



Executive Committee
March 25, 2020
Virtual Meeting via Zoom
Land of Sky Regional Council
339 New Leicester Highway, Suite 140, Asheville, North Carolina 28806

AGENDA

1. **Call to Order (11:00am)**
2. **Executive Session – Personnel Matter pursuant to NCGS 143-318.11**

3. **Consent Agenda**

Consent Agenda items are considered routine and noncontroversial in nature, and are considered and approved by a single motion and vote. If any member of the Executive Committee requests an item be removed from the Consent Agenda for separate consideration and action, that item will be placed under the Business, Updates and Discussion section of the agenda.

- A. February 26, 2020 Executive Committee Meeting Minutes
- B. FY 2019/2020 Budget Amendment #6
- C. FY 21 TDM Resolution

4. **Business**

- A. Finance Presentation – Charlotte Sullivan, Finance Director, Land of Sky Regional Council
- B. Land of Sky Regional Council 501(c)(3)
- C. Sole Source Procurement Request for Waste Reduction Partners (WRP)
- D. Land of Sky Regional Council Forum Representative
- E. Land of Sky Regional Council Pay Adjustments

4. **Other Items**

- A. COVID-19 Regional Response Effort
- B. Audit Request for Proposals
- C. LOSRC Indirect Rate
- D. Strategic Plan Update

5. **Adjournment**

**Land of Sky Regional Council
Executive Committee
February 26, 2020**

Minutes

Land of Sky Regional Council's Executive Committee held a meeting on February 26, 2020 at the offices of Land of Sky Regional Council (LOSRC) located in Asheville, NC. Present for the meeting was Chair Larry Harris, Mike Hawkins, George Goosmann, Barbara Volk, Albert Gooch, Bob Tomasulo, and John Mitchell. Land of Sky staff present included Nathan Ramsey, Vicki Jennings, Charlotte Sullivan, and Danna Stansbury, Glenda Brown, Erica Anderson, LeeAnne Tucker, and Zia Rifkin (Recording). Susan Russo-Klein was present as LOSRC's legal counsel, overseeing the Executive Director Search process. Valerie Kiger, representing Cannon & Company, was present to review the audit with the Executive Committee.

Call to Order – Chair Harris called the meeting to order at approximately 10:30am.

George Goosmann moved to enter closed session for the purpose of discussing a personnel matter related to the Executive Director Search. Albert Gooch seconded and the motion carried as all were in favor.

Closed Session

Business

Approval of Consent Agenda – The consent agenda, composed of items A. January 22, 2020 Executive Committee minutes; B. January 8, 2020 Executive Committee Meeting Minutes; and C. Budget Amendment #5 were presented for approval with no modification requested.

Charlotte Sullivan explained the purpose of Budget Amendment #5, including that the Area Agency on Aging has received \$25,135 in additional funding for three programs: Aging-Medicare Improvements for Patients, Foster Grandparent and Senior Companion. Workforce Development has received additional Contingency Funding in the amount of \$100,000 and Finish Line Grant funding for student and staff support at AB Tech in the amount of \$45,000. The Economic and Community Development Department also received new funding and had revised carryover funding, which totaled \$55,272. The total amount of the budget amendment is \$228,407.

Albert Gooch moved to approve the consent agenda as presented. George Goosmann seconded and the motion carried without further discussion.

New Business, Discussion & Updates

Audit Presentation from Cannon & Company, LLP

Valerie Kiger with Cannon & Company presented information on the organization's audit for the year ending June 30, 2019. She noted there was a determination of a clean audit. She reviewed the general summary information of LOSRC's funding, noting that revenues and expenditures were both less than funding available. The fund balance increased to over \$1.5 million, leading to a more profitable year in the fund balance.

Discussion occurred regarding the big swing in Workforce funding, which has decreased over the past few years, even as the Workforce Board has received additional grants for programs outside of those supported with formula (allocation)

funding, which supports the NCWorks Career Centers and Youth programs in the region. It was noted that Workforce has two years to spend its funding allocations.

