Flat Rock is now accessible on Facebook, and Ms. Coletta encouraged the Board to "like" their page. Barbara Volk discussed Hendersonville's work with the School of Government to develop an Economic Development Plan for their 7<sup>th</sup> Avenue area, which has been a historical district for a number of years.
- VIII. Minutes of Meeting from January 22, 2014 meeting – January Council meeting minutes were made available at the meeting. The minutes were approved by unanimous consent with modifications to include a comment by Mark Burrows to VIII. Unfinished Business, Item B and to include a motion made by Gene Knoefel in V. Minutes of Meeting from Dec. 5<sup>th</sup>, 2013.

- IX. Modification and Approval of Agenda – Including Consent Agenda Items: A. FY2013-14 Treasurer's Report. Mark Burrows made a motion to accept the consent item and George Morosani seconded the motion. The motion was carried unanimously and without further discussion.
- X. Presentations –
- A. Regional Travel Survey – Josh King, Land of Sky Regional Planner, discussed outcomes of the French Broad River Metropolitan Planning Organization's (FBRMPO) "Household Travel Survey", which was designed to measure travel behaviors in Region B and Haywood County in order to develop a transportation model and modifications to the 20-year plan.
  - B. Cloud Computing – Jeff Kerr of VC3 made a brief presentation about the benefits of cloud computing, especially in regards to local government operations.
- XI. Old Business –
- XII. New Business –
- A. Nominating Committee Final Recommendations – Justin Hembree discussed membership recommendations for the Executive Committee, Officers and At-Large Council Members. The proposed Executive Committee Members for 2014-15 included: Ellen Frost of Buncombe County, Dona Mennella of Laurel Park, Wayne Brigman of Madison County, Mike Hawkins of Transylvania County, George Goosmann of Biltmore Forest, Charlie Landreth of Brevard, Simone Bouyer of Madison County, Gene Knoefel of Weaverville, John Mitchell of Henderson County, Lawrence Ponder of Marshall, and Brian Shelton of Rosman. The proposed Officers included: George Goosmann for Chairman, Ellen Frost for First Vice-Chairman, Charlie Landreth for Second Vice-Chairman, Mike Hawkins for Secretary, and Wayne Brigman for Treasurer. The proposed At-Large Minority Representatives included: Brenda Mills of Buncombe County, Simone Bouyer of Madison County, with Henderson County and Transylvania County positions remaining open. No action was requested of the Board at this time with final approval sought in the March Council meeting.
  - B. NC Department of Commerce, Rural Planning Division; Infrastructure Program Comparison – Karen Kiehna discussed funding sources, including loans and grants. Justin Hembree encouraged the board to allow LOS to assist with member government funding needs, providing LOS with the opportunity to build capacity, as opposed to hiring an outside consultant. Bob Davy commented that making information available to the community will pique interest and may introduce new organizations in need of funding and assistance to Land of Sky. LOS is positioned to be the voice of regional needs, bringing the needs of elected officials to legislative agendas. The matrix provided by Ms. Kiehna was developed to assist in identifying the best funding fit for economic development and public infrastructure grants. NCDENR will be hosting a number of workshops focusing on CDBG Infrastructure Grants and how to apply for funding.
- XIII. Executive Director's Report – Justin Hembree
- A. New Council Member Orientation – An orientation for new Council Members will be held on February 26, 2014 and immediately after the April Council meeting on April 23, 2014.
  - B. 2014 Mayor's Cup Raft Race – The Annual Mayor's Cup Raft Race is coming up in May, with the official date to be announced in March's Council meeting.
  - C. March Meeting/NADO Policy Conference – Justin Hembree and Danna Stansbury will be out of town during the March Council meeting, so LeeAnne Tucker, Director of Aging and Volunteer Services will administer this meeting.
  - D. Staff Changes – Carrie Runser-Turner will be leaving Land of Sky at the end of this month to begin working with the Safe Routes to School National Partnership as their Southern States Coordinator.
  - E. Evergreen Performance Audit – Mr. Hembree mentioned to the Board the Evergreen has begun the preliminary stages of their performance audit.

XIV. Adjournment – Gene Knoefel moved to adjourn the meeting and Charlie Landreth seconded the motion. The motion was carried unanimously and the meeting was adjourned without further discussion.





## COUNCIL AGENDA ITEM FORM

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

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

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

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

**Background:** Attached is the February 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 February 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.

