

**EAST TENNESSEE DEVELOPMENT DISTRICT
EXECUTIVE COMMITTEE MEETING
OCTOBER 11, 2022
MINUTES**

The East Tennessee Development District's Executive Committee held a meeting on Tuesday, October 11, 2022, at the ETHRA offices in Knoxville, TN. The following Executive Committee members were present:

Ron Williams, Mayor of Farragut
Brian Langley, Morgan County Executive
Glenn Jacobs, Knox County Mayor
Mark Potts, Jefferson County Mayor
Omer Cox, Mayor of Oliver Springs
Roland "Trey" Dykes, Mayor of Newport
Terrence Carter, Member at Large

Guests

Alan Woods, ETDD
Tim Hendrick, ETDD
Pam May, Roane County Development Representative
Jane Jolley, Knox County Development Representative

CALL TO ORDER

Vice-Chairman Ron Williams called the meeting to order.

MINUTES

Vice-Chairman Ron Williams presented the minutes of the September 8, 2022, meeting to the Executive Committee for approval. Jefferson County Mayor Mark Potts made a motion to approve the minutes as presented, it was seconded by Morgan County Executive Brian Langley, and the minutes were unanimously approved.

TREASURER'S REPORT

The Treasurer's Report for the month ending August 31, 2022, was presented by Knox County Mayor Glenn Jacobs. Oliver Springs Mayor Omer Cox made the motion to accept the report as presented and it was seconded by Morgan County Executive Brian Langley, and it was approved by all.

AUDIT COMMITTEE REPORT

Vice-Chairman Ron Williams reported to the Executive Committee, the FY 2022 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. Vice-Chairman Ron Williams reported it was a clean audit with no findings. A motion is needed for approval.

Oliver Springs Mayor Omer Cox made the motion to accept the Audit Committee's recommendation to approve the FY 2022 Audit Report, and it was seconded by Newport Mayor Roland "Trey" Dykes, and it was approved by all.

DIRECTOR'S REPORT

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

Grants

Mr. Yakubic reported that the Grants staff is currently working on ARC which are due on December 1st. These are all job creation related.

CDBG grant announcements should be made by the end of this month.

RPO meetings are scheduled for November 15th at the Region 1 TDOT office. You should be receiving notification soon with information regarding the meetings.

Project Updates

Mr. Yakubic reported that the CEDS document, which is the Comprehensive Economic Development Strategy, has been finalized and sent to EDA and has been approved.

The building purchase has been completed. The closing was held on September 26th. With that the Comptroller's Office will need us to adopt a Debt Management policy. It is a standard policy and was modeled from an IDB Debt Management policy template that the Comptroller's Office sent us. We will need to adopt that policy with a resolution, which a copy of this is in your packet. The resolution will need to be sent back to the Comptroller's Office along with the Debt Management policy within 45 days of the closing date. Mr. Vice-Chairman, this will require a motion to authorize you to sign the resolution.

Jefferson County Mayor Mark Potts made a motion to adopt the Debt Management policy and resolution, seconded by Morgan County Executive Brian Langley and approved by all.

Mr. Yakubic reported that he has been talking with Dave Jones and Julie Graham about working more closely with our regional tourism organization and helping with grants regarding tourism. In those conversations, Julie asked that I share some information about tourism and what impact it has on our counties. In your packet you will find information on the impact of tourism and an invitation to the East Tennessee Region State Legislators Lunch with Commissioner Mark Ezell for December 1st at Jewelry Television in Knoxville.

SERDI Assessment

Mr. Yakubic reported in the last meeting, he passed out the SERDI Assessment. Mr. Yakubic met with Chairman Brooks to discuss last week. Chairman Brooks recommended discussing with the Steering Committee. Since Chairman Brooks was unable to attend our meeting today, we will wait and get with the Steering Committee at a later date.

Mr. Yakubic mentioned one of the recommendations is to utilize some of the reserve for seed money to build capacity. To give an update on our staff, the Historic Preservation Planner role was filled on September 1st, which had been vacant for a few months.

Jaclyn Courter resigned to go work for ARC in Washington, DC. Ginger Stout, who was primarily doing TACIR, moved into Jaclyn's role. To replace Ginger, we hired Tyler Foster, an intern from UT that has been working with us on various projects, moved into the TACIR role. His desire is to get into Local Planning.

In Transportation, the RPO contract calls for two Transportation Planners this year. We had some responses to that position announcement, and we will be filling that position on November 1st.

If we do not have any other changes, we will be fully staffed for the first time in 8 months.

Mr. Yakubic wanted to mention about another opportunity that he would like to pursue is with Ron Woody. Rick has been in discussions with Mr. Woody about raising the Development District's profile in the region for the past month. Mr. Woody has some invaluable experience and knowledge he can pass on to us, as well as help with raising our profile. Some of the goals we would work on with our profile:

- Educating the Mayors and ETDD staff on the importance of the infrastructure survey information we are gathering for TACIR and how we can use it more effectively.
- Developing a dashboard for the region that the mayors and the district partners can use.
- Possibility of providing some Strategic Planning for some of the counties that have been asking for it.
- Mr. Woody would work under an independent contract arrangement. This is not in the budget, so would like to get approval to move forward with this.

Mayors Retreat

Mr. Yakubic mentioned that last year we had our first mayor's retreat. The retreat was held at the Courtyard Marriot in Gatlinburg. It was an overnight retreat on January 20th – 21st. We arrived around 1:00 pm on Thursday, met till around 6:00 pm, went to dinner, then started back up at 8:00 am on Friday morning after breakfast and finished up around 11:30 am. We would like to hold a mayor's retreat again in January and ask if anyone has any suggestions or want to discuss. Members agreed to have the mayor's retreat again in January. Mr. Yakubic said there will be more information to come later with a date and arrangements for the retreat.

Calendar

Our November Committee meeting will be cancelled. The next Executive committee meeting will be held December 13th back at ETHRA.

Other Business

No other business.

Adjournment

With no other business, the Executive Committee was adjourned.