Discussion also occurred about funding for the Transportation Planning bodies. Erica Anderson noted that the MPO had a lot of funding that needed to be obligated and that has occurred.

Valerie Kiger communicated about the brownfield liability, which has been removed from the balance sheet and is no longer a liability. Regarding compliance, the programs tested (WIOA, ECD/Construction Programs, etc.) had no findings. She did note the finding, for appropriating fund balance when LOSRC did not have available unrestricted funds to appropriate fund balance. No internal control issues were noted and Valerie Kiger shared that there was an adequate segregation of duties in the Finance Department. The Communication with Governance letter states that there were no issues with working with the administrative staff and no new financial policies were required.

Discussion occurred regarding the brownfield loan and Erica Anderson noted that it is time to follow up with Billy Clarke regarding the disposition of that loan.

John Mitchell moved to accept the audit. George Goosmann seconded and the motion carried as all were in favor.

Nathan Ramsey noted that the Request for Proposals (RFP) has been posted to the LOSRC website and advertised in order to receive proposals to find a new audit firm as Cannon and Company, LLC plans to discontinue governmental audits.

Land of Sky Regional Council Response to Audit Finding

For the second consecutive year, Land of Sky RC had an audit finding for appropriating fund balance when the Council did not have available unrestricted funds to appropriate fund balance. In response to this audit finding, staff plans to manage contracts that cover multiple program years to limit the amount of encumbrances as of June 30. The encumbrances are largely due to French Broad MPO contracts that span two program years. Auditors have indicated that these encumbrances will restrict fund balance available for appropriation.

Nathan Ramsey shared that following the audit presentation, there was a finding of unrestricted fund balance appropriation. He noted that the organization would no longer do that and Charlotte Sullivan shared that contracts would no longer carryover from one fiscal year to the next.

George Goosmann moved to adopt the Land of Sky Regional Council corrective action response to the audit finding. Mike Hawkins seconded and the motion carried without further discussion.

Land of Sky Regional Council procurement to Replace air Conditioning System in Server Room

Nathan Ramsey shared that the server room air conditioning system has become inoperable. The temperature of the room cannot exceed 70 degrees; otherwise, the server equipment could be damaged. Staff have reached out to three firms for bids to replace the system. The lowest bid is from MB Haynes Corporation at just under \$6000. The funds to pay for this replacement would come from unspent administrative funds.

George Goosmann moved that Council would select MB Haynes Corporation to replace this system for a cost of no more than \$6,000 and to authorize staff to execute the appropriate documents to complete this procurement. Albert Goosmann seconded and the motion carried without further discussion.

Resolution to Accept the Town of Mills River as a Member of the Land of Sky Regional Council

The Town of Mills River, at their February 13, 2020 meeting voted to join as a member of the LOSRC. The Town would join the Council for the first year with no dues. If the Town remains a member of the Council, they would pay regular dues beginning in year two and beyond.

Barbara Volk moved that Council accept the Town of Mills River as a member of the Land of Sky Regional Council. George Goosmann seconded and the motion carried as all were in favor.

Chair Harris suggested that the Town of Mills River be invited to provide a 10 minute presentation at the March Board of Delegates meeting.

Nathan Ramsey suggested recognizing the Town at today's Board meeting.

Land of Sky Regional Council Bereavement Policy

Nathan Ramsey shared that recently, two elected officials from the Land of Sky region passed away: Town of Black Mountain Alderman Carlos Showers and Buncombe County Commissioner Mike Fryar. The Council sent flowers to the families of both individuals, paid for by the Interim Executive director from his personal funds. The Council currently does not have a policy on how to honor elected officials in the region who have passed away.

Mike Hawkins moved to adopt the Land of Sky Regional Council Bereavement Policy. Bob Tomasulo seconded and the motion carried without further discussion.

John Mitchell Moved to amend the Bereavement Policy to include managers and key staff as the Executive Director shall deem appropriate. George Goosmann seconded the motion, which carried without further discussion.

