

## UNRBA Board of Directors: August 15, 2017 Board Minutes

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The Board of Directors of the Upper Neuse River Basin Association (UNRBA) held a Special Conference Call Meeting at 2:00 P.M. on Tuesday, August 15, 2017 at the Town of Butner's Town Hall. Meeting attendees are listed below.

Name	Affiliation
Sig Hutchinson (Chair)	Wake County
Lindsay Mize (Vice Chair)	South Granville Water and Sewer Authority
Jenn Weaver (Secretary)	Town of Hillsborough
Jimmy Clayton (Treasurer)	Person County
Melissa Hodges	Town of Butner
Barry Baker	Granville County
Michael Orban	Wake County
Earl McKee	Orange County
Kenny Waldroup	City of Raleigh
Reggie Hicks	City of Durham
Ellen Reckhow	Durham County
Ryan Eaves	Durham County
Bob Hornick	Representing Hillsborough, Stem, Creedmoor, & Roxboro
Terry Hackett	Town of Hillsborough
Forrest Westall	UNRBA
Haywood Phthisic	UNRBA

### Welcome and Recognition -

The Chair, Sig Hutchinson, called the Special Meeting of the UNRBA to order, welcomed all attendees, and asked each attendee to introduce themselves. He asked if any of the Board Directors had any conflict or potential conflict of interest issues related to the agenda item. Ellen Reckhow recused herself from the issue under consideration. The Chair called the roll and 10 of 14 members were present for a quorum.

The purpose of the meeting is for the Board to consider the Path Forward Committee's recommendation to contract Brown and Caldwell as the Modeling & Regulatory Support (MRS) Service Provider.

### Action Item –

Forrest reviewed the interview results noting proposals were received from Hazen & Sawyer/LimnoTech team and Brown & Caldwell/Dynamic Solutions/Systech Water Resources team and reviewed each firm's presentation, strength and weakness of their proposals, and each team's proposed staff. Forrest noted the the MRS Workgroup recommended to the PFC the Brown and Caldwell led team, and that this team should be asked to develop and offer a Scope of Work and draft contract for the ongoing MRS work of the UNRBA. The Path Forward Committee unanimously supported the Workgroup recommendation at its July 26<sup>th</sup> meeting. Forrest recommended to the Board to accept this recommendation and that the Board authorize moving forward with the development of a scope of work and contract with Brown & Caldwell that would include the following provisions:

- Given that this firm may also conduct current and future business with individual members of the UNRBA, the final contract includes a provision requiring ongoing full disclosure of any

potential conflicts of interests in order to maintain the UNRBA’s commitment to transparency of all interactions.

- The final contract includes specific provisions to allow the Association to “reopen” the contract if there is a change in key team members during the project.
- As done previously, the contracts issued will be done on an annual basis. The recommendation to hire Brown and Caldwell for the MRS services is one for the duration of the project. However, it is prudent to condition this service on the basis of an annual contract agreement, scope of work and budget.

Following discussion, Lindsay Mize made a motion to accept the recommendation as presented, seconded by Kenny Waldroup, and approved by a roll call vote with all voting yes.

With no other business, the meeting was then adjourned.

Approved