

## UNRBA Board of Directors: *November 16, 2016 Board Minutes*

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The Board of Directors of the Upper Neuse River Basin Association (UNRBA) met at 9:30 A.M. on Wednesday, November 16, 2016 at the Town of Butner's Town Hall. Meeting attendees are listed below.

Name	Affiliation
Pam Hemminger (Chair)	Orange County City of Durham
Terry Hackett	Town of Hillsborough
Ed Mims	Granville County
Del Mims	City of Creedmoor
Jimmy Clayton (Treasurer)	Person County
Barry Baker	Granville County
Tom Davis	Orange County
Michelle Woolfolk	City of Durham
James Bryan	Orange County
Jennifer Fitts	Representing Granville, Person, Butner, & Creedmoor
Don O'Toole	City of Durham
Melissa Hodges	Town of Butner
Sybil Tate	Person County
Carolyn Bachl	City of Raleigh
Jenn Weaver	Town of Hillsborough
Reggie Hicks	City of Durham
David Harris	Durham Soil & Water Conservation
Randy Cahoon-Tingle	City of Creedmoor
Alix Matos	Cardno
Gerald Kamil for Jim Wrenn	Representing Granville Co., Person Co., Butner, Creedmoor & SGWASA
Liz Weisbrot	City of Raleigh
Steve Wall	UNC – Chapel Hill
Matt Van de Bogert	Cardno
Thomas Jackson	City of Creedmoor
Peter Raabe	American River
Jay Sauber	Water Quality Consultant
Forrest Westall	UNRBA Executive Director
Haywood Phthisic	UNRBA, LNBA, & NRCA

### **Welcome and Recognition -**

The Chair, Pam Hemminger , called the meeting of the UNRBA to order, welcomed all attendees, and asked each attendee to introduce themselves.

### **Administrative Items -**

The Board minutes from the September 21, 2016 meeting were presented for approval. A motion was made by Reggie Hicks to approve the minutes as presented, seconded by Randy Cahoon-Tingle, and approved by the Board. The meeting dates for 2017 were then presented to the Board for consideration. Following discussion, Ed Mims made a motion to approve the dates presented, seconded by Jenn Weaver, and approved by the Board. A list of the meeting dates are on the UNRBA website: [UNRBA Meetings](#)

**Action Items -**

*Financial Procedures and Conflict of Interest Policy* – Forrest presented the “Financial Procedures and Conflict of Interest Policy”. The draft policy was reviewed by the Audit Committee (Pam Hemminger, Ellen Reckhow, and Jimmy Clayton) and the legal advisory group (Don O’Toole, Dan McLawhorn, Jim Wrenn, James Bryan, Robert Hornik, Carolyn Bachl and Anne Marie Tosco). The policy documents the process of budgeting, calculating annual membership fees, collection of those fees, processing invoice payment, and other routine financial documentation. This document is part of preparation for an audit. The policy also addresses conflict of interest issues that may arise in the course of UNRBA business. Following discussion, Melissa Hodge made the motion to approve the policy, seconded by Randy Cahoon-Tingle, and approve by roll-call vote (all members present voting yes to approve). The documents may be viewed on the UNRBA website at: [Policy and Procedures Manual](#) .

Forrest noted the records retention policy is still in draft form because the UNRBA was created under state law so the Department of Cultural Resources will provide a schedule to the UNRBA.

Forrest noted that the policy has authority delegated to the Executive Director, and/or his designee. Forrest requested the Board approve Haywood Phthisic as his authorized designee to handle financial transactions under this policy. Following discussion, Ed Mims made a motion to approve as Forrest requested, seconded by Jenn Weaver, and approved by the Board.

Forrest noted that the financial policy requires an audit every three years. Forrest asked authorization to seek proposals from qualified audit firms so an audit may proceed after the close of this fiscal year, after June 30, 2017. Ed Mims made a motion to direct the Executive Director to proceed with requesting proposals in advance of the end of the current fiscal year, seconded by Jenn Weaver, and approved by the Board.

