



**Development District Association of Appalachia
2009 Summer Board of Directors Meeting
Chautauqua, New York
June 28 – June 30, 2009**

Minutes

Members Present

Barry Tartar, President, Sharon Gardner, 1st Vice President, Eric Bridges, 2nd Vice President, Jim Mylott, Treasurer, Steve Pelissier, Secretary, Keith Jones, Immediate Past President, Don Rychnowski, Training Comm. Chair, Bob Culver, AL, Sherry McDavid, KY, Bob Augenstern, NY, Misty Casto, OH, Susan Reid, TN, Michelle Craig, WV, Wayne Strickland, VA

Others Present

Dan Neff, ARC, Matt Chase, NADO, Naomi Friedman, NARC, Ray Daffner, ARC, Cameron Whitman, States Rep. to the ARC, George Kerchowski Assistant ARC Program Manager for the State of New York,

Meeting

The meeting was convened with a welcome from President Barry Tarter at 3:30 PM on Sunday, June 28, 2009. The roll call was provided by Secretary Steve Pelissier. Members and others present are identified above. A quorum was established. The agenda was approved (Motion: Bridges, Second: Augenstern, Vote: Unanimous).

Approval of Minutes

Minutes from the March 1, 2009 Board Meeting held in Arlington, VA were distributed. Pres. Tartar suggested reviewing the minutes at this time, with action to be taken later, after members had a greater opportunity to look them over.

NADO Update

NADO Executive Director Matt Chase addressed the following;

- NADO will soon be distributing its latest Best Practices publication, which will address regional energy efficiency solutions (pre-publication copies distributed).

- The 2009 NADO Annual Conference is scheduled for August 29th through September 1st, in Chicago.
- NADO's 2009 Transportation Conference is scheduled to be held co-incidentally with AASHTO in Savannah, October 28th through 30th.
- NADO is working with stakeholders to more effectively tie together the CEDS process and transportation planning.
- Legislative Items;
 - EDA appears to be receiving a healthy funding increase. It appears that the \$ 10,000 LDD planning grant increase will remain.
 - Pres. Obama's selection for EDA Assistant Secretary has been vetted. It is former Bloomington, IN Mayor John Fernandez. It is anticipated that he will be confirmed. EDA's staffing level will rise with the new administration.
 - EDA's reauthorization is behind SAFETY-LU, Cap and Trade, Health Care, and the appointment of the new Assistant Secretary. NADO not expecting action this year.

Executive Director Training

Training Committee Chair Dan Rychnowski reported on the following;

- DDAA has had the idea to develop a training manual for years. NADO has seen a similar interest from other areas. DDAA will work with NADO on developing a manual.
- NADO has a rough draft of a self assessment toolkit out for review. It had been e-mailed to DDAA Board members.
 - Major themes include characteristics of a successful director and organization, relevance, leadership, ownership, relationships, capacity, and public relations
 - Specific topics include managing an effective policy board, tying transportation planning to the CEDS process, an executive director self assessment checklist, and quality control as a management function.

Treasurer's Report

Treasurer Jim Mylott reported on the following;

- Annual dues have been received from all but one district. 90% of all dues were paid within 30 days of when the dues notice was sent out.
- As shown on the 6/24/09 budget report, Board Meetings and Officers Travel are over budget. The budget was developed prior to the doubling of dues.
- The 2009 Annual Conference received total revenue of \$ 106,000 and had total expenses of \$94,000. This resulted in a surplus of \$ 12,000. The ARC contribution was increased from \$35,000 to \$ 45,000. An additional \$ 3,000 was received from the railroad.

The Treasurer's Report was approved (Motion: Reid, Second: Bridges, Vote: Unanimous).

Following the official Treasurer's Report, Mr. Mylott asked that the Board discuss the Board/Officer Travel Policy. Following a lengthy discussion, the following actions were taken.

For the Summer and Winter Board meetings, DDAA will pay for members' accommodations and on-site meals. DDAA will not reimburse for transportation expenses. (Motion: McDaniel, Second: Reid, Vote: Unanimous).

For the Annual (Washington) Conference, officers will receive compensated rooms. DDAA will not reimburse officers for registration, transportation, or meal costs. (Motion: Reid, Second: _____, Vote: Unanimous).

During discussion, it was noted that the DDAA President has several other trips related to DDAA business. In addition, other Board members may have trips related to their positions on the Board. Following discussion, it was determined that the expenses borne by the President for other travel related to DDAA business would be covered by the association. For other people incurring travel expenses for DDAA activities, compensation for travel will be at the discretion and approval of the president. (Motion: Mylott, Second: Augenster, Vote: Unanimous).