Land of Sky Regional Council Forum Representative

Nathan Ramsey shared that the NC Association of Regional Councils of Government Forum is comprised of elected officials representing the sixteen (16) COG regions in the State of North Carolina. Land of Sky Regional Council has not been represented recently at Forum meetings. Forum meetings are normally held in conjunction with COG Directors meetings.

The Forum is a unique venue where municipal and county elected officials and community leaders convene to research, discuss issues and policies, and seek regional solutions for local units of government and the State of North Carolina. This body focuses on issues that can best be addressed on a regional or statewide basis and then champions regional solutions to challenges facing its member governments through collaboration, partnership and consensus building.

The Forum consists of elected officials and community leaders from the 16 COGs across the state and serves as an advocacy and advisory group to the Association.

Nathan Ramsey communicated that LOSRC administrative staff would like the Executive Committee to designate a Delegate, who is an elected official to serve as LOSRC's representative to the Forum.

Chair Harris inquired if any Executive Committee members would like to serve as the organization's representative to the Forum. He noted that the goal is to designate a delegate, who could attend as able and appropriate. Nathan Ramsey shared that the Forum usually meets the day prior to the COG Directors. The next COG Directors meeting is planned for early April in Fayetteville.

Discussion occurred regarding The Policy Group, who is the lobbying body for the COGs in the state. Nathan Ramsey noted that's a big part of the Forum- to advocate for the COGs. Danna Stansbury communicated that the COGs do have a legislative list of priorities and updates are received from the Policy Group regarding its efforts around those legislative

priorities. Nathan Ramsey shared that once Council appoints a permanent executive director that would be the time to move forward with the committees developed as part of the Strategic Plan.

No action taken at this time.

501(c)(3)

Nathan Ramsey shared that there has been some discussion about LOSRC having a non-profit arm. He noted that Workforce has received contributions to assist with public engagement and it has come up that it would be beneficial to have a non-profit arm to receive those contributions. He also noted that the contribution from the JM Belk Endowment was awarded to LOSRC, even though the endowment would rather have contributed to a non-profit. Nathan Ramsey shared that staff has reached out to the Community Foundation of WNC, who could administer donations for a fee; but it has been determined that that may not be the best way to go. Additionally, staff could reach out to Roberts & Stevens about setting up a non-profit arm that could be managed in-house.

Chair Harris noted that it would mean more work from Charlotte Sullivan and require a separate audit. However, he saw no reason not to move forward with developing a 501(c)(3). Staff shared consensus that the organization had not received funding due to not having a non-profit arm. Nathan Ramsey noted that several COGs have a 510(c)(3), but many of those are not active. He also noted that for Workforce (and other departments at LOSRC), fundraising is becoming necessary in order to have adequate funding for operations. Chair Harris communicated that a non-profit would need to have its own board and that LOSRC may need to discuss having that type of set-up. It would seem advantageous for the Executive Committee to have ultimate control over a foundation associated with LOSRC. It does open up additional sources of revenue for the organization.

Informational item. No action requested at this time.

Nathan Ramsey mentioned appointing a nominating committee for the election of officers at the Annual Meeting. Executive Committee members discussed having the Annual Meeting in April and appointing the nominating committee at the March meeting. Chair Harris directed Nathan Ramsey to research past minutes to determine next steps and then to discuss at the March meeting.

Adjournment

Chair Harris adjourned the meeting, as there was no further business.

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BUDGET AMENDMENT RESOLUTION #6

BE IT ORDAINED by the governing board of the Land of Sky Regional Council that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2020.

SECTION I. To amend the appropriations as follows:

Area Agency on Aging	\$ (5,442)
Workforce Development	50,000
Economic & Community Development	1,461
General Operations	
Total Appropriations	\$ 46,019

SECTION II. It is estimated that the following revenues will be available for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

Federal	\$ 10,642
State	140,768
Local Dues	
Local Government Contracts & Match	(110,819)
Private Grants, Contracts & Sponsors	9,370
Other	
In-Kind	<u>(3,762)</u>
Total Estimated Revenues	\$46,019

SECTION III. The budget officer is authorized to allocate the amounts of projects, programs and functions to appropriate objects of expenditures in accordance with the requirements of the contract concerning each project, program or function.

