

## **MEMORANDUM**

TO: Western North Carolina Regional Air Quality Agency Board of Directors

FROM: David Brigman, Director

RE: October 15, 2019 Special Board Meeting draft copy of minutes

DATE: October 25, 2019

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Enclosed, please find the Minutes from the **Tuesday, October 15, 2019 Board Meeting**. The next meeting of the WNCRAQA Board is scheduled for **Tuesday, November 12, 2019 at 4:00pm** in the meeting room located at the Buncombe County Permit Office at 30 Valley Street, Asheville, NC 28801.

The Western North Carolina Regional Air Quality Agency Board of Directors met on Tuesday, October 15, 2019, in the meeting room at the Buncombe County Permit Office located at 30 Valley Street, Asheville, N.C.

The attendance of the Board members was as follows:

**Members Present:**

*Britt Lovin  
Dean Kahl (by phone)  
Vonna Cloninger  
Karl Koon  
Joel Storrow*

**Members Absent:**

**Staff Present:** *David Brigman, Director; Kevin Lance, Field Services Program Manager; Betsy Brown, AQ Supervisor; Mike Matthews, Senior AQ Specialist; James Raiford, Senior AQ Specialist*

**Others Present:** *Curt Euler, Attorney; Patty Beaver, CIBO;*

Mr. Lovin called the meeting of the Western North Carolina Regional Air Quality Agency Board of Directors to order on October 15, 2019 at 4:00 pm. The purpose of the meeting was to discuss the recruitment process for the Air Director.

The order of business was as follows:

**I. Public Comment Protocol Announcement**

Mr. Lovin read the public comment protocol.

Mr. Lovin thanked everyone for coming to this special meeting. David Brigman, WNCRAQA Director, has submitted paperwork for retirement effective October 31, 2019. Mr. Lovin said that a more formal thank you to Mr. Brigman would come at a later date.

On October 7, 2019, Mr. Brigman and Mr. Lovin met with Sybil Tate, Assistant County Manager, at her request. She wanted to look at different staff options for the Agency. Our department falls under Ms. Tate under the new county management. Mr. Lovin felt they should hear what Ms. Tate had to say, but he was very forthright with her that our Agency is run by our Board. The Agency has an Interlocal Agreement. She understood. He invited her to this meeting; however, this evening is also the County Commissioners meeting. Ms. Tate had the pre-meeting at 3pm. She sends her regrets. Mr. Brigman went back and met with her about some different options. As Board Chair, Mr. Lovin felt he needed to hear all of our different options. Mr. Brigman and Mr. Lovin do think in the short time Mr. Brigman has remaining, the Board needs to decide to hire an interim director or not. The Board will need to go into closed session to discuss that. Mr. Lovin asked if there were any questions from the Board.

During the closed session, Mr. Lovin wanted to talk about options and one resume received for interim director that the Board had received. We can talk about personnel issues in the closed sessions. An Interim would give the Board time to post the job and consider the process with rightful due diligence. The Board does have complete authority to hire and set salary. The Board does have to follow guidelines as set forth by the

County. Mr. Lovin said he made sure Ms. Tate knew the Board would be doing its job. Once the Board moves forward to publishing the position, we will discuss pay and if the Board needs to adjust the responsibilities of the Director position. Mr. Lovin mentioned that Mr. Brigman and staff had come up with a ten-year plan. The Board should be able to adjust that moving forward.

Ms. Cloninger made a motion per 143-318.11(a) (6) to go into closed session to discuss personnel matters. Mr. Storrow seconded the motion. The motion passed 5-0.

The closed session began at 4:13 pm and the Board came out of the closed session at 4:46 pm. The meeting reopened at 4:47 pm.

Mr. Lovin said the Board was happy to report that during closed session they discussed and voted to appoint Ashley Featherstone as Interim Director effective November 1, 2019. This will give the Board time to discuss and post the Director position.

Mr. Koon made a motion to adjourn. Ms. Cloninger seconded the motion. The motion passed 5-0. The meeting was adjourned at 4:50 pm.