*Officer Nominating Committee* – The annual meeting for the UNRBA will be held in January. Forrest requested the Board appoint a nominating committee to review and make recommendations to the Board of those members who would like to serve as an officer. Reggie Hicks, Carolyn Bachl, Bill McKellar, and Terry Hackett were identified as potential members and they have agreed to serve. Following discussion, Jenn Weaver made a motion to appoint the committee, seconded by Ed Mims, and approved by the Board.

**Status Updates -**

*Nutrient Strategy Evaluation, UNC-CH* – Steve Wall with UNC-CH gave the Board a brief on the Nutrient Strategy Evaluation that he is a part of. He noted Brad Ives who is leading the effort set out by the legislation for the study. The study will first focus on Jordan Lake and, later, on Falls Lake.

*Regulatory and Legislative Update* – Don O’Toole with the City of Durham gave an update to the board on regulatory and legislative action. Don noted a special session may be called in December with intentions of allocating funds to the hurricane disaster. Don reported the League of Municipalities has approved goals for the upcoming legislative session (session beginning January 11<sup>th</sup>). Some of those goals are:

- \* Oppose legislation that interferes with local management or ownership of assets.
- \* To propose legislation eliminating repayment of water & sewer growth related fees (in response to a recent court ruling).
- \* Seek legislation to increase state-level funding for municipal infrastructure.
- \* Support legislation that recognizes management of public utilities is best determined by the local entity.
- \* Support solutions addressing established use impairments in water that are based on current site-specific data and analysis, assign responsibility proportionate to the source, and equitably hold all contributors accountable.

*Nutrient Credit Scope of Work and Project Status* – Alix Matos with Cardno updated the Board on progress

achieved in developing the nutrient credits. Soil Improvement, Biovention Design Variants, Level spreader filter strips, and infiltration devices have passed through Div. of Water Resources' (DWR) approval process and the public comment period ended October 30<sup>th</sup>. The Land Conservation credit was submitted in October to DWR and the Livestock Exclusion should be finalized in late December. There has been no response to the UNRBA's proposed Conservation credit. Illicit discharges credit is awaiting DWR comments and buffer restoration credit comments from DWR are being reviewed.

*Monitoring Program Update* – Matt Van de Bogert with Cardno updated the Board on the FY 2016-17 Monitoring Program. Routine sampling is progressing as planned. The Interim Report for 2016 is finalized and posted on the UNRBA website: [2016 Interim Report](#). Matt reviewed the historic lake water levels as compared to the current year. Matt reviewed the general conclusions from the Sediment Study those being: significant variability in flux estimates among locations; overall projected total sediment ammonia loading release from sediments is similar to total tributary nitrogen load to the lake; and the sediments are a nitrogen reservoir. The final report is being drafted. The Constriction Point Study was continued after Hurricane Matthew (Oct 12 – November 1).

*UNRBA Modeling & Regulatory Update* – Alix Matos with Cardno gave an update on the project including an overview of the stakeholder meeting held in September, noted those that attended, and reviewed comments from the participants. She also noted the Modeling and Regulatory Workgroup had identified 12 watershed models and 15 lake model packages for consideration in the process of selecting models to be used for the UNRBA's Reexamination effort.

**Treasurer's Report** – Jimmy Clayton presented the Treasurer's Report noting that the current balance in the checking account is \$753,026.50 and \$503,514.15 in savings.

**Executive Director Report** – Forrest briefly noted the following activities and items:

- \* Status: DWR 303(d) process and Lake Segmentations of Lake for Use-Support Determinations, Referred to Ass't Secretary.
- \* Potential Meeting with EPA Region IV in December.
- \* UNRBA Programs and Projects, Moving Forward.
- \* EMC WQC meeting and EMC meeting, November 9<sup>th</sup> & 10<sup>th</sup>.
- \* NSAB Meeting, December 2<sup>nd</sup>.
- \* Personnel Committee Review in December.
- \* FY 2018 Budget.

It was noted that the next scheduled Board meeting is January 18, 2016, 9:30 to 12 at Butner Town Hall.

With no other business, the meeting was then adjourned.