SECTION IV. The Chairman and/or appropriate officers are authorized to execute all contracts or grants necessary to implement this budget, including federal and state grants, contracts for assistance to local governments and agencies, and subcontracts to local entities necessary to implement Council programs and activities.

SECTION V. Copies of this resolution shall be furnished to the finance/budget officer as directions in carrying out her official duties.

Approved at the March 25, 2020 Executive Committee meeting of the Land of Sky Regional Council.

Larry Harris, Chair

Nathan Ramsey, Attest

Land of Sky Regional Council

Revenues & Expenditures

Program Area	Original FY 19/20 Budget	Current FY 19/20 Budget	Proposed FY 19/20 Budget	Proposed Budget Amendment #6
Area Agency on Aging	\$ 5,543,853	\$ 5,447,172	\$ 5,441,730	\$ (5,442)
Workforce Development	2,847,669	3,408,352	3,458,352	\$ 50,000
Economic & Community Development	4,339,041	4,850,906	4,852,367	1,461
General Operations	219,556	294,253	294,253	
Total	\$ 12,950,119	\$ 14,000,683	\$ 14,046,702	\$ 46,019

Land of Sky Regional Council

Revenues by Source

Source of Funding	Current FY 19/20 Budget	Proposed FY 19/20 Budget	Proposed Budget Amendment #6
Federal	8,111,802	8,122,264	10,462
State	1,922,088	2,062,856	140,768
Local Dues	365,220	365,220	-
Local Govt - Contracts & Required Match	2,807,284	2,696,465	(110,819)
Private Grants, Contracts, Sponsors	297,456	306,826	9,370
Other	326,902	326,902	
In-kind	145,234	141,472	(3,762)
Appropriated Fund Balance	24,697	24,697	
Total	14,000,683	14,046,702	46,019

**Area Agency on Aging
Revenues & Expenditures**

Program	Current FY 19/20 Budget	Proposed FY 19/20 Budget	Proposed Budget Amendment #6	Budget Amendment Comments
501 - Buncombe County Lead Agency	\$ 469,916	\$ 469,916	-	
507 - Aging-Medicare Improvements for Patients	29,368	29,368		
508 - Buncombe County Aging Plan	40,000	40,000	-	
510 - Aging Planning	324,642	320,379	(4,263)	Adjust to actual
511 - Aging P&A	48,262	48,262	-	
513 - Aging Health Promotion	54,758	54,758	-	
514 - Aging Health Assessment	-	-	-	
516- Local Contract Agency for NC Div. of Aging	15,540	15,540	-	
520 - Aging Services - Block Grant	2,795,245	2,795,245	-	
521 - SR Center GP & OR	70,485	70,485	-	
522 - Project Fan/Heat Relief	5,429	5,429	-	
530 - Family Caregiver Support	307,467	307,467	-	
531 - FCSP Event	-	-	-	
533 - Project Care (Contributions)	9,593	9,593	-	
534 - Project Care (Administration)	102,413	102,413	-	Net 0 Sources amended
539 - ACL Fall Prevention	11,637	11,637	-	Net 0 Sources amended
541 - Health Promotion/Disease Prevention-Pilot	30,850	30,850	-	
545 - Chronic Disease Self-Management	965	965	-	
550 - Ombudsman	325,765	325,765	-	
551 - Elder Abuse	7,211	7,211	-	
552 - Buncombe County CAC Support	2,000	2,000	-	
553 - Just Press Play	-	-	-	
554 - Ombudsman Event	2,000	2,000	-	
555 - Long-Term Care Transition MFP	15,500	14,321	(1,179)	Adjust to actual
561 - SCSEP (Contributions)			-	
574 - Fund Raising	-	-	-	
586 - Foster Grandparent	381,167	381,167		
595 - Sr Companion	396,959	396,959		
Total	\$ 5,447,172	\$ 5,441,730	\$ (5,442)	

