

**MINUTES OF THE SCHOOL CAPITAL FUND  
COMMISSION FOR BUNCOMBE COUNTY  
MEETING HELD ON MONDAY, NOVEMBER 14, 2016 AT 3:00 PM**

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**BE IT REMEMBERED:** That the School Capital Fund Commission met for its regular meeting on November 14, 2016, in the County Administration Building, 200 College Street, Conference Room 404, in downtown Asheville, North Carolina at 3:00 p.m. where and when the following business was transacted:

The Commission Chair called the meeting to order with the following members present:

Donna Watson, Commission Chair  
Pat Bryant, Commission Vice Chair  
Gene Bell, Commission Member  
Ellen Frost, Commission Member  
Brownie Newman, Commission Member

**County Staff Present:** Tim Flora, the Commission Financial Officer and County Finance Director; Diane Price, the Budget and Management Services Director; Brandon Freeman, Staff Attorney; Blair Chamberlain, Staff Accountant.

**Approval of Agenda as Presented**

Commission Member Frost moved that the Commission follow the agenda as presented. The motion passed 5-0.

**Approval of October 17, 2016, Minutes**

Commission Member Bell moved that the minutes be approved as presented. The motion passed 5-0.

**Public Comment**

Commission Chair Watson opened the floor for public comment at 3:07 p.m. No public comment was made.

**Resolution Establishing a Policy Regarding Projects that Exceed or are Completed Under Budget**

The Commission discussed the drafted policy regarding projects that exceed or are completed under budget and what the school systems should expect.

Commission Chair Watson commented that the policy clearly states what the Commission expects from the school systems and thinks the school systems will appreciate having the policy in place.

Commission Member Frost made a motion to approve the resolution establishing a policy regarding projects that exceed or are completed under budget as presented. The motion passed 5-0.

**Prioritization Guidelines for School Capital Projects**

The Commission Chair presented proposed guidelines to the Commission regarding prioritization of school capital projects. The Commission thought the guidelines were clear and comprehensive and the public would benefit from the guidelines. The Commission agreed it would improve the proposed guidelines to replace the criteria numbers with bullet-points because the criteria were in no particular order and agreed "Prioritization" should be removed from the guideline's title.

Commission Member Bryant moved that the Commission adopt the guidelines with the agreed upon modifications, send the adopted guidelines to Buncombe County Schools and Asheville City Schools, and post the adopted guidelines to the Commissions website. The motion passed unanimously.

**Next Regular Meeting**

Commission Chair Watson announced the next regular meeting is December 12, 2016 at 3:00 p.m. in the County Administration Building, 200 College Street, 1<sup>st</sup> Floor Conference Room, in downtown Asheville, North Carolina.

**Adjournment**

Commission Member Frost moved to adjourn the meeting at 4:01 p.m. The motion passed 5-0.

ATTEST

SCHOOL CAPITAL FUND COMMISSION  
FOR BUNCOMBE COUNTY



\_\_\_\_\_  
Tim Flora, Commission Secretary;  
County and Commission Finance Officer

By: \_\_\_\_\_  
Donna Watson, Commission Chair