

UNRBA Board of Directors: *June 19, 2013 Meeting Minutes*

The Board of Directors of the Upper Neuse River Basin Association (UNRBA) met at 9:30 A.M. on Wednesday, June 19, 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
Nancy Alford *	Town of Stem
Rick Flowe **	City of Creedmoor
Barry Baker **	Granville County
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
Randy Stagner *	City of Raleigh
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.
Dan McLawhorn	City of Raleigh Attorney's Office
Paula Murphy **	Person County
Jim Wrenn	Attorney Rep. Granville Co., Person Co., Butner, Creedmoor & SGWASA
Bill McKellar *	Town of Butner
Ellen Reckhow *	Durham County
Brian Jacobson	URS Corporation – NCDOT HSP
Reginald Hicks **	City of Durham
Paul Wiebler	City of Durham
Gerard Seibert	Town of Stem – Planning
Forrest Westall	UNRBA Executive Director
Bill Coleman	City of Creedmoor
Jimmy Minor *	City of Creedmoor
Nancy Wood	Durham County Environmental Health
Steve Bristow	Wake County
Tom Jones	NCDA & Soil & Water Conservation
Levonda Jackson	Observer
Ken Reckhow	Duke University
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. The meeting minutes from May 15, 2013 was presented for approval. Melinda Clark made the motion to approve the minutes, seconded by Lindsay Mize, and the minutes were approved was approved by the Board.

Update on the DENR Funding for Nutrient Credit Development -

Forrest briefed the Board on the \$50,000 DENR funding for the Nutrient Credit Tool Development. A contract

is currently being negotiated with the DENR attorney. Jim Wrenn has assisted in the negotiations and noted the UNRBA must obtain general liability insurance as a condition of the contract (one quote has been received, \$500). Jim also noted that the UNRBA should consider acquiring professional liability insurance (or Director and officer liability insurance) because official members of the UNRBA (directors and officers) may or may not be covered should an action arise in the course of business conducted by the UNRBA. Following discussion, Mike Gering made a motion to allow the executive Director to spend up to \$2,000 to purchase general liability and director and officer liability insurance, seconded by Ellen Reckhow, and approved by all Board members present.

Nutrient Credit Tools Development – Path Forward Committee (PFC)

Forrest updated the Board on the RFQ submittals received to contract with a firm to develop the nutrient credits necessary for the “tool box”. Two proposals were received, one from CH2M Hill and one from Cardno-ENTRIX partnering with The Center for Watershed Protection (CWP). Eight UNRBA members evaluated the proposals and their ratings were summarized. Kenny Waldroup presented PFC’s recommendation to contract with Cardno - CWP but noted there are several items requiring clarification/refinement in their proposal. The PFC recommended that a sub-committee (**subcommittee members:** Michelle Woolfolk, John Cox, Melinda Clark, Henriette Locklear, Rich Gannon, and Forrest) of the PFC and DENR be authorized to address the issues identified. During the discussion Forrest noted that a final budget (and funding) for this project has not been developed (the only funding at this time is the \$50,000 DENR grant). The project is projected to last approximately two years and would extend over two fiscal years (Fy 2014 & 2015). Following discussion a motion was made by Jimmy Minor to authorize the Nutrient Credit Subcommittee to negotiate with Cardno – CWP to revise their proposal, to negotiate a contract, and report back to the Board at the August 21st meeting, the motion seconded by Randy Stagner, and approved by roll call vote (all members present voted “yes”; Durham County abstained; Wake Forest and Franklin County were not present).

The discussion turned to funding for the nutrient credit tool development, Kenny noted that the City of Durham and Raleigh have been discussing a funding option in which Raleigh would match up to \$50,000 between the two entities if the City of Durham matched with the same amount. He noted a similar offer had been extended to two other members with Raleigh providing a \$50,000 matching limit. This would be a total potential funding of \$300,000 from the UNRBA. Forrest noted jurisdictions may have different needs or requirements from the nutrient tools being developed so individual jurisdictions may prefer to fund specific tools such as transport factors. Several representatives discussed the need to involve all members in this funding approach since the credit and other work products will be developed under a UNRBA contract.

Following discussion it was suggested a subcommittee of the PFC be formed to explore funding options for the nutrient credit development process. It was also pointed out that DWQ will be responsible for approving any the nutrient credits fir use under the Falls Lake Nutrient Reduction Strategy and that the State would make any approved credits could allow the use of approved credits for other nutrient management programs in the state, including the Jordan. The sub-committee was named “Credits Funding Subcommittee” and it would be chaired by Kenny Waldroup. The Board Chair (Pam) requested that all members be contacted and invited to participate in the subcommittee discussions. Forrest noted that at this point that work would proceed to determine how many credits good be defined with the \$50,000 grant.

Status Report on the Monitoring Program Contract – Forrest presented an update on the Monitoring Program Contract. He noted the contract would likely occur in two phases; Developing Plan/Approval (I) and the actual Monitoring Program (II). In Phase I a detailed scope of work will be prepared there is a cost to develop this work plan. The PFC recommended the Board authorize an amendment to the existing contract with Cardno in the amount of \$15,000 (not to exceed) to move this process forward. Following discussion Lindsay Mize made a motion to approve the PFC recommendation, seconded by Barry Baker, and approved by the Board (roll call vote, all voting to approve with Durham County abstaining, Wake Forest and Franklin County not present).

Path Forward Committee Report – Forrest noted the following work by the committee: Model Program Tracking (DWQ Stakeholder Meeting on 6/15/13); finalization of the work products from the current Cardno

contract; nutrient credits RFQ development; and meeting to review response summary on 6/18/13. He also noted is Michelle will resign as Chair of the PFC due to her current workload. Michelle has stated that she may be able to serve as Chair in the future and will continue on the Committee as a member.

Treasurer's Report - Jimmy Clayton presented the Treasurer's Report and the current balance in the checking account is \$154,594.17 and \$113,167.88 in the savings account as of May 22, 2013. Invoices processed since the statement closing totaled \$12,857.29 leaving a checking account balance of \$141,916.88. A projected account balance report indicated there will be a balance of \$129,161.24 in the checking account on June 30, 2013 (based on current contractual commitments). Forrest noted the approved membership dues for FY 2013-14 and those invoices will be mailed on or after July 01, 2013.

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

- * Discussions with DWQ/DENR on Nutrient Credit Funding.
- * Cardno ENTRIX Final Report Schedule.
- * Invoices will be mailed after July 01.
- * Proposed DWQ/EMC Nutrient Criteria Development Plan Comments provided.
- * Attended Model Program DWQ Stakeholder meeting on June 5th.
- * Model Program Presentation to the EMC in July.
- * Path Forward Committee Meetings and Activities.
- * NSAB Meeting June 7, 2013, July 12, 2013.
- * Organizational Changes at DWQ/DENR.
- * Legislative Actions i.e. EMC.
- * Expanding Contract Management Responsibilities
- * UNRBA Board approved Task for Cardno to assist Raleigh with review if its analysis of reallocation of the Falls Lake's Water Quality Pool.

Following this summary, it was noted the next Board meeting will be August 21, 2013 in Butner and the meeting was adjourned. (It should be noted that the August 21st meeting was canceled following the June 19 meeting and the next Board Meeting is scheduled for September 18 in Butner.)