Workforce Development

Revenues & Expenditures

Program	Current FY 19/20 Budget	Proposed FY 19/20 Budget	Proposed Budget Amendment #6	Budget Amendment Comments
210 - MAWD Administration	297,471	297,471	-	
211 -MAWD Special Activities	27,000	27,000	-	
212 -MAWD John M Belk Endowment	200,000	200,000	-	
220 - MAWD Adult	691,435	691,435	-	
223 - MAWD Enhancement Adult Literacy	190,000	190,000	-	
224 -MAWD Enhancement Adult Literacy-Admin.	10,000	10,000	-	
230 - MAWD Dislocated Worker	458,372	458,372	-	
235 - MAWD Rapid Response Contingency	275,000	325,000	50,000	Additional Funding- EarthFare
239 - MAWD Finish Line Support (Operations)	52,648	52,648	-	
240 - MAWD Youth - Out of School	414,858	414,858	-	
241 - MAWD Youth - In School	133,543	133,543	-	
242 - MAWD Youth - Finish Line AB Tech	89,398	89,398	-	
243 - MAWD Youth - Finish Line Blue Ridge CC	21,032	21,032	-	
244 - MAWD Youth - Early Childhood Initiative	196,399	196,399	-	
245 - MAWD Youth - Innovation Grant Upskill WNC	77,514	77,514	-	
246 - MAWD Youth - Innovation Grant Upskill WNC	10,000	10,000	-	
250 - MAWD Enhancement Grant / Work-Base Learning	142,673	142,673	-	
251 - MAWD-Enhancement Grant/ Work-Base Learning Admin.	6,500	6,500	-	
266 - MAWD Business Support services	114,509	114,509	-	
			-	
Total	3,408,352	3,458,352	50,000	

Economic and Community Development

Revenues & Expenditures

Program	Current FY 19/20 Budget	Proposed FY 19/20 Budget	Proposed Budget Amendment #6	Budget Amendment Comments
420 Buncombe Co Non-Emergency Medicaid Transportation (NEMT)	951,460	951,460	-	
409 City of Asheville - Housing	20,000	20,000	-	
411 Montreat Zoning	36,450	36,450	-	
418 Storm water Grant	26,213	24,474	(1,739)	Adjust to actual
436 EDA 1/1/18-12/31/20	132,889	132,889	-	
440 City of Brevard T/A	10,000	10,000	-	
445 Storm water Inventory 205(j) Grant-Rosman & Hot Springs	-	-	-	
446 Mars Hill Parks & Rec Plan	-	-	-	
447 Mars Hill Zoning T/A	9,000	9,000	-	
451 Z. Smith-Reynolds Foundation	15,000	15,000	-	
460 Montreat Storm water	24,704	24,704	-	
465 Black Mountain Technical Assistance-GIS/GPS-FY	4,000	4,000	-	
471 Town of Fletcher- GIS	2,000	2,000	-	
480 Village of Flat Rock - T/A Citizen Survey	3,500	3,500	-	
490 ARC - Ends 12/31/20- (PY Grant # 481)	79,038	79,038	-	
470 ARC TA- Community Development, ends 09/30/20- (PY Grant#482)	20,625	20,625	-	
483 ARC TA - Community Development - ends 9/30/19	20,262	20,262	-	Net 0 Adjust sources
484 ARC Local Dev. District Admin.	79,038	79,038	-	Net 0 Adjust sources
494 Hendersonville Downtown Revitalization T/A - 10/1/17-9/30/19	12,398	12,398	-	
496 Transylvania Co Housing Technical Assistance	-	-	-	
497 Biltmore Forest/Montreat Planning & Zoning	88,275	88,275	-	
498 Madison County T/A		3,200	3,200	
624 CFWNC Agriventures	5,680	5,680	-	
649 EDA Mars Hill Wastewater Treatment Plant	17,713	17,713	-	
666 Black Mtn. EDA Water & Sewer	43,726	43,726	-	
680 Brownfields Conference Fund-Raising - ND	-	-	-	
699 ECD- Rural Utilities Services - Solid Waste - 10/1/19-9/30/20	7,620	7,620	-	
762 CDBG-Town of Marshall Infrastructure Grant -	-	-	-	
800 Clean Air Campaign - ND	10,000	10,000	-	
811 Congestion Mitigation & Air Quality - 12/17/18-01/31/20	37,000	37,000	-	
822 DOE Clean Cities Program Support - ND			-	
823 DOE/NETL Clean Cities Coalition Support -	65,000	65,000	-	
830 Mobile Education Center - ND	23,540	23,540	-	
880 River week - ND	299	299	-	
883 PRF - French Broad Storm water - ND	3,283	3,283	-	
330 WRP - EPA Revitalizing -Complete the Cycle	25,000	25,000	-	
337 WRP - Buncombe Co Fire Districts Energy Assessments	16,415	16,415	-	
338 WRP - Weatherization Review - Elizabeth City	-	-	-	
340 WRP - Tobacco Trust Fund - Phase II -	47,259	47,259	-	
342 WRP - EPA Source Reduction -	7,786	7,786	-	
343 WRP - Energy Assessments - AB Tech	2,827	2,827	-	
344 WRP - Energy Assessments - Asheville City Schools	1,139	1,139	-	
345 WRP - City of Durham	17,544	17,544	-	
346 WRP - NCDEQ State Energy Program	53,785	53,785	-	
347 WRP-Energy T/A for USI Program - ND	1,839	1,839	-	
350 DPPEA SWMTF WRP	40,000	40,000	-	
353 WRP - City of Asheville-Water Quality -FY	15,000	15,000	-	

