

**EAST TENNESSEE DEVELOPMENT DISTRICT
EXECUTIVE COMMITTEE MEETING
DECEMBER 14, 2021
MINUTES**

The East Tennessee Development District's Executive Committee held a meeting on Tuesday December 14, 2021, at the ETHRA offices in Knoxville, TN. The following Executive Committee members were present:

Mark Potts, Jefferson County Mayor
Joe Brooks, Claiborne County Mayor
Jeff Tibbals, Scott County Mayor
Brian Langley, Morgan County Executive
Terry Frank, Anderson County Mayor
E.L. Morton, Campbell County Mayor
Crystal Ottinger, Cocke County Mayor
Mike Byrd, Grainger County Mayor
Bill Brittain, Hamblen County Mayor
Glenn Jacobs, Knox County Mayor
Mitch Ingram, Monroe County Mayor
Ron Woody, Roane County Executive
Larry Waters, Sevier County Mayor
Jason Bailey, Union County Mayor
Ron Williams, Mayor of Farragut
Roland "Trey" Dykes, Member at Large
Richard Briggs, State Senator

Guests

Alan Woods, ETDD
Chelsea Ivens, Senator Marsha Blackburn's Office
Tim Hendrick, ETDD

CALL TO ORDER

Chairman Mark Potts called the meeting to order.

MINUTES

Chairman Mark Potts presented the minutes of the October 11, 2021, meeting to the Executive Committee for approval. Hamblen County Mayor Bill Brittain made a motion to approve the minutes as presented, it was seconded by Mayor of Farragut Ron Williams, and the minutes were unanimously approved.

TREASURER'S REPORT

The Treasurer's Report for the months ending September 30, 2021, and October 31, 2021, was presented by Morgan County Executive Brian Langley. Scott County Mayor Jeff Tibbals made the motion to accept the report as presented and it was seconded by Campbell County Mayor E.L. Morton, and it was approved by all.

AUDIT COMMITTEE REPORT

Chairman Mark Potts reported to the Executive Committee, the FY 2021 audit for the East Tennessee Development District was recommended for approval by the Audit Committee and it now must be considered for adoption by the Executive Committee. Chairman Mark Potts reported it was a clean audit with no findings. A motion is needed for approval.

Hamblen County Mayor Bill Brittain made the motion to accept the Audit Committee's recommendation to approve the FY 2021 Audit Report, and it was seconded by Cocke County Mayor Crystal Ottinger and approved by all.

DIRECTOR'S REPORT

Rick Yakubic, ETDD Executive Director, gave his director's report:

Bylaws Resolution

Mr. Yakubic presented the resolution to the ETDD Bylaws to acknowledge officially that the bylaws have been accepted by the Executive Committee during the last meeting on October 11, 2021. Instead of signing the bylaw document itself, we will attach a resolution by this body that the amendments are approved and adopted. Mr. Chairman, we will need a motion to sign the document on behalf of this Executive Committee to acknowledge the adoption of the bylaws and be attached to the bylaws. In the future, revisions to the bylaws will be handled in the same manner.

Hamblen County Mayor made the motion to accept the Resolution to the Bylaws, and it was seconded by Anderson County Mayor Terry Frank and approved by all.

CEDS Update

Each year the district prepares the Comprehensive Economic Development Strategy document as a requirement of its planning contract with the Economic Development Administration. We have completed a draft of the 2021-2022 version of the CEDS document. Your packets contain the full CEDS document. This is an EDA requirement, and we receive a planning grant to write and maintain this document. The overall objective of the CEDS is to provide guidance to local leaders so that future investments in economic development projects and programs can best take advantage of regional assets.

In compliance with the program rules, the document was reviewed by our Economic Development / CEDS subcommittee on November 18th and their comments have been incorporated into the document. Mr. Yakubic introduced Tim Hendrick to speak and go over some highlights in the CEDS document and answer any questions.

Mr. Hendrick reviewed the changes and updates with the CEDS document mentioning that most updates focused on rural healthcare, COVID-19 and its impact on mental illness and substance abuse.

Mr. Yakubic asked the Chairman, that the 2021-2022 CEDS was recommended for approval by the Economic Development Committee, and it now must be considered for adoption by the Executive Committee. A motion is needed for approval.

Cocke County Mayor Crystal Ottinger made a motion to adopt the 2021-2022 CEDS document, and it was seconded by Roane County Executive Ron Woody and approved by all.

Mr. Yakubic asked Mr. Hendrick to go over the process for next year's CEDS document.