**Treasurer's Report, February 2014**

YTD Report of Receipts & Expenditures	Amount	% of Budget
Total Annual Budget	13,855,718	
Year-to-Date Revenues	7,923,992.75	57.19%
Year-to-Date Expenditures	(7,726,598.34)	55.76%
Grant/Contract Cash Balance	<u>197,394.41</u>	
Year-to-Date Target Percent		66.67%

**Cash Balance Report**

Total Cash Balance at 02/01/14	1,007,387.51
Cash Received during February	1,247,637.45
Cash Expenditures for February	<u>(1,188,680.44)</u>
Total Cash Balance at 2/28/14	<u><u>1,066,344.52</u></u>

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

Unassigned	319,448.00
Stabilization by State Statute	617,348.00
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	(163,168.50)
Balance Due	<u><u>0.00</u></u>



## COUNCIL AGENDA ITEM FORM

**Subject:** WRP – EPA Learning Assessments Phase II

**Item Number:** XII. Consent Agenda, Item B.

**Responsible Party:** Terry Albrecht, WRP Director

**Background:** LOSRC's Waste Reduction Partners has been a key partner with the NC Department of Commerce, and NCDENR in providing value- added technical assistance to NC businesses to address utility cost savings and waste reduction strategies. The retired engineers of Waste Reduction Partners are well received by business clients seeking to cut costs and address environmental goals.

Waste Reduction Partners is proposing a phase II to its project to provide more focused technical assistance to small manufacturers with a grant proposal to the US EPA. The new service is called "lean and green" value stream mapping. The effort engaged WRP retired engineers to provide on-site trainings to business staff to make productivity and environmental performance improvements at their businesses. This efforts compliments a highly successful statewide initiative led by North Carolina State University called E3 (economy, energy and environment) for NC manufacturers, a program of which WRP has been a key partner. The WRP proposal will deliver these kinds of integrated leaning and environmental improvement activities to 8 small enterprises, which need these no-cost services.

*Proposed Contract Amount:* \$40,500 US EPA funding

*Match:* A match of \$12,500 is proposed, which will come from committed NCDENR funding for the WRP partnership program.

*Terms:* The term of this contract is proposed to be October 1, 2014 through March 31, 2016.

**Staff Recommendation:** Approval, if awarded, and Chairman or designee to sign contract.

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



## COUNCIL AGENDA ITEM FORM

**Subject:** WRP – Agricultural Plastic Project Tobacco Trust Fund Proposal

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

**Responsible Party:** Terry Albrecht, WRP Director

**Background:** LOSRC's Waste Reduction Partners has launched a statewide project with the agricultural sector to recycle discarded plastics produced on farms. At the request of the NC Nurseryman and Landscaper Association (NCNLA), Waste Reduction Partners staff has been working to attract recycling service providers to collect these waste plastics, which are costing farmer to dispose.

Working with the NC Department of Agriculture, NCNLA, NCDENR, and various county growers associations, Waste Reduction Partners will lead a grant proposal to help expand recycling opportunities for discarded agricultural plastics in NC – improving farm efficiency, cost savings, and generating revenue for growers in traditional tobacco growing areas. This Agriculture Plastics Recycling project will include statewide outreach on recycling options and launch pilot collection programs in Johnston, Duplin, and Orange/Triangle region counties. The 2-year project will divert 6,660 tons of agricultural plastics from landfills and create \$2.095 million in value through disposal savings, material revenues and increase sales.

*Proposed Contract Amount:* \$192,000 Tobacco Trust Funds (over 2 years)

*Match:* \$90,200 of cash and in-kind match is committed by WRP and project partners from NCDENR, USDA, Private businesses, and grower associations.

*Terms:* October 1, 2014 through October 31, 2016.

**Staff Recommendation:** Approval, if awarded, and Chairman or designee to sign contract.

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



## COUNCIL AGENDA ITEM FORM

**Subject:** New Member Orientation

**Item Number:** XVI. Executive Director's Report, Item A.

**Responsible Party:** Justin Hembree

**Attachment(s):** Orientation Invitation

**Background:** Every year, Land of Sky hosts an orientation event to acclimate new Council Members to LOS policies and procedures. This year, to better accommodate the busy schedules of our Board, we will be hosting additional orientations in hopes that every new member can attend an orientation. The next orientation will be held on April 23, 2014.