Economic and Community Development

Revenues & Expenditures

Program	Current FY 19/20 Budget	Proposed FY 19/20 Budget	Proposed Budget Amendment #6	Budget Amendment Comments
355 WRP - Private Contributions	2,759	2,759	-	
371 WRP - Rural Utilities Service - Solid Waste 10/19/9/20	75,000	75,000	-	
375 WRP - USDA- Rural Energy For America	59,498	59,498	-	
900 RPO - FY	132,969	132,969	-	
930 Bunc Co Mountain Mobility Administration -	297,246	297,246	-	
933 Bunc Co Transportation RIDE -	175,000	175,000	-	
935 Bunc Co Transportation EDTAP - FY	25,000	25,000	-	
938 Bunc Co Mountain Mobility Administration RIDE	20,187	20,187	-	
952 French Broad MPO - FY	453,120	453,120	-	
953 French Broad MPO Special Studies	1,537,338	1,537,338	-	
954 NCDOT - TDM Coordinator - FY	95,482	95,482	-	
			-	
Total	4,850,906	4,852,367	1,461	

Revenues & Expenditures

Program	Current FY 19/20 Budget	Proposed FY 19/20 Budget	Proposed Budget Amendment #6	Budget Amendment Comments
403 LOSRC Leicester Crossing Facility Costs	\$ 139,321	\$ 139,321	\$ -	
410 Local	76,343	76,343	-	
412 Local Fundraising	3,460	3,460	-	
413 ARC Fall Summit Fiscal Agent	50,000	50,000		
415 Local Wellness	432	432	-	
Total	\$ 269,556	\$ 269,556	\$ -	

Indirect Cost Plan	Current FY 19/20 Budget	Proposed FY 19/20 Budget	Proposed Budget Amendment #6	Budget Amendment Comments
Indirect Cost Contributions	\$ (1,093,295)	\$ (1,093,295)		
Administration	790,088	790,088	-	
Finance	327,904	327,904	-	
Appropriated Fund Balance	\$ 24,697	\$ 24,697	\$ -	

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TRANSPORTATION DEMAND MANAGEMENT PROGRAM RESOLUTION

FY21 RESOLUTION

Section 5311 (including ADTAP), 5310, 5339, 5307 and applicable State funding, or combination thereof.

Applicant seeking permission to apply for Transportation Demand Management Program (TDM) funding, enter into agreement with the North Carolina Department of Transportation, provide the necessary assurances, and the required local match.