Mr. Hendrick reported that next year will be a full 5-year re-write. We will be starting earlier in the year in January and plan to hire interns to help with the research. Then have a draft put together by late spring and a solid final draft document to review with the CEDS sub-committee in late summer so we can report it and have it approved by the October Executive Committee meeting. Then submit to EDA in November.

Grants and Projects Update

Grants Overview

Mr. Yakubic reported that in your packets, you have a sheet with the grants update on it. It will show the:

- Upcoming grant opportunities
- Grant applications being prepared
- Applications submitted, waiting approval
- Grants being administered

EPA Brownfield Coalitions Grant

Mr. Yakubic asked Mr. Hendrick to speak about the EPA Brownfield Coalitions Grant.

Mr. Hendrick mentioned that the grant began October 1st and since then have hired S&ME to partner as Environmental Consultants, have conducted a kick-off meeting with EPA, conducted kick-off meetings with Scott County and Roane County. He explained the phase 1 ESA for the Armstrong Property in Scott County, and we have submitted generic QAPP to TDEC and EPA for review and approval.

RPO Update

Mr. Yakubic reported that the RPO meetings were held on December 2nd. The primary agenda item was prioritization of major transportation projects in the RPO. The list of prioritized projects for each RPO is on the ETDD website.

County wide land use and transportation plans:

- The Grainger County Transportation Plan is complete. Some of the plan recommendations are already being implemented by TDOT, such as a new US 11W (SR 1) and Main Street traffic signal in Bean Station.
- The initial draft of the Scott County Plan is under review by TDOT.
- Work is underway on the Campbell County Plan.
- Input from local officials is key in developing recommendations in these plans.

BBB Regional Challenge Grant Update

Mr. Yakubic mentioned that we did not make it to Phase II of the EDA grant process. We have learned a lot through this grant. We have made relationships and partnerships that have not been there before, and we want to continue that. The meeting/workshop will still be held on Thursday and will change it to a half day and ask for feedback on moving forward. We feel now that we need to focus more on the regional vision and what we want for our region. We feel like that there are still components of the proposal that we still want to move forward on.

Joe Hoagland with TVA will be at our next Executive Committee meeting to discuss Broadband. He will discuss where we do not have broadband – maps do not depict the real picture. The state is working on a map, and TVA and ORNL are working together on a map once we know where we are under served in our region. Then we will have a place to start the conversation and make it a regional effort to fill all the voids.

SERDI Assessment

Mr. Yakubic mentioned that in your packets is a sheet on SERDI and what they can do to improve, develop strategies, and help enhance the local governments, their communities, and the region. The South East Regional Director Institute's Voluntary Assessment Program is a multi-month process of both in and out of region segments. The council consists of 4 members that are retired or semi-retired.

- Electronic survey 30 days prior to the in-person assessment with Board of Directors and other regional leaders and elected officials.
- One on one interviews with key regional leaders that will take only 30 minutes with up to 25 leaders in the community.
- In-region focus group sessions – 6 focus group sessions held by the SERDI staff. The focus group will not exceed 1 ½ hours in length.

The cost is \$4500.00 and they can do a session at our retreat. The online surveys can start in March and will have a complete report and final recommendations at our June Executive Committee meeting. Mr. Chairman, we will need a motion to approve this assessment.

Roane County Executive Ron Woody made a motion to approve the assessment, and it was seconded by Claiborne County Mayor Joe Brooks and approved by all.

Executive Committee Retreat

Mr. Yakubic mentioned that in your packets you will find a sheet on Executive Committee Retreat Ideas for those who will be attending. If you haven't emailed that you will be attending and still

would like to go, just let me know as soon as possible so I can finalize the reservations.

Agenda item ideas are:

- ETDD Strategic Plan
- Regional Strategic Plan
- County Wide Strategic Plan
- Best practices guide
- Other topics:
 - EMS
 - Solid Waste
 - Broadband

SERDI will be there to do an hour and half. We are looking forward to the retreat and should have a final agenda out prior to the retreat.

Calendar

Mr. Yakubic mentioned that he put together a calendar for the upcoming year of future Executive Committee meetings for what we know now that is scheduled. Normally, we do not have an August or November meeting, but that will be determined by what Gary and I or the Executive Committee needs to have for those months.

Other Business

No other business.

Adjournment

With no other business, the Chairman entertained a motion to adjourn. Scott County Mayor Jeff Tibbals made the motion, it was seconded by Claiborne County Mayor Joe Brooks, and approved by all.