

# ***Piedmont Conservation Council Executive Board***

## **Meeting Minutes November 9, 2010**

**Members Present:** Bill Alston Chairman; Alex Alston, Vice-Chairman; Rudy Langley, Treasurer; Eddie Culberson, Secretary; Hazel Puckett; Hester Vernon; Frank Green; Julie Elmore, PCC Coordinator and Carol Melton, Administrative Assistant.

**Members Absent:** Talmage Layton.

### **I. Call to order**

Chairman Bill Alston called to order the regular meeting of the Executive Board at 6:00 p.m. on November 9<sup>th</sup>, 2010 in Burlington, North Carolina.

### **II. Approval of October 5, 2010 minutes**

Bill entertained discussion or a motion to approve the 10-5-2010 minutes as presented.

**MOTION:** Eddie motioned to approve the minutes, seconded by Hester.

**VOTE:** Unanimously approved.

### **III. Authorization to Obligate**

Julie reviewed awards from Clean Water Management Trust Fund for two projects:

1. Alamance Community College Stormwater Project CWMTF#2008-1028 GA11018. To finance an innovative stormwater project for the improvement of water quality.
2. Orange County C.W. Stanford Middle School Stormwater Treatment & Reuse Application #2010-722. To protect and restore surface water quality.

Chairman Alston entertained discussion and motion for board approval/acceptance of the projects and, authorize notice to proceed by these board meeting minutes.

**MOTION:** Eddie Culberson motioned approval and authorization to proceed on the Alamance Community College Stormwater Project CWMTF#2008-102 GA11018; and, the Orange Schools Stormwater Treatment & Reuse project Application # 2010-722. Motion was seconded by Hester Vernon.

**VOTE:** Unanimously approved.

The board authorized the administrative assistant to convey this information in the predisbursement package to the appropriate Clean Water Management Trust Fund contact.

Chairman Alston had to leave for a family matter.

### **IV. Financials**

- a) Financial Review- Julie talked about streamlining the business operations for the council and described a new format, a better user friendly type of financial reports showing disbursements listed by individual projects/grants. Three reports (spreadsheets) were developed to show: (1)Checks Written & Reimbursements Received (deposits into checking account)for Council operations and for individual projects/grants; (2) County Appropriations-Dues; (3)PCC Acct for Administration Income/Cost of doing Business Ins & Outs.
- b) Financial Reports- The board discussed the three reports and made suggestions to coordinate color coding between the reports. (The individual deposit spreadsheet was accidentally omitted and will be prepared for the next meeting for board review.) The board asked about Report #3 (PCC Acct for Administration Income/Cost of doing Business Ins & Outs) of why there were zero amounts for CWMTF projects. Julie explained that CWMTF does not pay for any costs associated with the business operations. However, she was able to leverage the funds to hire a project manager with the Alamance Community College Stormwater project. She noted the CWMTF requirements for justifying a project manager's billable time is complicated.

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- c) Check writing discussion- In following streamlining the way PCC operates, Rudy asked the board to consider having the administrative assistant to write the checks for PCC instead of paying a bookkeeper \$100 per month. Eddie explained how Durham handles check writing by the administrative assistant with a signature stamp. Rudy said the checks would continue to have two signatures and would continue to be approved by the council before the check would be written. Adhering to the policy of receiving grant reimbursements prior to paying for services. It would simplify the current process of the bookkeeper getting the pay request from PCC administrative assistant, writing the check, waiting for two PCC members to sign the checks before the checks were mailed. Rudy reported that he had spoken to the bookkeeper about this process and there were no problems associated with handling check writing by the administrative assistant. The council has recently joined on-line banking to be able to see when electronic automatic deposits from grant agencies. Rudy said he would have the stamp made and have the bank setup signatures by the December meeting.

**MOTION:** Eddie made a motion for the administrative assistant to handle the check writing for PCC. Seconded by Frank.

**VOTE:** Unanimously approved.

- d) Approval of Invoices- Invoices were presented for approval for payment as:
  - Beehive Insurance Company- PCC annual board members liability \$455.00.
  - Reavis & Parrish CPA, Financial Report \$1660.00
  - Reavis & Parrish CPA, September Check writing services \$100.00
  - NC Trees – Grant for 2010 Summer Youth Env. Services Project \$4500.00.

**MOTION:** Rudy made a motion to approve and pay invoices as listed. Seconded by Hazel.

**VOTE:** Unanimously approved.

**V. Project Updates**

- a) New spreadsheet – projects status. Julie reviewed the ongoing projects noting the status of the projects and the funding tracking items that shows the funding source, total award, paid invoices, pending invoices, contract amount remaining and administrative funding and costs. Alex suggested the color coding should match the financial spreadsheet color codes for individual projects. Eddie asked to add a column to show the project manager on the Clean Water Management Trust Fund projects.