A motion was made by _____ and seconded by _____ for the adoption of the following resolution, and upon being put to a vote was duly adopted.

WHEREAS, Article 2B of Chapter 136 of the North Carolina General Statutes and the Governor of North Carolina have designated the North Carolina Department of Transportation (NCDOT) as the agency responsible for administering federal and state public transportation funds;

WHEREAS, the North Carolina Department of Transportation will apply for a grant from the US Department of Transportation, Federal Transit Administration and receives funds from the North Carolina General Assembly to provide assistance for rural public transportation projects;

WHEREAS, the purpose of these transportation funds is to provide grant monies to local agencies for the provision of rural, small urban, and urban public transportation services consistent with the policy requirements of each funding source for planning, community and agency involvement, service design, service alternatives, training and conference participation, reporting and other requirements (drug and alcohol testing policy and program, disadvantaged business enterprise program, and fully allocated costs analysis);

WHEREAS, the funds applied for may be administrative, operating, planning, or capital funds and will have different percentages of federal, state, and local funds;

WHEREAS, non-Community Transportation applicants may apply for funding for "purchase-of-service" projects under the Section 5310 program;

WHEREAS, Land of Sky Regional Council hereby assures and certifies that it will provide the required local matching funds; that its staff has the technical capacity to implement and manage the project(s), prepare required reports, obtain required training, attend meetings and conferences; and agrees to comply with the federal and state statutes, regulations, executive orders, Section 5333 (b) Warranty, and all administrative requirements related to the applications made to and grants received from the Federal Transit Administration, as well as the provisions of Section 1001 of Title 18, U.S.C.; and

WHEREAS, the applicant has or will provide all annual certifications and assurances to the State of North Carolina required for the project.

NOW, THEREFORE, be it resolved that the Executive Director of Land of Sky Regional Council is hereby authorized to submit a grant application (s) for federal and state funding in response to NCDOT's calls for projects, make the necessary assurances and certifications and be empowered to enter into an agreement with the NCDOT to provide rural, small urban, and urban public transportation services.

I, Zia Rifkin, Administrative Specialist, do hereby certify that the above is a true and correct copy of an excerpt from the minutes of a meeting of the Land of Sky Regional Council's Board of Delegates duly held on the 25th day of March, 2020.

Signature of Certifying Official

***Note that the authorized official, certifying official, and notary public should be three separate individuals.**

Seal Subscribed and sworn to me (date) _____

*Notary Public **

Notary Seal

Printed name and address
My commission expires (date) _____



AGENDA ITEM SUMMARY

Items: 4B – Land of Sky Regional Council 501c3

Nature of Items: Action and/or Information

Attachment(s): N/A

Background: 4B – Land of Sky Regional Council 501c3
Nathan Ramsey

Consistent with the Land of Sky Regional Council Strategic Plan, Goal 3.3, Action Item 3.12 the creation of a 501c3 will benefit the Council financially by increasing fundraising opportunities and will diversify the Council's revenue streams. Staff has investigated multiple options including partnerships with an existing non-profit, including but not limited to the Community Foundation of Western North Carolina. Based on the options available to Council, staff recommends that the Council establish a 501c3. The estimated legal expense to establish the 501c3 would be approximately \$5,000. This expense will be paid for with unspent budgeted administrative funds.

Suggested Motion: Move that Council authorize staff to direct legal counsel to establish a 501c3 to benefit Land of Sky Regional Council.



AGENDA ITEM SUMMARY

- Items:** 4C – Land of Sky Regional Council Sole Source Procurement Request from Waste Reduction Partners (WRP)
- Nature of Items:** Action and/or Information
- Attachment(s):** Request from Terry Albrecht, PE, Director, Waste Reduction Partners
- Background:** 4C – Land of Sky Regional Council Sole Source Procurement Request from WRP Nathan Ramsey

Land of Sky Regional Council recently was awarded an EPA grant, in the amount of \$42,000, to help stimulate North Carolina's marketing conditions to improve domestic recycling programs. Council's Waste Reduction Partners will be working in partnership with the NC Department of Environmental Quality (DEQ) to produce a 2020 NC Recycling Jobs Study. Staff recommends Materials Management and Recycling Consultants (MM&RC) LLC in Pittsboro, NC to perform the technical services for the job study, for a maximum amount of \$17,000. MM&RC is recommended as the contractor due to their first hand and unique knowledge conducting previous NC recycling job studies.

