

UNRBA Board of Directors: *January 27, 2016 Board Minutes*

The Board of Directors of the Upper Neuse River Basin Association (UNRBA) met at 9:30 A.M. on Wednesday, January 27, 2016 at the Town of Butner's Town Hall. Meeting attendees are listed below.

Name	Affiliation
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
Ed Mims	Granville County
Jessica Gladwin	Town of Butner
Melinda Clark	Wake County
Randy Cahoon	City of Creedmoor
Dan McLawhorn	City of Raleigh
Jim Wrenn	Attorney Rep. Granville Co., Person Co., Butner, Creedmoor & SGWASA
James Bryan	Orange County
Tom Davis	Orange County
Ann Marie Tosco	Orange County
Michelle Woolfolk	City of Durham
Jillian Johnson	City of Durham
Don O'Toole	City of Durham
Jenn Weaver	City of Raleigh
Nancy McFarlane	City of Raleigh
Sybil Tate	Person County
Drew Cummins	Durham County
Ryan Eaves	Durham County
Reggie Hicks	City of Durham
Michael Orbon	Wake County
Joseph Threadcraft	Wake County
Ellen Reckhow	Durham County
Alix Matos	Cardno
Doug Durbin	Cardno
Rep. Larry Yarbrough	NC General Assembly
Nancy Wood	Durham County
Bill McKellar	Town of Butner
Earl McGee	Orange County
Ernie Anderson	City of Creedmoor
Ben Brown	City of Raleigh
Melissa Hodges	Town of Butner
Jennifer Dean	WakeUp Wake County
George Matthis	River Guardian Foundation
Jay Sauber	Water Quality Consultant
Del Mims	City of Creedmoor
Forrest Westall	UNRBA Executive Director
Haywood Phthisic	LNBA/NRCA/UNRBA

Welcome and Recognition -

The Chair, Pam Hemminger, called the Annual Meeting of the UNRBA to order, welcomed all attendees, and asked each attendee to introduce themselves. New directors were introduced: Jillian Johnson, City of Durham Council Member; Earl McKee, Orange County Commissioner; and Barry Jacobs, Orange County Commission.

Administrative Items -

The Board minutes from the November 18, 2015 meeting were presented for approval. A motion was made by Ellen Reckhow to approve the minutes as presented, seconded by Ed Mims, and approved by the Board.

Annual Officer Elections -

The Chair turned the meeting over to Forrest Westall, Executive Director, to conduct the nomination for Chair. The floor was opened for nominations and Pam Hemminger was nominated by Jimmy Clayton, seconded by Ellen Reckhow. With no other nominees the nominations were closed. The Board voted to approve Pam Hemminger as Chair for 2016. The meeting control was returned to the Chair for the other officer elections.

Nominations were opened for the Vice Chair position. Ed Mims nominated Lindsay Mize for Vice Chair, and seconded by Bill McKellar. With no additional nomination the nominations were closed. The Board voted to approve Lindsay as Vice Chair for 2016.

Nominations were opened for the Treasurer position. Del Mims nominated Jimmy Clayton for Treasurer, and seconded by Ellen Reckhow. With no additional nominations the nominations were closed. The Board voted to approve Jimmy as Treasurer for 2016.

Nominations were opened for the Secretary position. Ed Mims nominated Sig Hutchinson for Secretary, and seconded. With no additional nomination the nominations were closed. The Board voted to approve Sig Secretary for 2016.

Additional Action Items and Program Status Updates-

Personnel Committee Report -

Don O'Toole, Chair of the Committee, reported to the Board on the results of the annual review of the Executive Director (ED) services contract. Don reported that the Committee rated overall leadership and service as outstanding. He did state that the committee is concerned that there is time the executive director is providing in support of the UNRBA, that he is not invoicing to the UNRBA. Don noted that the ED contract limits the annually ED time effort to 1,300 hours. The Committee believed that the UNRBA should correct this situation and recommended an increase the contract hours. The Committee recommended that the total hours for ED effort be increased to 1,365 and that the contract include an additional \$1,000 increase for other support services. This increase would be incorporated into the ED Service Contract beginning FY 2017. An additional recommendation from the committee is that the ED provide additional effort to expand UNRBA's public interface activities, including advocacy and additional outreach. Following Board discussion, Ed Mims made a motion to approve the Personnel Committee's Recommendation, seconded by Ellen Reckhow, and approved by a roll call vote (all members present voted yes to approve).

