

## UNRBA Board of Directors: *Draft November 14, 2018 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, September 19, 2018 at the Town of Butner's Town Hall. Meeting attendees are listed below.

Name	Affiliation
Sig Hutchinson (Chair)	Wake County
Jimmy Clayton (Vice Chair)	Person County
Ryan Eaves (Treasurer)	Durham County
Michelle Woolfolk	City of Durham
Carolyn Bachl	City of Raleigh
Barry Baker	Granville County
Terry Hackett	Town of Hillsborough
Sybil Tate	Person County
Jessica Galdwin	Town of Butner
Bill McKellar	Town of Butner
Gerry Koinis	Representing Granville Co., Person Co., Butner, Creedmoor & SGWASA
Michael S. Frangos	City of Creedmoor
Reggie Hicks	City of Durham
David Harris	Durham Soil & Water Conservation
Mike Dupree	City of Durham
Tom Davis	Orange County
Don O'Toole	City of Durham
Jerry Ayscue	SGWASA
Peter Rabbe	American Rivers
Bob Hornik	Hillsborough, Stem, & Creedmoor
Amy Shahar	HDR
Jenn Tavantzis	Representing Granville Co., Person Co., Stem, Butner, & Creedmoor
Katie Cromwell	Representing Granville Co., Person Co., Stem, Butner, & Creedmoor
James Bryan	Orange County
Alix Matos	Brown & Caldwell
Forrest Westall	UNRBA
Haywood Phthisic	UNRBA

### **Welcome and Recognition -**

The Chair, Sig Hutchinson, called the meeting of the UNRBA to order, welcomed all attendees, and asked each attendee to introduce themselves. The Chair asked if any of the Board Directors had any conflict of interest issues with any agenda items and no conflicts were identified. The Chair called the roll and 8 of 14 members were present for a quorum.

### **Action Items -**

*Approval of Minutes from September 19, 2018 Board Meeting* - The Chair asked the Board if there were any edits or corrections to the minutes. Being none, Bill McKellar made a motion to approve the minutes as presented, seconded by Reginald Hicks, and approved by the Board.

*Treasurer's Report* – Ryan Eaves presented the Treasurer's Report for the period ending October 23, 2018. The checking account balance less invoices in process is \$708,661.23 and the savings account balance is \$506,901.14. Carolyn Bachl made the motion to approve the Treasurer's Report as presented, seconded by Reginald Hicks, and approved by the Board.

*Officer Nomination Committee* - Forrest requested the Board appoint the Officer Nominating Committee for 2019. Bill McKellar, Carolyn Bachl, and Terry Hackett have agreed to serve on the committee. Being no other volunteers for the committee, Barry Baker made the motion to approve those three to the committee, seconded by Ryan Eaves, and approved by the Board.

*Board Meeting Dates for 2019* – Forrest presented the proposed meeting dates for 2019 for the Board and the Path Forward Committee. Following discussion, Bill McKellar made the motion to approve the dates and authoring the Executive Director to adjust those dates where conflicts may appear, seconded by Terry Hackett, and approved by the Board. The meeting dates may be viewed by clicking this link: [UNRBA 2019 Meeting Dates](#).

*Authorization for Electronic Funds Transfer (EFT)*: Forrest reported that a request was received from a member that is changing the way they process accounts payable. They will no longer issue checks and will pay invoices by electronic funds transfer. This requires the Board to authorize submitting banking information to that member to receive payments. Following discussion, Reginald Hicks made the motion to authorize staff to submit the requested information to UNRBA members, as requested, so payments can be made to the UNRBA, seconded by Ryan Eaves, and approved by the Board.

*Draft DEQ/UNRBA Memorandum of Agreement* – Don O'Toole reported to the Board that progress has been made in preparing a discussion draft of a Memorandum of Agreement (MOA) between DEQ and the UNRBA. This agreement will establish guidelines for the information submitted by the UNRBA under the reexamination provision of the Falls Rules and provide details on how the UNRBA and DEQ will collaboratively work within this process. Don requested the Board authorize the Legal Group to proceed with developing of this document with DEQ, with the understanding that the PFC and Modeling and Regulatory Support Workgroup will provide support and guidance and that any final document would require approval by the Board. Following discussion, Bill McKellar made the motion to authorize continued work on the MOA. Motion was seconded by Terry Hackett and approved by the Board.

*Draft Communications Plan Work Products Presentation* – Amy Shahar with HDR, Inc. (Communications Support Project Manager) presented the work products that included infographics, fast facts, and website improvements (separate from current technical website). To view the information presented at the meeting please see: [Communications Draft Work Products](#) . Considerable discussion followed presentation of the draft work products. Board Members emphasized the need to provide prominent and clear statements up front in the documents that reflected the importance of the work of the UNRBA and how this work helps the member governments of the Association. Several suggestions were made, and Forrest stated that the requested changes would be made and circulated before the products were finalized.

Following discussion, Barry Baker made a motion to approve moving forward with the work products with the suggested improvements, seconded by Bill McKellar, and approved by the Board.

**Information Items -**

*DWR's Status Report* – Forrest gave a brief report on DWR's work based on information provided by John Huisman. The Model Program is still under development and DWR plans to present to EMC in mid-2019. Work continues on several pending nutrient management practice credits. The time frame for approval of these documents is mid 2019 (approval from EMC). For more information please review the presentation slides in the meeting presentation at: [November 14 2018 Meeting Presentation](#). Forrest pointed out that the Model Program has been delayed several times and that considerable work remained to develop concurrence with the jurisdictions. He noted that the UNRBA has consistently communicated to DWR that the

jurisdictional loads and the final Model Program must have support from the local governments in the watershed before they can move forward. The jurisdictional loads for Stage I and the Model Program will commit the UNRBA members to significant action and the Association has made it clear that these requirements must be feasible, fair and equitable.

*Prospective UNRBA FY 2019/20 Budget and Membership Fees* – Forrest presented the prospective Budget and Membership fees for FY 2019/20 to the Board. No program increases are proposed at this time; however, the Personnel Committee hasn't met yet and there could be some minor adjustments made in the prospective Budget when it is presented for approval. The water usage and jurisdictional acreage must be updated also.

*Modeling and Regulatory Support and Monitoring Programs Update* – Alix Matos with Brown & Caldwell updated the board on work in both programs. The Monitoring Program has collected approximately 50 months of data through this October and the transitional monitoring program began in November. Alix noted the MRS (Modeling and Regulatory Support) Workgroup held the 3<sup>rd</sup> stakeholder meeting in October. For more information please review the presentation at: [MRS and Monitoring Update](#)

*Executive Director Report* – For the list of executive director report items click on this link:

[Executive Director's Report](#)

It was noted that the next scheduled Board meeting will be January 16, 2019. This meeting will be the UNRBA's Annual Meeting under the Bylaws and 2019 Officer Elections will be held. With no other business, the meeting was adjourned.