

**EAST TENNESSEE DEVELOPMENT DISTRICT
EXECUTIVE COMMITTEE MEETING**

**JULY 13, 2017
MINUTES**

The East Tennessee Development District's Executive Committee held a meeting on Thursday, July 13, 2017, at The Venue in Lenoir City, TN. The following Executive Committee members were present:

Johnny Merritt, Mayor of Luttrell
E.L. Morton, Campbell County Mayor
Ron Woody, Roane County Executive
Terry Frank, Anderson County Mayor
Crystal Ottinger, Cocke County Mayor
Tim Yates, Monroe County Mayor
Don Edwards, Morgan County Mayor
Mike Williams, Union County Mayor
Roland Dykes, III, Member at Large

Guests

Rick Yakubic, ETDD
Sarah Fansler, Knox County
Bryan Hall, Monroe County Economic Development
Representative Kent Calfee, State Representative

CALL TO ORDER

Chairman Johnny Merritt called the meeting to order.

MINUTES

Chairman Johnny Merritt presented the minutes of the June 13, 2017 meeting to the Executive Committee for approval. Union County Mayor Mike Williams made a motion to approve the minutes as presented, it was seconded by Monroe County Mayor Tim Yates, and the minutes were unanimously approved.

TREASURER'S REPORT

The Treasurer's Report for the month ending May 31, 2017 was presented by Member at Large Roland Trey Dykes, III. Morgan County Executive Don Edwards made the motion to accept the report as presented and it was seconded by Union County Mayor Mike Williams and it was approved by all.

APPOINTMENT OF COMMITTEE MEMBERS

Chairman Johnny Merritt stated that each year the Chair appoints the membership for each of the standing subcommittees. A list of the subcommittee appointments for 2017-2018 is included in each packet. Committee members will be receiving a letter in the near future regarding your appointment and the duties of each subcommittee.

The Steering Subcommittee is the same for both ETDD and ETHRA

E. L. Morton will chair this subcommittee

The Legislative Subcommittee is the same for both ETDD and ETHRA

Terry Frank will chair this subcommittee

The Economic Development/CEDS Subcommittee is for ETDD

Tim Thompson will chair this subcommittee

The Evaluation Subcommittee for Executive Director is the same for both ETDD and ETHRA

Don Mull will chair this subcommittee

The Audit Subcommittee is the same for both ETDD and ETHRA

Johnny Merritt will chair this subcommittee

DIRECTOR'S REPORT

Terry Bobrowski, ETDD Executive Director, gave his Director's report:

Grants Update

There are several items to report on:

We have received word from THDA that ETDD will receive an additional \$225,000 from them this year for the ERP program. This is in addition to the \$330,000 that they provided to us last July. We might be awarded even more funding in December if we can expend the funds that we have been awarded by that time.

TDEC recently announced that their annual recycling and used oil grant program will be available again this year. Applications are due October 3, 2017. Used oil grants can be used to develop collection center or to buy equipment to burn used oil. Recycling grants can be used to purchase equipment needed to establish or upgrade recycling at a public or not-for-profit recycling collection site. Such equipment may include, but is not limited to, containers, balers, crushers, and grinders. Both grants require a match from the applicant.

Conflict of Interest Policy

Each year at this time ETDD reaffirms our formal conflict of interest policy. The Comptroller's Office has recommended that we adopt a formal policy and distribute the policy to all board members at least once per year. We formally adopted the policy in the July meeting last year. A copy of the policy is in your packets for this meeting. The policy is pretty straightforward, it covers what is considered to be a conflict of interest, procedures for resolving a real or perceived conflict of interest and a statement that all board members will be covered by a D&O liability insurance policy. We also state that the policy will be provided to all Board members on an annual basis at the beginning of the fiscal year. Mr. Chairman, a motion is needed to re-affirm the policy.

Morgan County Executive Don Edwards made the motion to adopt the Conflict of Interest Policy and it was seconded by Union County Mayor Mike Williams and approved by all.

Budget Update

Our proposed budget for the upcoming year has not changed significantly from prior years. We are in the state's budget again this year for \$150,000 plus an additional \$50,000 and we have received contracts from the federal ARC and EDA for planning work again this year. We will again be adding about \$295,000 into our budget to fund the local planning work component – these are funds that are derived from contractual fees paid to the development district by the 33 communities that we provide local planning services to. We are also have contracts with TDOT to manage the north and south RPOs, a contract with the State Historic Preservation Office to provide historic

preservation planning, a contract with TACIR to update the statewide infrastructure inventory report and a contract with TDEC to continue our regional solid waste planning work. I am pleased to report that we are over 40% collected on our local assessments less than 15 days after the invoices were sent to our members. This is great news. In general, our state and local funding appears to be stable for the upcoming fiscal year but we are still very much in the dark regarding our federal funding. I think the federal budget will be taken up in August in Washington but that remains to be seen. In terms of expenditures, our expense level is essentially the same as last year, the primary increases being in the salary and fringe benefit line items. We do expect about a 3% increase in our health insurance costs beginning in January of 2018. We continue to maintain an extremely well-funded reserve fund that will allow us to remain in good shape in terms of meeting cash flow requirements.

Calendar Matters

The next ETDD/ETHRA meeting will be held on September 12th at ETHRA. You will recall that we canceled the August Executive Committee meeting so we have a bit of a summer break.

Other Business

Mr. Terry Bobrowski stated in your packet contains a resolution recognizing Ms. Bonnie Mills for 36 years of service to the Town of Rutledge. Ms. Mills retired on June 30 and she has been an outstanding public servant for one of our small towns since 1981.

Campbell County Mayor E.L. Morton made the motion to approve the resolution and it was seconded by Anderson County Mayor Terry Frank and approved by all.

ADJOURNMENT

With no other business the meeting was adjourned.