**VI. Pending Projects**

- a) Interviews for Event Planner- Julie reported the interviews for the event planner would be held November 17<sup>th</sup> at Wentworth Agricultural Center and invited board members to attend. Interviewees have been asked to describe a mock event as a part of their presentation/interview. Members were asked to review the “Marketing Event Coordinator” Applicant Evaluation Form and provide comments.
- b) Lassiter Mill new project-Julie reviewed the information received from Lynnette Batt of American Rivers at the October 21, 2010 PCC meeting concerning Engineering Design for Dam Removal at Lassiter Mill. The project is to develop a full engineering design for the removal of the Lassiter Mill Dam on the Uwharrie River in Randolph County, NC. The landowner has been contacted and has written a letter expressing their interest in this project, and desire to have the dam removed to restore the river. PCC is needed to serve as applicant to the American Rivers-National Oceanic and Atmospheric Administration (NOAA) Community based Restoration Program to secure funds for the project (engineering design only). Construction of the project (dam removal) would not occur until after the full engineering design and all permitting is completed.

The removal of the Lassiter Mill Dam would provide substantial ecological benefits for the Uwharrie River system, including fish passage for migratory fish such as American shad, American eel, and others; improved connectivity of native fish, mussels, and other aquatic species; improved water quality through improved levels of dissolved oxygen; improved connection of the river and floodplain below the dam; restored natural hydrologic regime of the river; and restored natural sediment transport regime of the river.

This project supports the draft Yadkin-Pee Dee Diadromous Fish Passage Agreement, developed as part of the FERC relicensing process for Progress Energy’s Blewett Falls and Tillery hydropower projects. In this agreement, Progress Energy will trap between 17,000 and 20,000 American shad below Blewett Falls during their spring spawning migration, then haul and release them above Lake Tillery into the Pee Dee River starting in 2013. The Uwharrie River is the only tributary to the Pee Dee

109 in this reach that is large enough to support American shad spawning. The removal of the Lassiter Mill  
 110 Dam would add approximately 15 miles of main stem river habitat and 174 additional miles of perennial  
 111 stream habitat, which would support both adult American shad spawning and juvenile development.  
 112 Julie explained that PCC would serve as applicant for this project to the *American Rivers-NOAA*  
 113 Restoration grant. *American Rivers* staff will assist in writing the application if the project is selected for  
 114 funding, PCC would be the recipient of the financial award. Some allocation of the award would be  
 115 made for PCC to cover administrative costs. Contracting with the engineering consultant would be  
 116 done through PCC via a third party agreement. There could also be opportunities for partnerships with  
 117 US Fish and Wildlife Service, NC Wildlife Resources Commission, Randolph County Historic Landmark  
 118 Preservation Commission. The estimated budget for this engineering phase is between \$30K and  
 119 \$40K for this project. American Rivers has a successful history in over 250 dam removal projects  
 120 nationwide and have experienced personnel currently managing a dam removal project in Goldsboro,  
 121 NC as well as monitoring studies for the Steeles Mill Dam removal. Julie has also worked on the Steeles  
 122 Mill Dam project. Potential project constraints such as sediment management and historic resources  
 123 are issues that will be carefully evaluated throughout the project. Close coordination with permitting  
 124 agencies will be done. *American Rivers* has a master services agreement with then firms for  
 125 contracting engineering services, chosen based on a competitive request for qualifications process.  
 126 There will be a site tour on November 18<sup>th</sup> with Engineers from Maine. Eddie asked if there was any  
 127 liability for PCC. Julie said that the liability is with the land owner.

129 **MOTION:** Rudy made a motion to authorize Julie to proceed with writing the grant. Motion was  
 130 seconded by Eddie.

131 **VOTE:** Unanimously approved.

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- 133 c) Job descriptions for FabLab and Stormwater Project Management Contractor Request for  
 134 proposals. Members were asked to take home the Stormwater Project Management Contractor  
 135 RFP, review and contact Julie with any revisions. Members discussed the FabLab coordinator job  
 136 description. Alex suggested adding a specific number of locations within each Piedmont RC&D  
 137 council that the lab is to go to. Liability issues involved with the project would be handled by the  
 138 coordinator. Julie will also investigate with MIT. Julie noted that preparations of writing a business  
 139 plan would need to start soon to allow time to shop it around for possible sponsorships that would  
 140 cover the transportation costs for the FabLab. American Tobacco has promised FabLab a 1,000  
 141 square foot location.

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143 **MOTION:** Hazel made a motion to authorize proceeding with the FabLab Carolinas Coordinator  
 144 hiring process. Motion seconded by Eddie.

