

UNRBA Board of Directors: *November 20, 2013 Meeting Minutes*

The Board of Directors of the Upper Neuse River Basin Association (UNRBA) met at 9:30 A.M. on Wednesday, November 20, 2013 at the Town of Butner's Town Hall.
Meeting attendees are listed below (* denotes member Director to the Board; ** denotes alternate).

Name	Affiliation
Melissa Hodges	Town of Butner
Sybil Tate	Person County
Scott Miles **	Town of Wake Forest
Terry Hackett **	Town of Hillsborough
Kenneth Waldroup **	City Of Raleigh
Pam Hemminger (Chair)*	Orange County
Jimmy Clayton (Treasurer)*	Person County
Lindsay Mize *	South Granville Water and Sewer Authority
Mike Gering *	Town of Hillsborough
Ed Mims *	Granville County
Don O'Toole	City of Durham Attorney's Office
Melinda Clark**	Wake County
Cora Cole-McFadden (V-Chair)*	City of Durham
Tom Davis**	Orange Co. Dept. of Environment, Agriculture, and Parks and Rec.
Randy Stagner	City of Raleigh
Aaron Holland	Person County
Jim Wrenn	Attorney Rep. Granville Co., Person Co., Butner, Creedmoor & SGWASA
Bill McKellar *	Town of Butner
Randy Cahoon	City of Creedmoor
Tommy Marrow**	Town of Butner
Reginald Hicks **	City of Durham
Michelle Woolfolk	City of Durham
Barry Baker	Granville County
James Bryan	Orange County
Lauren Elmore	Cardno- ENTRIX
Jimmy Minor *	City of Creedmoor
Nancy Wood	Durham County Environmental Health
Steve Bristow	Wake County
Harold Kelly	Person County
Jessica Galdwin	Town of Butner
John Huisman	NCDENR – DWR
George Matthis	River Guardian Foundation
Forrest Westall	UNRBA Executive Director
Haywood Phthisic	LNBA/NRCA/UNRBA

Welcome and Recognition -

Chair Pam Hemminger called the meeting to order and asked attendees to introduce themselves and share relevant information with the group. Pam noted that Randy Stagner and Mike Gering were attending their last meeting as UNRBA Board members and thanked them for their service on the Board.

Administrative Items and Update - The meeting minutes from September 19, 2013 were presented for approval. Randy Stagner made the motion to approve the minutes, seconded by Cora Cole-McFadden, and

the minutes were approved by the Board.

Forrest made a brief report to the Board on the meeting with Benne Hutson, Chair of the Environmental Management Commission. He noted the meeting went well and the UNRBA members conveyed to the EMC Chair the fact that the efforts to reduce nutrients in Falls Lake were underway (noting the monitoring project and nutrient credit development project) and that the jurisdictions in the watershed have adopted and implemented the New Development requirements for Stage I. The group that met with Mr. Hutson, included the Chair, Don O'Toole, Jim Wrenn, Dan McLawhorn and Forrest. The group pointed out that the UNRBA and its members continue to work within the provisions of the Falls Lake Rules and are actively developing a reexamination evaluation of Stage II of the Rules. In addition the Nutrient Credits Project was discussed in relation to the schedule for implementation of the Existing Development Provisions under Stage I. The EMC was briefed on this at their July 2013 meeting. Mr. Hutson noted the UNRBA's efforts and encouraged the Association to stay engaged with the EMC.

Ongoing Projects –

Monitoring Project – The monitoring contract was signed on October 4th so work is proceeding on Task 1 activities. Forrest showed the Board an activity summary (for the initial period) that illustrates the work underway for Task 1 by the contractor, Cardno ENTRIX. The Executive Director and Haywood have worked with the contractor to develop an "effort" summary that is designed to track activity for each 30 day period as the project progresses. The project schedule was presented to the Board with actual monitoring activity beginning in around midyear 2014, contingent on DWR approval of the Association's plan. Forrest also noted that the City of Durham is assisting Cardno by providing them access to the City's monitoring data program for possible use as a template for the UNRBA's monitoring program.

