

The Board of Directors of the Upper Neuse River Basin Association (UNRBA) met at 9:30 A.M. on Wednesday, March 21, 2012 at the City of Durham Water Management Facility Training Room. Meeting attendees are listed below (* denotes member Director representative to the Board ** denotes alternate).

Name	Affiliation
Bill McKellar*	Town of Butner
Jimmy Minor*	City of Creedmoor
Cora Cole-McFadden *	City of Durham
Edgar Smoak*	Granville County
Mike Gering*	Town of Hillsborough
Pam Hemminger (Chair)*	Orange County
Jimmy Clayton*	Person County
Lindsay Mize*	South Granville Water and Sewer Authority
Randall Stagner*	City of Raleigh
Danielle Adams*	Upper Neuse Soil & Water Conservation Districts
Rick Flowe**	City of Creedmoor
Don O'Toole	City of Durham Attorney's Office
Reginald Hicks**	City of Durham Water Management Department
Michelle Woolfolk	City of Durham Stormwater Services
Marvin Boyd	City of Durham
Drew Cummings**	Durham County
Barry Baker**	Granville County
Tom Davis**	Orange County Environment & Resource Conservation
Dan McLawhorn	City of Raleigh Attorney's Office
Carolyn Bachl	City of Raleigh Attorney's Office
Britt Stoddard	Wake County Environmental Services
Jim Wrenn	Attorney rep. Granville Co., Person Co., Butner, Creedmoor & SGWASA
Alix Matos	Cardno-ENTRIX
Ken Reckhow	Cardno-ENTRIX
Haywood Phthisic	Lower Neuse Basin Association/Neuse River Compliance Association
Elaine Collins	Wake County Farm Bureau
John Huisman	NC Division of Water Quality, Nonpoint Source Planning Unit
Forrest Westall	UNRBA Executive Director
Sarah Bruce	TJCOG Water Resources Program
Mike Schlegel	TJCOG Water Resources Program

Welcome and Recognition -

Chair Pam Hemminger called the meeting to order and asked attendees to introduce themselves and share anything relevant to the group. The meeting summary from January 18, 2012 was presented for approval. Ms. Cole-McFadden made a motion to approve the meeting summary, seconded by Lindsay Mize, and the vote was approved unanimously.

Follow-up Items Since January's Meeting –

Jim Wrenn made a brief report on the legal requirements of the open meetings law and its application to the UNRBA. Jim noted the UNRBA is subject to the open meetings law/public records laws (per Falls Lake Watershed legislation). Also noted, the association may hold electronic meetings per Statute 143-318.13.

The Chair noted an email vote regarding the opening of a bank account with State Employees Credit Union (SECU) was sent out (SECU required a formal resolution from the UNRBA to open accounts). 10 of 13 votes were received affirming opening the accounts. The Chair noted electronic voting would be used only in urgent situations.

Transition Committee Report -

The committee met on February 21 and discussed the following regarding the UNRBA funds:

- * Transition of funds from Triangle J
- * Policy for association's financial transactions
- * Treasurer's duties
- * Additional recommendations

The committee's recommendation is to open two accounts; checking and savings (operating funds in checking (approx. \$233,000) and savings (approx. \$112,000) for future projects, final account balances were not available yet).

The committee's recommendation on financial transaction are:

- * *Designate authorized signature authority:* executive director authorized with signature authority stipulated not to write checks to his firm; executive director may delegate to his designee to sign checks (amount to be determined) and make deposits for the association; large checks or disbursement to executive director will require the Chair and/or Treasurer's signature before disbursing funds (Chair will review/approve invoices for executive director services before treasurer issues check).

The Board discussed these matters and a recommendation to set the Executive Director's authority to write checks at \$ 1,000 (greater than this amount are considered large). Ms. Cole-McFadden made the motion to approve the committee's recommendation and the Board recommendation on the Director's check authority and this was seconded by Edgar Smoak. The Board then decided to break the motion into two separate motions. Ms. Cole-McFadden and Mr. Smoak concurred and revised their motion. **The first motion:** open checking/saving account at the SECU; **the second motion**, executive director approved with signing authority (and designee) for administrative work, as well as Chair and Treasurer of UNRBA. Executive director shall not sign checks to himself and any amount over \$1,000 has to be approved by Chair or Treasurer. Each motion was approved unanimously.

The Treasurer's duties were discussed and those duties would include reviewing monthly bank statements, coordinating financial transactions with executive director, and reviewing the treasurer's report at board meetings. Ms. Cole-McFadden made the motion to approve the treasurer's duties and was seconded by Mr. Stagner. The motion was approved unanimously.

Forrest reported on his actions to provide additional support services for the executive director. Those services will include setting up and tracking bank accounts, preparing summaries of the accounts (for the treasurer), bookkeeping, tracking meeting proceedings, and assisting with summaries. Forrest noted an agreement has been reached with Haywood Phthisic to provide the referenced services.

Also noted, the Transition Committee recommended that Forrest would serve as Board Secretary and Haywood would serve as recording secretary. A motion to approve the recommendation was made by Ms. Cole-McFadden and seconded by Mr. Clayton. With no discussion, the Board approved unanimously.

Forrest also noted the 2010 990 tax reports were being prepared and would be available soon (Triangle J coordinating the preparation). Also noted, Forrest is reviewing the cost of liability insurance and will have an estimate in the future.

A review of the website is underway. The domain name is secure through 2014. Any major revisions will require additional contract services and cost for hosting services are being reviewed.

Forrest reported he has received files from Triangle J. Those files will be stored at his office in the Butner Town Hall (official office of UNRBA).