145 **VOTE:** Unanimously approved.

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- 147 d) Criteria for selecting: Quilt Trail applicants-Randolph SWCD; PLF Event Planner. Julie reviewed  
 148 the Piedmont Quilt Trail project located in the Randolph Soil & Water Conservation District. There  
 149 are five 'test applicants' quilt squares being painted by the Guilford Quilt Guild volunteers. The  
 150 squares will be placed on the applicants' barns to promote Agricultural tourism by a website and a  
 151 Quilt Trail visible by a driving tour. Guilford farm owners will receive information about the project  
 152 through the Farm Service Newsletter and be invited to participate. Applications will be due in  
 153 January 2011. A ranking criteria has been developed and the PCC Executive Board was asked to  
 154 review and comment. The Randolph Soil & Water Conservation District Board will use the ranking  
 155 criteria to determine which applicants request will be funded if there are more applicants than the  
 156 grant will provide funding for. Alex expressed concern about parking issues and whether the  
 157 public would enter property and/or if there are building code regulations that might come into play.  
 158 Members discussed the project as being a drive by tour, and that it was not intended to be a get  
 159 out of the vehicle type of tour. Julie suggested Alex to develop revisions to the criteria and send to  
 160 her by email as soon as possible and make a detailed list of his concerns for the board to  
 161 consider.

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163 **MOTION:** Vernon motioned to approve the criteria ranking form. Motion seconded by Frank.

164 **VOTE:** Unanimously approved.

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- 166 e) John R. McAdams contract-Alamance CC Stormwater project  
 167 Julie noted that the John R McAdams proposal for professional services to design the Alamance  
 168 Community College Innovative Stormwater Management Grant associated with the CWMTF  
 169 project with PCC. Members reviewed the proposal and discussed concerns as:
- 170 • Having an attorney review the proposal, possibly Alamance County Attorney, Alamance  
 171 Community College Attorney;
  - 172 • Refer to CWMTF Exhibit A for language that needs to be in contract;
  - 173 • Include a final walkthrough and develop a punch list to be addressed;

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- Have project manager to work with ACC attorney;
  - Contact School of Government-Environmental to see if they would review contract;
  - Durham County has done several satisfactory projects with J.R. McAdams.
- Julie will begin with Eddie’s help in going over Exhibit A of CWMTF grant to see if all items included in the J.R. McAdams Contract.
- f) Wildlife Plans-meet with County Foresters- Alex reported that he would get the subcommittee together and report back at the next meeting.
- g) RAFI grant-Caswell County. Julie reviewed that the deadline for the RAFI application is November 19, 2010, for the Caswell County Wick Applicator equipment for farmers to use to improve their farm efficiency, improve environmental quality of soils, improve amount of chemicals in stormwater runoff, and develop a system for equipment sharing so that more farmers can feel comfortable using equipment before they purchase it. The “Wick” touches the vegetation between the crops directly and applies concentrated herbicide on contact to targeted weeds rather than broadcasting it. This reduction in herbicide and chemicals on fields is better for water quality, the farmer and the community. This system starting with the Wick Applicator and developing into more advance innovative farm tools and technology later will aid the Caswell County Farming Community in farm innovation and diversification. PCC will partner with Caswell County SWCD. Caswell SWCD will teach the users correct and proper usage and maintain the applicator and, be responsible for purchase, delivery, storage, maintenance, scheduling use and training of the Wick Applicator. Farm Bureau has agreed to look into storage on their property in Yanceyville. PCC will manage the grant contracts, invoices and grant reporting. Caswell SWCD would be responsible for signing out equipment. The board discussed storage for the equipment in that it needs to be secure for the herbicide chemicals; does not take away from the farm bureau site; should not cause any liability for Farm Bureau; cost of such storage unit could be upwards of \$20K; the board advised Julie to ask for the \$30k to cover cost of a proper storage unit and to purchase the Wick Applicator.

**MOTION:** Eddie motioned for Julie to proceed with revising RAFI grant request to include a secure storage unit and purchase the equipment as described above. Motion was seconded by Hester.

**VOTE:** Unanimously approved.

Julie asked the board’s pleasure on seeking a grant from Urban Forestry for Caswell Comprehensive Conservation Plan in coordination with seeking a grant from NRCS similar to the recent finished project with Chatham County. NRCS FPP grant applications are due in December and, Urban Forestry grant applications are due in March.

**MOTION:** Eddie motioned to approve submitting applications from both funding sources as described. Motion seconded by Rudy.

**VOTE:** Unanimously approved.

**VII. Adjournment**

Alex Ashton adjourned the meeting at 8:45p.m. Next meeting December 5, 2010.

Minutes submitted by: Carol Melton, PCC Administrative Assistant.