**Staff Recommendation:**

**Suggested Motion(s):** There is no necessary motion for this item

# 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:** National Volunteer Week

**Item Number:** XVI. Executive Director's Report, Item B.

**Responsible Party:** LeeAnne Tucker

**Attachment(s):** Nomination form

**Background:** The Volunteer Services Department is grateful to the hundreds of volunteers who serve in our region through the Foster Grandparent Program, the Retired and Senior Volunteer Program, and the Senior Companion Program. We are excited to honor them during this year's National Volunteer Week, April 6-12, 2014.

Volunteerism is alive and well here in Western North Carolina as well. Through our three volunteer programs, volunteers served over 215,500 hours in our community's schools, child care centers, senior centers, and numerous other non-profit organizations.

The Volunteer Services Department also honors our volunteers by presenting the Kathleen Godwin Cole Award to a deserving volunteer who has made an impact on senior adults in our community. We are appreciative of the efforts of all of our volunteers who help make a positive impact through their service to our communities.

**Staff Recommendation:** No action requested.

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

339 New Leicester Hwy., Suite 140  
Asheville, NC 28806  
p: 828.251.6622 | 800.727.0557  
f: 828.251.6353 | w: landofsky.org



March 18, 2014

Re: Annual Kathleen Godwin Cole Award

Dear Friend of the Council:

Do you know a volunteer whose leadership and service deserves regional recognition? *The Kathleen Godwin Cole Award* was established in 1990 in memory of Kathleen Godwin Cole who served for several years on the Council's Advisory Council on Aging and was Chairman of its Contractor Relations Committee. She was also Chairman of the Buncombe County Domiciliary Home Community Advisory Committee for several years.

This award is given annually to one Land of Sky Regional Council volunteer, aged 55 or better, who has made a major contribution to our region. Nominees need to be from or serve a Region B County - Buncombe, Henderson, Madison or Transylvania.

Below you will find a nomination form for you to complete and send back to us. The deadline for nominations is **Monday, April 1, 2014**. The award will be presented at the Land of Sky Regional Council board meeting on Wednesday, April 23, 2014. Members of the board include Regional, City and County leaders and officials. All that are nominated will be invited and recognized at the ceremony!

Mail all nomination forms to:

**Kathleen Godwin Cole Award**  
**Attn: LeeAnne Tucker**  
**Land of Sky Regional Council**  
**339 New Leicester Hwy., Suite 140**  
**Asheville, NC 28806**

Please contact me if you have any further questions. Thank you in advance.

Sincerely,

A handwritten signature in cursive script that reads "LeeAnne Tucker".

LeeAnne Tucker  
Director of Aging and Volunteer Services



# Nomination form for the Kathleen Godwin Cole Award- 2014

**Criteria:** Must be a volunteer through Land-of-Sky Regional Council; 55 years of age or better; reside in and perform volunteer service in Buncombe, Henderson, Madison, or Transylvania County; and has made a major contributions and/or impact to Western North Carolina.

## Nominee Contact Information

Name of Nominee (older adult volunteer): \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number (s): \_\_\_\_\_

Email: \_\_\_\_\_

## Describe major area(s) of volunteer contributions:

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## Describe importance of impact of the above to the Region (Buncombe, Henderson, Madison and Transylvania Counties):

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## List of leadership/responsibilities for the nominee which relates to the accomplishments:

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Describe traits of leadership which were instrumental in his/her accomplishments:

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Describe obstacles (if any) which nominee faced in this accomplishment and how these were overcome:

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Other Comments:

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**Note:** You may enclose no more than two newspaper articles, supportive letters or other documentation to support the nominee's credentials for this award.

Name of person making nomination:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**Mail, Fax or Email Nomintatino Forms by  
Monday, April 1, 2014**

**Email:** [leeanne@landofsky.org](mailto:leeanne@landofsky.org)

**Fax:** 828-251-6353

**Mail:**

Kathleen Godwin Cole Award

Attn: LeeAnne Tucker

Land of Sky Regional Council

339 New Leicester Hwy., Suite 140

Asheville, NC 28806

*An on-line nomination form is avaiable at <http://landofskyrsvp.org/special-events/kathleen-godwin-cole-award/>*



## COUNCIL AGENDA ITEM FORM

**Subject:** Important Dates

**Item Number:** XVII. 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.