USA Corp. of Engineer Letter for City of Raleigh's for Additional Water Allocation from Falls Lake –

Forrest presented a draft letter providing UNRBA comments on Raleigh's Water Allocation Request. He described he letter as serving as an indication of the Association's interest in the request and indicating that

there would likely be future comments. Following Board discussion, Ellen Reckhow made a motion to have the Chair execute and submit the comment letter, seconded by Bill McKellar, and approved by the Board. Ellen identified a few minor editing changes she would like to see in the letter and Forrest indicated he would secure those and get those incorporated before submitting the final letter to the Chair for signature.

Monitoring Program Update – Doug Durbin with Cardno reported the Monitoring Program is proceeding smoothly. Doug gave an overview of the program to familiarize new members of the Board and noted all data that has been collected and analyzed through November 2015 has been posted on the monitoring website. Doug also gave an overview of the Special Studies Project that are underway and how these studies will complement the remodeling work coming in the future. The draft annual report will be presented to the Path Forward Committee (PFC) in April. The monitoring data may be accessed at <http://unrba-wqp.cardno.com> {Anyone can access the data, but must create a user ID and password and provide some limited information}.

Nutrient Credit Scope of Work and Project Status – Alix Matos with Cardno updated the Board on progress achieved in developing the nutrient *credits*. The Task 1 budget has approximately \$19,997 (~11 %) remaining) as of Dec. 31st 2015. There were many more meetings with DEQ's Division of Water Resources (DWR) and the Division of Energy, Minerals and Land Resources (DEMLR) than anticipated. Additionally, work with the identified outside Subject Matter Experts (SME) in review of the material developed for the ten practices the project has been working on has required more time than anticipated. The documentation required for five of the target credit practices are now greater than 80% complete with the remaining practices about 50% complete. Work on the Task 2 portion of the project, Credit Calculation Tool, continues.

Forrest noted that due to the additional work not included in the original scope and contract, that \$20,000 of additional funding will be necessary in order to complete work on the Nutrient Credit Development Project. Following Board discussion of this issue, the City of Raleigh offered to fund \$10,000 of that amount and Forrest recommended that the remaining amount be funded from the UNRBA's operating contingency (that balance is currently about \$110,000). The Board expressed concern about the additional funding and the role of the agency relative to this need, and asked the ED to seek funding from DEQ to cover this additional funding. However, it was pointed out that access to additional funds would need to be provided pending any funding by DEQ. Following discussion, Nancy McFarlane made a motion to approve the additional funding with a special assessment to the City of Raleigh for \$10,000 and to authorize the additional \$10,000 from the operating contingency, the motion was seconded by Ed Mims, and was approved by roll call vote (all members present voting to approve).

Treasurer's Report – Jimmy Clayton presented the Treasurer's Report and the current balance in the checking account is \$80,923.27 and \$1,002,082.39 in the savings account as of today.

Recommended Budget and Membership Fees for FY 2016-17 – Forrest presented the recommended membership fees for FY 2016-17. The total budget for administrative costs is \$178,800 (including the revisions to the ED agreement recommended by the Personnel Committee and approved by the Board during this meeting) and the monitoring budget at the previously approved \$800,000 funding level. This would result in a total budget of \$978,800 for FY 2017.

Rules Review Process – Forrest noted that a meeting was held with DWR on January 12th with a follow up on January 18th relaying the UNRBA's position. Forrest noted the Rules were removed from the Environmental Management Commission's (EMC) Water Quality Committee's (WQC) agenda and that there is speculation the Rules Review will not proceed before late 2016.

Falls Lake Status Report – Forrest briefed the Board on efforts to secure additional revisions to DWR's Falls Lake Nutrient Strategy Status Report that was presented to the EMC WQC on January 13. DWR agreed to submit the report as draft and to work with the ED to make revisions addressing the Association's comments.

Executive Director Report – Forrest briefly noted the following activity since the November meeting and upcoming events:

- * January 4th , Durham County Commissioner Work Session.
- * January 19th , Person County Commissioner Meeting.
- * Meeting with Representative Yarbrough, January 19th .
- * Presentation to the EMC Water Quality Committee, January 13th .
- * DWR/City of Durham Meeting with DWR regarding Modeling and the Reexamination, January 26th .
- * NC Water Quality Association Meeting, December 10th .

The next scheduled Board meeting is March 16, 2016, 9:30 to 12 at Butner Town Hall.

With no other business, the meeting was adjourned.