

UNRBA Board of Directors: March 21, 2018 Board Minutes

The Board of Directors of the Upper Neuse River Basin Association (UNRBA) met at 9:30 A.M. on Wednesday, March 21, 2018 at the Town of Butner's Town Hall. Meeting attendees are listed below.

Name	Affiliation
Sig Hutchinson (Chair)	Wake County
Lindsay Mize (Vice Chair)	South Granville Water and Sewer Authority
Jimmy Clayton (Treasurer)	Person County
Jenn Weaver (Secretary)	Town of Hillsborough
Tom Davis	Orange County
Michelle Woolfolk	City of Durham
Kenny Waldroup	City of Raleigh
Ryan Eaves	Durham County
Don O'Toole	City of Durham
Terry Hackett	Town of Hillsborough
Nancy McFarlane	City of Raleigh
Jessica Galdwin	Town of Butner
Bill McKellar	Town of Butner
Jim Wrenn	Representing Granville Co., Person Co., Butner, Creedmoor & SGWASA
Sybil Tate	Person County
Mike Bonfield	City of Creedmoor
Reggie Hicks	City of Durham
David Harris	Durham Soil & Water Conservation
Randy Cahoon-Tingle	City of Creedmoor
Melisa Hodges	Town of Butner
Dan McLawhorn	City of Raleigh
John Huisman	NCDEQ DWR
McKenzie Gentry	Durham County
Michael Orbon	Wake County
Javiera Caballero	City of Durham
Bob Hornik	Representing Hillsborough & Stem
Doug Durbin	Brown & Caldwell
Kate Wilson	HDR
Jay Sauber	Water Quality Consultant
Jennifer Fitts	Representing Granville Co., Person Co., Stem, Butner, & Creedmoor
Katie Cromwell	Representing Granville Co., Person Co., Stem, Butner, & Creedmoor
Alix Matos	Brown & Caldwell
Forrest Westall	UNRBA
Haywood Phthisic	UNRBA

Welcome and Recognition -

The Vice Chair, Lindsay Mize called the meeting of the UNRBA to order, welcomed all attendees, and asked each attendee to introduce themselves. He asked if any of the Board Directors had any conflict of interest issues with any agenda items and no conflicts were identified. At the meeting start time there was not a

quorum of members present so the Vice Chair elected to proceed with the information items on the agenda until a quorum was present.

Information Items -

Update on Revisions to Session Law 2016-94 – Forrest gave the Board an update on the proposed revisions to Session Law 2016-94. A proposed revision bill was approved by the Senate in 2017, but not by the House of Representatives. Forrest noted Jim Wrenn and himself met with Rep. Yarborough to inform him of why these revisions are needed given the current time line of the Falls Rules. The Representative indicated he would support passage of the revisions being requested by the UNRBA.

Update of DWR Activities Related to UNRBA Interests – John Huisman with the Division of Water Resources gave an update on the activities related to the Rules Review and Re-adoption process. The Division is currently meeting with the EMC Chair and the EMC Water Quality Committee Chair to review and making revisions based on comments received on the rules related to the lower Neuse River. The Division anticipates bring the revised draft rules to the EMC WQC in May.

Following this discussion, the Vice Chair, Lindsay Mize, noted that a quorum of members was now present so the roll was called and 8 of 14 members were present for a quorum. Lindsay then noted that the meeting would return to the agenda action items.

Action Items -

Approval of Minutes from January 18, 2018 Board Meeting (Conference Call) - The Vice Chair asked the Board if there were any edits or corrections to the minutes. Being none, Bill McKellar made a motion to approve the minutes as presented, seconded by Jenn Weaver, and approved by the Board.

Approval of Minutes from February 22, 2018 Board Meeting (Conference Call) - The Vice Chair asked the Board if there were any edits or corrections to the minutes. Being none, Jenn Weaver made a motion to approve the minutes as presented, seconded by Javiera Caballero, and approved by the Board.

Treasurer's Report – Jimmy Clayton presented the Treasurer's Report for the period ending February 22, 2018. The checking account balance less invoices in process is \$369,236.30 and the savings account balance is \$505,216.60 Following discussion Nancy McFarlane made the motion to accept the Treasurer's Report as presented, seconded by Jenn Weaver, and approved by the Board.

Personnel Committee Report – Don O'Toole, chair of the Personnel Committee, gave the personnel report. The Committee met with Forrest and Haywood in December 2017 to review the services provided to the UNRBA during calendar 2017. Don summarized the highlights for that period noting the number projects/tasks that have been accomplished. The Committee commended Forrest and Haywood for level and quality of the services provided. Based on this review, the Personnel Committee recommended, for FY 2019 (July 1, 2018 through June 30, 2019) an increase in Forrest's hourly rate to \$105.00, while maintaining the current contract allocation of 1,433 hours of his time. This recommendation included keeping the remaining components of the budget as currently reflected in the contract. The recommended change would result in a total not to exceed annual billing amount of \$186,765.00. The Committee further recommended that the contract reflect four years beginning July 1, 2018. Following discussion, Nancy McFarlane made the motion to approve the Personnel Committee's recommendation, seconded by Jimmy Clayton, and approved by the Board.

Communications Support Contract and Scope of Work – Forrest reported that the draft contract and scope of work developed in consultation with HDR, the selected service provider, was reviewed by the Communication Workgroup. The Workgroup recommended Board approval of the contract and scope as provided to the Board. It was noted that \$30,000 is budgeted for the current fiscal. Following discussion, Jimmy Clayton

made the motion to approve the contract and scope, seconded by Nancy McFarlane, and approved by the Board. Because of the timing of the selection of the service provider and the finalization of the contract, this current contract will run through the end in November, 2018.

FY 2018-19 Proposed Budget and Membership Fees – Forrest presented the proposed budget for the next fiscal year. The expenditures for FY 2018-19 are:

Executive Director Services:	\$186,765	Legal Support: \$50,000 or \$100,000 (TBD)
Administrative Cost:	6,000	
Monitoring and MRS Program:	800,000	
Communications Support Program:	40,000	
Website Improvements:	<u>3,500</u>	
Subtotal:	\$1,036,265	

Following discussion by the Board, Nancy McFarlane made a motion to approve the budget with \$100,000 for Legal Services, seconded by Sig Hutchinson, and approved by the Board with a roll call vote and approved by the Board.

Sig Hutchinson, Chair of the UNRBA, arrived during the budget discussion and Lindsay relinquished control of the meeting to Sig.

Status Updates -

Modeling & Regulatory Support (MRS) Update – Alix Matos with Brown & Caldwell updated the Board on the ongoing work of the MRS program. The Modeling QAPP has been approved and is in process of receiving all of the signatures. The Modeling team is drafting a Data Management Plan and data acquisition to support the Modeling Program continues.

Monitoring Program Update – Doug Durbin, with Brown & Caldwell, briefed the Board and updated them on the Monitoring Program. Monthly sampling is on schedule and 3 years of monitoring have been completed as of August, 2017. Work continues on the High Flow study and we are waiting on completion of the sediment cores study. Future monitoring (for FY 2018-19) options will be presented to the PFC at the next meeting. The 2018 Annual Monitoring Report is being finalized for PFC review.

Regulatory Update – Don O’Toole gave a brief update on legislative activity forthcoming in January and the upcoming short session.

Executive Director Report – For the list of executive director report items click on this link: [Executive Director Report on Activities](#) .

The next scheduled Board meeting will be in May 16, 2018. With no other business, the meeting was adjourned.