

## **UNRBA Board of Directors: *March 18, 2015 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, March 18, 2015 at the Town of Butner's Town Hall. Meeting attendees are listed below.

<b>Name</b>	<b>Affiliation</b>
Pam Hemminger (Chair)	Orange County
Lindsay Mize (Vice Chair)	South Granville Water and Sewer Authority
Jimmy Clayton (Treasurer)	Person County
Terry Hackett	Town of Hillsborough
Carolyn Bachl	City of Raleigh
Gerard Seibert	Town of Stem
Nancy Wood	Durham County
Reggie Hicks	City of Durham
Ellen Reckhow	Durham County
Jessica Gladwin	Town of Butner
Barry Baker	Granville County
Melinda Clark	Wake County
Randy Cahoon	City of Creedmoor
Dan McLawhorn	City of Raleigh
Rick Flowe	City of Creedmoor
Jim Wrenn	Attorney Rep. Granville Co., Person Co., Butner, Creedmoor & SGWASA
Jenn Weaver	Town of Hillsborough
James Bryan	Orange County
Ryan Eaves	Durham County
Sig Hutchinson	Wake County
Michelle Woolfolk	City of Durham
Chris Roberts	Durham County
Neena Nowell	Citizen of Creedmoor
Lauren Elmore	Cardno
Donald Long	Long, Inc.
Forrest Westall	UNRBA Executive Director
Haywood Phthisic	LNBA/NRCA/UNRBA
Alix Matos	Cardno

### **Welcome and Recognition -**

Chair Pam Hemminger called the meeting to order and asked attendees to introduce themselves and share relevant information with the group.

### **Administrative Items -**

The Board minutes from the January 21, 2015 meeting were presented for approval. A motion was made by Ellen Reckhow (with a name correction noted) to approve the minutes, seconded by Sig Hutchinson, and approved by the Board.

**Action Items -**

*Personnel Committee Report and Recommendation* – The Personnel Committee Report Summary was presented to the Board. In Don O’Toole’s absence Dan McLawhorn spoke to the review noting the performance of the executive director was meeting and exceeding the expectation of the Committee and recommended renewal of the contract for an additional 4 years beginning July 1, 2015. It was asked that the contract wording be revised for the “consideration of up to a 5% increase annually”. The new contract would increase from \$154,000 to \$165,300 (first increase in rates since the initial contract was issued in January 2012). Also the UNRBA’s miscellaneous administrative budget was recommended at \$6,000.00 for FY 2016. Following discussion, Ellen Reckhow made a motion to approve the Executive Director’s contract and the administrative UNRBA budget, seconded by Lindsay Mize, and approved by the Board.

*FY 2015-16 Budget Recommendation* – Forrest presented the Budget for the upcoming fiscal year with a base funding level of \$800,000 for the Monitoring Program with a carry forward of \$75,000 from the current year (monitoring fees set at \$725,000), Executive Director Service Budget as recommended by the personnel Committee, the UNRBBA’s administrative budget, and the funds to conduct an audit would come from the contingency fund. Following discussion by the Board, Lindsay Mize made a motion to approve the budget as presented, seconded by Ellen Reckhow, and approved in a roll call vote (all members present voting “yes to approve”).

*Audit options for FY 2015-16* – Forrest presented information to the Board on options for performing audit: Compilation audit, \$5,000 – 8,000; Review audit, \$5,000 – 8,000; Full audit, \$10,000 – 12,000; and a Guided Process with Internal UNRBA Committee (led by CPA), \$3,000 – 4,000. Following discussion, Rick Flowe made a motion to establish an internal committee and perform the audit under the guidance of a certified public accountant, seconded by Jimmy Clayton, and approved by the Board. The following were appointed to serve on the audit committee: Pam Hemminger, Jimmy Clayton, and Ellen Reckhow.