- Suggested Motion:** Move to authorize staff to enter into a sole source contract with MM&RC, in the amount not to exceed \$17,000, pursuant to the above request..

Sole Source Contract Approval with MM&RC

BACKGROUND:

The Council's was recently awarded an EPA grant to help stimulate North Carolina marketing conditions to improve domestic recycling programs. With the closure of Chinese and Asian markets for recyclable materials, many of our local government recycling programs have experienced increasing costs and the loss end markets. The Council's Waste Reduction Partners program will be partnering with the NC Department of Environmental Quality to produce a 2020 NC Recycling Jobs Study. Council is proposing to issue a sole source contact for the unique technical services of Materials Management and Recycling Consultants (MM&RC) LLC in Pittsboro, NC, for a maximum amount of \$17,000 to help produce the job study. MM&RC was a named contractor in the EPA grant proposal because its staff has first hand knowledge conducting previous NC recycling jobs studies which will ensure consistency and accuracy in the methodology for the 2020 edition. EPA has provided it's approval for this contract and the Council is following Federal procurement guidelines.

ACTION REQUESTED:

Approve the technical services contract with Material Management and Recycling Consultants for the amount of \$17,000.

RESPONSIBLE STAFF:

Terry Albrecht, PE,
Director, Waste Reduction Partners

Date submitted: March 18,2020



AGENDA ITEM SUMMARY

Items:	4D – Land of Sky Regional Council Forum Representative
Nature of Items:	Action and/or Information
Attachment(s):	N/A
Background:	<u>4D – Land of Sky Regional Council Forum Representative</u> Nathan Ramsey

The NC Association of Regional Councils of Government Forum is comprised of elected officials representing the sixteen (16) Council of Government regions in the State of North Carolina. Land of Sky Regional Council has not recently been represented at Forum meetings. Forum meetings are normally held in conjunction with COG Directors meetings.

“The Forum is a unique venue where municipal and county elected officials and community leaders convene to research and discuss issues and policies and seek regional solutions for local units of government and the State of North Carolina. This body focuses on issues that can best be addressed on a regional or statewide basis and then champions regional solutions to challenges facing its member governments through collaboration, partnership and consensus building.

The Forum consists of elected officials and community leaders from the 16 regional councils across North Carolina and serve as an advocacy and advisory group to the Association.”

Suggested Motion: Move that Council appoint the appropriate individual to represent the Council on the Forum.



AGENDA ITEM SUMMARY

Items: 4E – Pay Adjustments for Land of Sky Regional Council (LOSRC) staff

Nature of Items: Action and/or Information

Attachment(s): LOSRC Pay Adjustment Plan

Background: 4E – Pay Adjustments for Land of Sky Regional Council staff
Nathan Ramsey

Pay adjustments are proposed for the Finance Director and Economic and Community Development Director in the amount of \$5,000 each. Mountain Area Workforce Development Board (MAWDB). This proposal is consistent with the Land of Sky Regional Council Pay and Classification Study that was completed in 2017. The purpose of these pay adjustment is to more effectively align the salaries of these positions within the organizational structure. This pay adjustment is to be effective at the next pay period which would begin on March 28, 2020. The funding for these pay adjustments will be funded from the Board's existing budget.

Suggested Motion: Move to approve the Director of Economic & Community Development and Finance Director pay adjustments.



Land of Sky Regional Council Pay Adjustment Plan

Position	Current Salary	Proposed	Salary Increase
ECD			
Director, ECD	\$80,840	\$85,840	\$5,000
Finance			
Finance Director	\$90,750	\$95,750	\$5,000