Mr. Mylott then made an additional motion to state that the Chair of the Training Committee shall have travel expenses covered for all travel related to training. These expenses are to come from the Training line item in the budget. (Motion: Mylott, Second: Culver, Vote: Unanimous).

Minutes from March 1, 2009 DDAA Board of Directors Meeting

President Tartar asked if anyone had any comments on the minutes from the March 1 meeting. Mr. Mylott noted that a reference to the ARC contribution to Training in the minutes should be to the Conference. The minutes were then approved with the change identified by Mr. Mylott (Motion: Culver, Second: Reid, Vote Unanimous).

Committee Appointments

President Tartar made the following committee appointments.

Whisman Award: Susan Reid (Chair), John Brunner (ex officio), Don Rychnowski, Bob Culver, Leanne Mazer

Congressional Award: Bob Augenster (Chair), Bob Culver, Leanne Mazer, Wayne Strickland

Don Meyers Humanitarian: Eric Bridges (Chair), Steve Pelissier, Keith Jones, Rudy Johnson

Training Committee: Don Rychnowski (Chair through December), Misty Casto (Vice Chair, to become Chair in January)

Conference Committee: Sharon Gardner (Chair), Eric Bridges, Steve Pelissier, Jim Mylott, Misty Casto, Bob Culver

Nominating Committee: Three active recent past presidents, Keith Jones, Leanne Mazer, Bob Augenster

DDAA Website Committee: Misty Casto, Eric Bridges, Bob Augenstern, Steve Pelissier, Wayne Strickland

DDAA Website

A long discussion was held on the association's website. Misty Casto presented a presentation from her district and Ohio University for revamping and maintaining the site. The proposal was accepted (Motion: Casto, Second: Augenstern, Vote: Unanimous). The motion includes approval of \$ 4,587 in funding for the first year for website development and maintenance, as well as \$1,200 per year for subsequent years, which is for maintenance. (A copy of the proposal is attached to these minutes.)

Future DDAA Conferences

Dan Neff reported that the DDAA is contracted to hold the conference at the Marriott Crystal Gateway through 2011 and that the conferences will continue to be held in conjunction with the NADO conference. As the Marriott's room rate approaches \$ 250 per night, Dan and NADO are seeking proposals from other hotels in the Washington area. Given the current economy, other hotels are hungry for business. It was acknowledged that the Marriott's location, adjacent to the airport and Metro, is a tremendous advantage; however, rising costs are affecting attendance. Keith Jones pointed out that the Association would have tax free status in DC.

It was decided to appoint a committee to work with Mr. Neff and Matt Chase to look at potential hotels for the 2012 conference. (Motion: Mylott, Second: Gardner, Vote: Unanimous).

The committee appointed by Mr. Tartar consists of Jim Mylott, Eric Bridges, and Steve Pelissier.

Training Committee Report

Committee Chairman Don Rychnowski reported the following:

- The transportation theme at the annual conference was well received.
- The Huntsville GIS training was also well attended and produced good material.
- The committee is putting together an Appalachian Region GIS Users Network.
- The committee held a Project Development Conference in Pittsburgh the previous month. Topics included financing, how to get started, hiring and procurement, and responsibilities under construction. Attendance was around 40.
- On October 5th, the Committee will hold a webcast on the basics of broadband, which will be a two hour session.
- The committee is also co-sponsoring, with NADO, the annual Rural Transportation conference this year, which will be held October 28th through October 30th, in Savannah.

Mr. Chase encouraged LDD's to become more knowledgeable of green house gas reduction, bio-fuels, and alternative energy.

Mr. Mylott reported that currently there is \$ 35,071 in the Training Fund. There is also \$ 45,000 in the FY 09 ARC allocation, for a total of \$ 80,071.

Mr. Mylott also noted that \$ 12,500 from the DDAA has been requested for the co-sponsorship of the RPO conference in Savannah and that the Association's executive director training contract with NADO is in the amount of \$ 17,500.

The Board approved these expenditures (Motion: Craig, Second: Rychnowski, Vote: Unanimous).

2010 DDAA Conference Briefing

Conference Chair Sharon Gardner reported the following;

- The dates of the conference are Sunday February 28th through Tuesday March 2nd.
- The theme is "Green." This includes sustainable development, alternative energy, and alternative fuels.