2013 Dues –

FY 2012-13 proposed dues were discussed by Forrest. Various funding levels were illustrated with spreadsheets provided at the January meeting. Increased support/revenue was considered due to expected demands for funding of future monitoring within the watershed to support the Association's evaluation of Stage II requirements. Forrest reviewed the Cardno contract work with respect to the need for additional monitoring. He indicated he expected the contractor to make a recommendation additional monitoring by the end of 2012 (or earlier). Costs for this monitoring have been estimated at roughly \$ 100,000 per year.

In order to evaluate this, Forrest reviewed fund balances and expenses (current & future), based on the expected funds transfer from Triangle J and current accounts payable through June 30, 2012. After Board discussion, a motion was made by Mr. Minor to approve the current dues/fee structure (schedule 1X) for FY 2012-13. The motion was seconded by Mr. Cummings. Other discussion included mid-year funding adjustments and the types of monitoring contracts that could require adjustments to the fee structure. The chairman called for a roll call vote on the motion to continue the fee structure as represented in schedule 1X for FY 2012-2013:

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|-------------------------------------|------------------------------|
| Town of Butner – Aye | Town of Hillsboro – Aye |
| City of Creedmoor – Aye | Orange County – Aye |
| City of Durham – Aye | Person County – Aye |
| Durham County - Aye | City of Raleigh – Aye |
| Granville County – Aye | SGWASA – Aye |
| Franklin County – not attending | Town of Stem – not attending |
| Town of Wake Forest – not attending | |

10 members voted "aye"; 3 members not attending. The Chair noted the dues invoices will be sent out the first part of July 2012.

Future Monitoring-

Mr. Dan McLawhorn suggested a working committee to delve into the future number of monitoring stations and monitoring needs, estimating future needs to help predict future budget impacts. Based on the discussion that followed there was general agreement that this would be helpful.

Path Forward Committee Report - Forrest mentioned the work of the Path Forward Committee and his understanding that the group would continue forward through the Cardno contract and the Association's continued efforts to evaluate the Falls rules. The Chair of Path Forward, Ms. Michelle Woolfork indicated that the Committee would provide a report for discussion at the next meeting.

Cardno Contract Work-

Cardno-ENTRIX started an eleven month contract on January 30, 2012. Work on this project is progressing. Alix Matos commented on the data collection, what has been received and what is outstanding. Information collected will be sent to DWQ to ask questions, and will be routed through Forrest and the Path Forward Committee. Although the kickoff meeting for this contract was with the Path Forward Committee Forrest encouraged all members to be forthcoming with their data. The Cardno presentation that was shared at the kickoff meeting with the Path Forward Committee was shared with DWQ and received supportive feedback from them. Forrest is pleased with the progress being made. The finalized contract will be made available electronically.

Executive Director Report - Forrest reported the following:

- * The Town of Butner is providing the UNRBA office space.
- * Duke University has been holding several forum-like activities on nutrient management.

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- * Forrest attended the Triangle J/Upper Neuse water quality monitoring meeting on February 9th. This project is designed to developing protocols for monitoring different sources in the watershed.
 - * Forrest commented on the reverse nutrient credit option, another Duke workshop. The environmental community is discussing this issue and it could have impact on what finally comes out of Stage 2 in the watershed.
 - * Forrest discussed the North Carolina Water Quality Association and its relationship and impact on water quality and regulatory issues. Several members of UNRBA are members of this NCWQA and it was noted the NCWQA's Board is considering more reasonable membership for regional associations.
 - * The Nutrient Advisory Board met on March 2. DWQ views it as the nutrient scientific advisory board for the state. The SAB has an advisory role to review policies, procedures, accounting and tracking of nutrient related issues (no regulatory authority but makes recommendations to Secretary of DENR). Will review their work an recommendations.
 - * The North Carolina Lake Management Society meeting was held March 15. USGS presented information on the waters of the piedmont area of North Carolina and there was a presentation on lakes in Raleigh.
 - * The NC Nutrient Management forum is scheduled for May. There will be discussion on current nutrient management strategies (Neuse, Tar-Pamilco, Falls) and the direction the State must move in the future (like High Rock Lake). The meeting will be held at the Sheraton in RTP.

Miscellaneous Items -

The Chair asked for Board input on the future meeting schedule and meeting places. The July meeting had already been rescheduled to June. Tentative plans for May 16th meeting will be at the E. M. Johnson Water Treatment Plant (Raleigh). The remaining meetings this year will be held at Butner. The preference is a regular pattern for meetings to minimize confusion. The Board concurred with this recommendation.

Forrest thanked everyone for their assistance during his transition.

Recognition for the Service of Triangle J-

The Chair, on behalf of the Board, thanked Triangle J for their assistance with the UNRBA and presented Sarah Bruce with a plaque and a gift for her service to the UNRBA. The Board gave Sarah an appreciative round of applause.

At next meeting, the chair would like to put together a committee of people to help with the web page design. Mr. McLawhorn reiterated his recommendation on looking at future monitoring and suggested the Path Forward Committee start looking at this issue.

Mr. McLawhorn commented that the general permit which allows discharging septic systems will expire at the end of July of this year. This could be an important issue about potential nutrient reduction and future compliance with the rules. This permit will have a five-year duration.

The Board was reminded of the May 16 meeting planned for E. M. Johnson WTP in Raleigh.

Mr. Cummings made a motion to adjourn the meeting and Mr. Smoak seconded the motion. The motion was passed unanimously. The meeting was adjourned