

UNRBA Board of Directors January 16, 2008 Meeting Summary

Prepared January 17, 2008

UNRBA mission: To preserve and protect the water quality in the Upper Neuse River Basin through innovative, cost effective, and environmentally sound strategies and to create a coalition of local governments and stakeholders in a water resources partnership.

The next meeting of the UNRBA Board of Directors will be Wednesday, March 19, 2008 at the Bennett Pointe Grill in Durham off US-70 at 11:30 am.

Introductions and Meeting Objectives

The Board of Directors of the Upper Neuse River Basin Association (UNRBA) held a lunch meeting at 11:30 A.M. on Wednesday, January 16, 2008 at the Pergamon Restaurant in Creedmoor.

Becky Heron, UNRBA Chair, expressed gratitude to Stem Mayor Jack Day and Mayor Pro-Tem Ellen Wilkins for hosting the meeting. Mayor Day offered a brief welcome on behalf of the Town of Stem.

Meeting attendees are listed below (* denotes UNRBA Director or Alternate Director).

Name	Organization	Contact
Tom McGee*	Town of Butner	Tom.mcgee@ncmail.net
Tim Karan*	City of Creedmoor	tkaran@cityofcreedmoor.org
Cora Cole-McFadden*	City of Durham	cora.cole-mcfadden@durhamnc.gov
Dale Crisp*	City of Raleigh	Dale.crisp@ci.raleigh.nc.us
Nancy Newell	City of Durham Water Mgmt.	Nancy.Newell@durhamnc.gov
Becky Heron*	Durham County	beckymheron@nc.rr.com
Max Rogers	Franklin County Planning	mrogers@franklincountync.us
Barry Baker*	Granville County	Barry.baker@granvillecounty.org
Moses Carey*	Orange County	Mcarey5@nc.rr.com
Jimmy Clayton*	Person County	jimmyb31@juno.com
Vivian Jones*	Town of Wake Forest	mayor@wakeforestnc.gov
Jack Day*	Town of Stem	jackielday@aol.com
Ellen Wilkins*	Town of Stem	rejwilkins@aol.com
Lindsay Mize*	SGWASA	sgwasa@granvillecounty.org
Robert Rosenthal*	Soil & Water Conservation	rosenthal@mindspring.com
Kenn Gardner*	Wake County	citizens4kenn@earthlink.net
Margaret Stinnett*	Town of Wake Forest	mstinnett@wakeforestnc.gov
Tom Stevens*	Town of Hillsborough	Tom.stevens@hillsboroughnc.org
Shelby Powell	Kerr-Tar COG	spowell@kerrtarcog.org
Sarah Bruce	UNRBA	sbruce@tjcog.org

Meeting agenda:

- Announcements
- 2008 Mid-Year Budget Summary
- Fiscal Year 2009 Budget
- 2009 Dues
- UNRBA Project Status Update
- Other Business

Announcements

Vivian Jones announced that Town Commissioner Margaret Stinnett would be the new Director on the Board from Wake Forest. Becky Heron announced two additional Board members: Tim Karan from City of Creedmoor and Nancy McFarlane from City of Raleigh.

Becky Heron announced the **next Board meeting will be held on Wednesday, March 19, 2008 at 11:30 hosted by Durham County at the Bennett Pointe Grill in Durham off US-70.**

Sarah Bruce distributed an informational flyer regarding the Neuse River Foundation's "Muddy Water Watch" program to educate citizens about sediment control so they could recognize and report violations and poor practices in local construction projects (information the Board requested at the last meeting).

Sarah Bruce announced the addition of a staff member, Heather Saunders. Ms. Saunders is staffing the Lick Creek Watershed Restoration Plan project, and was attending a stakeholder meeting for that project that prevented her from attending the Board meeting. She will be assuming responsibility for the UNRBA Technical Advisory Committee (TAC) and some of the ongoing implementation planning work. Sarah clarified that Ms. Saunders' starting salary is \$39,206, as the Board had requested that information during the last meeting.

Sarah inquired as to whether the Board members were receiving the newsletter via local channels. Most members were receiving the newsletter, with a couple of exceptions. Sarah agreed to follow up on those jurisdictions to make sure the point of contact was distributing the newsletter appropriately. Mayor Stevens suggested forming a listserv or using other technology so stakeholders could sign up to receive the newsletter rather than rely on an email chain.

Sarah agreed to follow up with Mayor Stevens regarding his ideas on distribution mechanisms. Becky Heron stated that it is very important for Board members to receive and read the newsletters in order to keep abreast of current issues. Board members expressed appreciation to Sarah for preparing and sending the newsletter.

2008 Mid-Year Budget Update

Sarah distributed a spreadsheet outlining the current revenue and expenditure numbers for the UNRBA. She stated that the year had been spent re-building staff capacity and dues had been used to leverage a number of projects thus far. A little over half of the contractual funding is left for the contracted projects, which is right on target for this time of year. Staff are awaiting the outcomes from the Nutrient Management Study (NMS) to move forward further with implementation planning. At the beginning of the year, the contingency fund had about \$38,000; at the end of the year, Sarah projects a contingency of about \$50,000. This is on target with the Board's desires. Commissioner Gardner and Mayor Jones expressed concerns that the contractual efforts are taking effort away from other UNRBA activities.