*Subject Matter Expert for Nutrient Credit Development Project (NCDP)* – As part of the NCDP, the subject matter expert previously identified, Dr. Bill Hunt at NC State University, was contacted and a contract negotiated with Dr. Hunt through N. C. State University to review the proposed nutrient credits work products and to provide input on the documents developed to support nutrient credit requests to DWR. The contract amount for this service, as provided by Dr. Hunt, is \$21,041. The Board approved budget for the NCDP is \$20,000. There is \$1,680 not allocated to the project (from member contribution) and it was recommended to approve the contract allocating \$1,041 of the \$1,680 to cover the full amount proposed by Dr. Hunt. Following discussion, Ellen Reckhow made a motion to approve to the additional funds for the agreement, seconded by Sig Hutchinson, and approved by the Board. Secondly, the agreement with N.C. State University was presented for the Board’s consideration. A concern with the “indemnification clause” of the contract is still being negotiated with the assistance of Don O’Toole with the City of Durham. It was reported that agreement is expected on this matter. The recommendation to the Board was to authorize the Chair to execute the contract once this clause is approved and modified. Following discussion Ellen Reckhow made the motion to approve, seconded by Barry Baker, and approved by the Board.

**Status Reports from Ongoing Projects –**

*Nutrient Credit Development Project (NCDP) Status* – Alix Matos with Cardno gave the Board an update on the work on the NCDP. She reviewed the project tasks: Task 1, Credit Development for Priority Measures; and Task 2, Credit Tool Development. N.C. State University (as Subject Water Expert) will review the 10 credit measures under the terms of the agreement and may review 5 other practices should funds become available. The practices will be “batched” to the SME to provide a timely review. Once each practice has been vetted, it will go to Division of Water Resources and the Nutrient Scientific Advisory Board. The formal review process as described by DWR representatives will include a public comment period and review by the Environmental Management Commission. Identification of the UNRBA task 2.1, sub-watershed nutrient credit tracking tool continues and has examined the potential of using the Jordan/Falls tool (JFLSLAT), the Watershed Treatment Model (WTM), Storm-EZ, and Wake County Hybrid, JFLSLAT/Storm-EZ). The Task 2.1 Technical Memorandum is being finalized and will be released shortly.

*Monitoring Program Update* – Lauren Elmore with Cardno gave the Board an update on the Monitoring Program. Data has been received through December, DWR sample collection of lake stations continues, samples were collected at 8 stations during high flow events, enclosures for sampling equipment have been placed, the UNRBA database has been updated, and preparation of the annual report has begun. The winter weather events in February did not allow the collection of some samples that month. Matt Van de Bogert gave the Board an overview of the data portal and demonstrated the current features to view and download data as it is stored on the portal.

**Additional Items and Reports:** Forrest reported the Legal group has discussed revisions that have been proposed to Chapter 160 D, Local Planning and Development Regulation. Dan McLawhorn gave a brief overview of the proposed revisions and possible consequences of some of the revisions. Other items the group has considered are: agricultural credits and Falls Lake Rules; the City of Raleigh's Water Supply Reallocation Request; and the Rules Review Process as related to the Falls Lake Rules.

**Treasurer's Report** – Forrest presented the Treasurer's Report and the current balance in the checking account is \$119,716.27 and \$1,080,223.77 in the savings account as of today.

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

- \* Monitoring Project meeting with Cardno.
- \* NCSU LID/Storm EZ Training, January 29-30.
- \* PFC Meetings, Feb 3 and Mar 3.
- \* DENR's Stakeholder Process for Rules Review.
- \* NCWQA Meeting, Feb 19.
- \* Legal Group Meeting, Jan. 5.
- \* NC Nutrient Criteria Development Plan, Formation of the SAC, and criteria Implementation Committee.
- \* Track DENR/DWR Leadership Changes.
- \* City of Raleigh's WQ Pool Reallocation Modeling Review, Feb 20.
- \* Meeting with Roxboro-Person county Home Builders Asso.
- \* Upcoming Key Monitoring Decisions for FY 2016

The next scheduled Board meeting is May 20, 2015, 9:30 to 12 at Butner Town Hall. With no other business the meeting was then adjourned.