

***Executive Committee Board Meeting***  
***6:30 p.m. - Thursday, November 14, 2019***  
***Third Floor Conference Room***  
***233 Middle Street, New Bern, NC***

## Minutes

### **Executive Committee Members in Attendance:**

Jay Bender	Bennie Heath
E.T. Mitchell	Pat Prescott
Jesse Down	Edward Riggs, Jr.
Frank Emory	Shane Turney

### **Guest in Attendance:**

Knox Proctor, ex-officio	Sarah Kate Willis, RSM
Rhonda Murray, MCAS CP	Francine Durso, State of NC Division of
Robbie Bittner, RSM	Water Infrastructure

### **ECC Staff in Attendance:**

Katie Bordeaux	Leighann Morgan
Chad Davis	Davis Rosado
Jenny Miller	

- 1. Welcome, Invocation, and Call to Order** - The meeting was called to order by President Jay Bender at 6:32 p.m. Frank Emory offered the invocation.
- 2. Adopt Agenda** – Jay Bender, President  
*Bennie Heath motioned to adopt the agenda, seconded by Frank Emory and motion carried unanimously.*
- 3. Consent Agenda** – Jay Bender, President
  - Executive Committee Board Minutes—August 8, 2019
  - Financial Statement*Pat Prescott motioned to approve the consent agenda, seconded by Jesse Dowe, and motion carried unanimously.*
- 4. Budget & Audit Committee Report** – Shane Turney, Treasurer  
Shane Turney reported that the Budget & Audit Committee met at 4:30 p.m. prior to view the check register, financials, updating the membership dues structuring, budget amendment and the budget audit.

Jay Bender proposed to change that any town/city with a population over 20,000 shall be appointed to the Executive Committee. This will increase by five if they choose to join and the maximum number of members shall be twenty-three. He suggested to propose this to the General Membership Board at the January meeting.

E.T. Mitchell stated that we should try the change.

*Bennie Heath motioned to propose the by-law change to the General Membership Board in January, seconded by E.T. Mitchell and motion carried unanimously.*

**5. Budget Amendment - Jenny Miller, Finance Director**

Jenny Miller proposed a budget amendment that is a result in revenue from a 205J project.

*Frank Emory motioned to approve budget amendment, seconded by Jesse Dowe, and motion carried unanimously.*

**6. Audit Presentation - Robbie Bittner & Sarah Kate Willis, RSM**

Robbie Bittner reported a good, clean, no non-compliance nor no discrepancy's with the audit.

**7. Water Infrastructure - Francine Durso, PE, Senior Project Manager, State of North Carolina Division of Water Infrastructure**

Francine Durso gave a presentation about the State Water Infrastructure Authority, created in 2013 by the North Carolina General Assembly. The state's role is to foster long-term viability in infrastructure, organization and financial management. The authority's master plan provides strategies for utility management, asset management and regionalization.

**8. Lease Agreement – Katie Bordeaux, Executive Director**

Katie Bordeaux stated that a new renegotiated lease is in the works to be signed by June 2020.

**9. C.E.D.S. Update – Katie Bordeaux, Executive Director**

Katie Bordeaux gave a presentation on the updates to the comprehensive economic development strategy where the focus areas are infrastructure, workforce, growth preparedness and the aging population. Katie stated the goals of each area and the tactics to accomplish the goals

There was a discussion that ECC should focus on increasing broadband, housing and skilled workers and to do so without duplicating the wheel and being the most effective.

**10. Executive Director Report – Katie Bordeaux, Executive Director**

Katie Bordeaux gave a report on the various workshops, training, and projects ECC has conducted in the last few months.

**11. Member Comments**

Shane Turney commented he liked the new space.

Jay Bender stated the Jones County By-pass is now open.

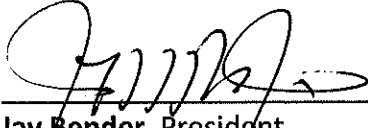
**12. Closed Session – Personnel Issues**

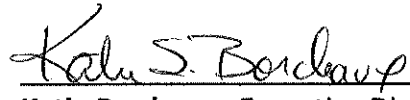
*NC G.S. 143-318.11(a)(6) – Members of Executive Committee only*

*Edward Riggs, Jr. motioned to enter into closed session pursuant to NC General Statute 143-318.11(a)(6), seconded by Shane Turney, and the motion was carried unanimously*

**13. Adjournment**

Respectfully Submitted by,

  
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Jay Bender, President

  
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Katie Bordeaux, Executive Director