A brief discussion regarding the Low Impact Design (LID) manual ensued. Hopefully the manual will be complete between August and December 2008. If members desire staff training on LID, Sarah includes opportunities in the newsletters. Kenn Gardner stated that the UNRBA needs to make the LID manual a top priority for completion so it can get out in the community and be used; other Board members agreed. **Sarah agreed to update the board on the progress of the LID manual, as well as the SET update and the Triangle Development awards, at the next meeting. Sarah further agreed to get in contact with Nancy Newell to get on the Durham Council agenda to make a presentation regarding LID.**

Draft FY09 Budget

Sarah reminded the Board that dues increased last year in order to maintain the contingency fund at \$50,000. Jimmy Clayton requested that Sarah provide him with the figures for Roxboro's dues. **Sarah will provide those numbers and follow up with Jimmy Clayton regarding Roxboro's membership.**

Sarah reviewed other projects in the draft FY09 budget, including the Knap of Reeds plan that UNRBA is proposing for Section 319 funding from DWQ. Sarah is speaking to stakeholder governments about this potential project in the coming weeks.

Sarah reminded the Board that a special assessment had been taken last year to help fund a Falls Lake Nutrient Management Strategy (NMS) stakeholder process. Administration of these funds and the DENR \$15,000 are to be transferred to the Triangle J COG, which is to be the impartial facilitator of the stakeholder process. UNRBA will track its own \$9,000 match that we committed to the process for Executive Director staff time. The stakeholder process has been pushed back to August 2008 at the earliest. Lindsay Mize suggested that Sarah check with DWQ concerning the validity of the funding agreement for the stakeholder process since a new fiscal year will begin before the process starts. **Sarah agreed to look into that issue.**

Sarah spoke briefly about the NMS and its potential impacts on the local governments. She stated that implementation plans to meet targets for sediment and nutrients would be required of the local governments, and that most UNRBA members did not currently have in-house capacity to handle this work. Sarah asked the membership if they felt that UNRBA should be able to offer support. The membership generally agreed that this would be an appropriate role.

Sarah stated that increased resources would be needed if UNRBA were to offer NMS implementation planning assistance to particular local governments, and that someone with a modeling background would be needed. Sarah will discuss this issue further with the Executive Committee, including the timing of hiring additional staff to coincide with NMS requirements.

DRAFT FY09 Dues

Sarah distributed a handout showing potential dues figures, noting that figures may change

Funding Factor	BASIC PARTICIPATION RATE 10.0%		WATER DEMANDS 50.0%			JURISDICTION'S LAND AREA IN UPPER NEUSE RIVER BASIN 40.0%			JURISDICTIONAL COSTS	
	Share of Funding:	\$12,258	Share of Funding:	\$61,290	Share of Funding:	\$49,032				
	Jurisdiction's % Share	Jurisdiction's Sub-Share of Cost	Local Government-Owned Water System Cal. Year 2007 Average Raw Water Demands (MGD)*	Proportionate Share of Demands and Costs	Jurisdiction's Sub-Share of Cost	Jurisdiction's Acreage Within Watershed	Proportionate Share of Watershed Acreage	Jurisdiction's Sub-Share of Cost	Jurisdiction's Total Dues	% of Total Dues
Town of Butler	7.14%	\$876	N/A			16,000	3.11%	\$1,527	\$2,403	1.96%
City of Creedmoor	7.14%	\$876	N/A			1,310	0.26%	\$125	\$1,001	0.82%
City of Durham	7.14%	\$876	24.29	30.66%	\$18,790	16,890	3.29%	\$1,612	\$21,278	17.36%
Durham County	7.14%	\$876	N/A			131,600	25.62%	\$12,562	\$13,437	10.96%
Franklin County	7.14%	\$876	N/A			5,315	1.03%	\$507	\$1,383	1.13%
Granville County	7.14%	\$876	N/A			68,575	13.35%	\$6,546	\$7,421	6.05%
Town of Hillsborough	7.14%	\$876	1.28	1.62%	\$990	1,290	0.25%	\$123	\$1,999	1.62%
Orange County	7.14%	\$876	N/A			125,950	24.52%	\$12,022	\$12,898	10.52%
Person County	7.14%	\$876	N/A			82,015	15.97%	\$7,829	\$8,704	7.10%
City of Raleigh	7.14%	\$876	50.99	64.36%	\$39,444	95	0.02%	\$9	\$40,329	32.90%
SGWASA	7.14%	\$876	2.67	3.37%	\$2,065	75	0.01%	\$7	\$2,948	2.41%
S & W Districts**	N/A		N/A			N/A			\$0	0.00%
Town of Stem	7.14%	\$876	N/A			510	0.10%	\$49	\$924	0.75%
Wake County	7.14%	\$876	N/A			64,030	12.47%	\$6,112	\$6,987	5.70%
Town of Wake Forest	7.14%	\$876	N/A			20	0.00%	\$2	\$877	0.72%
TOTAL:	100%	\$12,258	79.23	100%	\$61,290	513,675	100%	\$49,032	\$122,580	100%

slightly before the final invoices were mailed out.

Some discussion surrounding the incorporation of Butner occurred.

The Board directed Sarah to invite the Orange-Alamance Water System to join the UNRBA as a dues-paying member.

Final dues numbers will be presented to the Board at their March meeting for official approval and use, but the figures discussed should be close enough for local governments to use in budget estimates. If anything, dues would decrease with new members that may join.

Project Updates

Sarah briefly discussed the Knap of Reeds Creek study about to get underway in Granville County. Other projects were discussed throughout the budgetary discussions.

Other Business

Tom McGee announced that this would be his last meeting with the UNRBA. The Town of Butner has hired a full-time Manager who will likely be taking Tom's place on the Board. Other Board members offered Tom congratulations on his retirement.

Becky Heron again reminded Board members of the next meeting on March 19 to be hosted by Durham County at the Bennett Pointe Grill in Durham off US-70.