Nutrient Credit Development Project – Forrest updated the Board on the status of the nutrient credit project and presented a summary of those contributing to the project (funding summary attached). Some of the contributions will occur in two fiscal years (as noted in the summary). At the previous meeting the Board approved moving forward with finalization of the Scope of Work and the contract subject to collection of sufficient funds to undertake all of the non-optional approved tasks and review of the final package by the Path Forward Committee. The Board at the previous meeting authorized the Chair to endorse a final contract once these steps had been completed. In other developments since the last meeting, there may be possible assistance from EPA that will fund 2 – 4 practices/BMPs evaluated and possible Fish & Wildlife Foundation Funding (\$25-100K). Forrest indicated that he would be working with DENR and Cardno to develop a grant application as appropriate to help fully fund the trading framework task, which at this point is an optional task. A project schedule was reviewed, however project initiation is dependent on the start date which will not be established until the project funds have been collected and the Scope of work and contract finalized.

Following discussion, Forrest recommended the Board confirm the executive director's authority to issue the special assessments to the participating jurisdictions in accordance with the UNRBA bylaws and to authorize the executive director to issue special assessments to other jurisdictions if they commit to participate in the project. Lindsay Mize made the motion to approve the recommendation, seconded by Jimmy Minor, and approved by all members present voting yes to approve.

Proposed Bylaws Revision – The City of Raleigh requested a revision in the bylaws to allow for an additional "Alternate" to participate and vote on Board action items. It was noted that at times the Board Delegate and Alternate are not able to attend the meeting but other members from that jurisdiction are able to attend but are not allowed to vote on action items (as noted in the bylaws). The recommendation was to amend the bylaws to allow for a second "Alternate". Following discussion Lindsay Mize made the motion to approve the amendment to the bylaws, seconded by Ed Mims, and approved by all members present voting yes to approve (roll call vote).

Web Services Contract – Mike Gering, representing the Town of Hillsborough on the UNRBA, has been performing the web master services for the UNRBA (gratis). Effective December 9th Mike will no longer serve on the Town Board but he has offered to continue the web master support through his company, MFG

Consulting, Inc. Forrest recommended to the Board that they authorize him to finalize the contract and authorize the Chair to execute the contract. The initial contract will be for \$1,500 for FY 2014. The contract may increase to \$2,500 with a contract amendment. Following discussion Randy Stagner made the motion to approve the recommendation, seconded by Jimmy Clayton, and approved by all members voting yes to approve. Forrest pointed out that this services contract to Mike's consulting company would be in addition to base website and domain costs, which the Board has previously approved. Haywood and Forrest will track these expenditures separately.

River Guardian Foundation – George Matthis made a presentation to the Board about the newly formed "River Guardian Foundation" and its function. George noted they function differently than other organizations performing similar roles in the state. Their primary focus is on environmental advocacy, education, research, monitoring and protection, and stream, river, and lake cleanups. They want to form partnerships, provide technical assistance, and project support to improve water quality.

Treasurer's Report - Jimmy Clayton presented the Treasurer's Report and the current balance in the checking account is \$224,075.31 and \$613,362.66 in the savings account as of today. The checking account balance on October 23, 2013 was \$224,470.68 and savings account balance was \$613,362.66. It was noted the \$500,000 designate for the monitoring program was transferred to the savings account until funds are expended for that project.

Executive Director Report – Forrest briefly noted the following activities since the September meeting and upcoming work items:

- * Funding for Credits Development Projects.
- * Credits Project Final Scope and Contract.
- * Monitoring Project Scope and Contract Finalization.
- * DWQ/EMC Nutrient Criteria Development Plan Comments meeting on September 25th .
- * EMC meetings November 13th and 14th .
- * House Bill 74 Process.
- * NSAB Meeting November 6th .
- * DWR Outside Involvement Committee Meeting, September 19th and December 19th .
- * Water Quality Standards Triennial Review Hearing, November 19th .
- * Briefing Session with Person County Commissioners, November 18th .

Following the Executive Director's report, it was noted the next Board meeting will be January 15, 2013 in Butner and that this meeting would be the Association's Annual Meeting under the Bylaws. Forrest noted that officer elections will be held at the January Meeting. The meeting was then adjourned.