Mr. Neff stated that ARC has begun working with C-Vent for conference registration. This allows for on-line registration and the acceptance of credit cards. With C-Vent, ARC would be the point of registration, rather than NADO, as it has been over the past few years.

The Board approved contracting with C-Vent for this service. (Motion: Casto, Second: Strickland, Vote: Unanimous).

Mr. Mylott made a motion to authorize the treasurer to enter into a contract with the hotel, with the concurrence of the president (Motion: Mylott, Second: Augenstern, Vote: Unanimous).

Mr. Mylott made a motion to reimburse Dan Neff \$ 3,279.83. He stated that Mr. Neff put this amount on his personal credit card to pay the bill for the hotel that hosted the Project Development conference in Pittsburgh. (Motion: Mylott, Second: Gardner, Vote: Unanimous).

ARC Energy Report

Ray Daffner, from the ARC staff, reported on the following.

- Energy is a priority of the ARC, as well as with the Obama administration.
- ARC wants to develop energy related jobs in the Appalachian region. It is focusing on two elements: opportunities and the role of districts.
- There will be a third round of energy grant competitions. These will focus on education. They have identified around 15 potential projects.
- For the October Commission meeting in Athens, OH, the topics will be new jobs and green.
- The Commission is initiating the planning for a wind development summit.

Mr. Daffner noted that the DDAA has an opportunity to seek a portion of \$ 456 million in ARRA Competitive Energy Grant funds. This generated significant follow-up discussion. Mr. Mylott stated that an application would need a twist to make it different from formula funding. He also stated that states, local governments, and indian tribes are the only eligible recipients. A few members expressed a hesitancy to seek funding that their local governments may also go after. Members also expressed concern over the sustainability of any program that may be developed once the stimulus funds go away.

Mr. Tartar appointed a committee to explore a possible DDAA Energy initiative. Members include Jim Mylott (Chair), Misty Casto, Susan Reid, and Wayne Strickland.

Mr. Jones suggested that the committee look at partnering with community colleges to strengthen a grant application and to preclude competition.

State Energy Best Practices

Prior to the meeting, Mr. Neff asked members to be able to report on best practices from their state. The following initiatives were reported.

- Misty Casto – Their district provided Chieftain Bio-Fuels with a \$ 550,000 RLF loan for a project to convert fast food restaurant cooking oil into energy. The total project cost is \$ 1.7 million.
- Susan Reid – The Eastern Tennessee Development District is working with Alcoa on a \$ 17 million project to provide heating and air conditioning for their facilities through geo-thermal fuel.
- Wayne Strickland – Virginia Governor Caine has issued an executive order calling for green development of state facilities.
- Keith Jones – In Hoover, AL, all city vehicles are being converted to run on bio fuels. They are using restaurant grease for this effort.
- Sherry McDavid – The Bowling Green School District is placing meters on walls for children to measure their energy usage.

In looking at alternative energy programs, Mr. Chase advised people to consider risk management tools. Both factors of success, as well as risks, should be analyzed. He offered ethanol farmers as an example of a group that made large investments and suffered catastrophic losses.

NARC Report

NARC Deputy Director Naomi Friedman reported on the following;

- NARC is monitoring transportation reauthorization legislation.
- The new legislation could eliminate MPO's with populations of less than 100,000, though there is talk of a grandfather provision for small MPO's already in place.

- A broad range of funding opportunities will be coming available through ARRA.
- It appears that the Obama Administration will place an emphasis on tying transportation planning to community sustainability.

States' Washington Office Report

The States' Washington Office Director, Cameron Whitman, reported on the following;

- Nick Rahall, Zach Space, John Duncan, and Bill Shuster are the leaders of the Appalachian Caucus.
- Ms. Whitman encouraged LDDs to emphasize projects that are consistent with the President's interests. These include energy and telecommunications.
- The early House ARC non-transportation allocation is \$ 78 million. She anticipates a slightly higher number from the Senate. Sixteen senators signed a letter asking for a \$ 105 million allocation.

ARC Staff Report

Dan Neff reported the following;

- ARC will soon be coming out with a new report that will provide the conclusions from the Network Appalachia initiative.
- For the LDD administration grants, \$ 100,000 has been added region-wide. This partly offsets the addition of two new districts. ARC distributes to the states by a formula. At the state level, the distribution to districts is also by formula.
- No leading name has emerged as a potential new federal co-chair. Anne Pope has agreed to remain temporarily.

Adjournment

With there being no other business to address, Mr. Tartar adjourned the meeting at 10:40 on Tuesday, June 30th.