

Piedmont Conservation Council Executive Board

Meeting Minutes

January 4, 2011

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

Members Absent: Bill Alston, Hester Vernon.

1 **I. Call to order**

2 Vice Chairman Alex called to order the regular meeting of the Executive Board at
3 6:15 p.m. on January 4, 2011 in Burlington, North Carolina.

4 **II. Approval of December 7, 2010 minutes**

5 Alex entertained discussion or a motion to approve the 12-7-2010 minutes as
6 presented. Alex noted a change in wording regarding the Guilford FPP Technical
7 Writer contract to read:

8 *"The Board decided to approve the contract with EYDO contingent upon the*
9 *revisions agreed upon by the work group."*
10 ~~*"The board agreed to have Julie compile this task and have Carol send*~~
11 ~~*out by email for a vote."*~~

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13 **MOTION:** Eddie motioned to approve the minutes, Frank seconded the motion to
14 approve with changes.

15 **VOTE:** Unanimously approved.

16 **III. Old Business**

17 Event Planner Contract addendum regarding liability statement and was presented by Alex
18 and members agreed to be added to the Don Freeman Contract.

19 **IV. Items for Approval**

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21 **a) Approval of Invoices-** Invoices were presented for approval for payment as:

- 22 • William Peete, Guilford FPP project \$2785.61 Draft plan recommendations,
- 23 farmland preservation toolbox, data analysis, draft enhanced voluntary Ag
- 24 district ordinance.

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26 **MOTION:** Eddie made a motion to approve invoice as listed and pay upon reimbursement
27 from ADFP. Seconded by Talmage and Frank.

28 **VOTE:** Unanimously approved.

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30 **b) Contracts for approval:**

- 31 1. CW Stanford Middle School-CWMTF (Orange County).
- 32 2. **CW Stanford CWMTF** Authorization to Obligate.

33 **MOTION:** Talmage motioned approval of the CWMTF contract and authorization to obligate
34 the CW Stanford Middle School Stormwater Project. Eddie seconded the motion.

35 **VOTE:** Unanimously approved.
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3. **Kimley-Horn**, CW Stanford Project-Scope of Services Contract. Members discussed the maintenance requirement of the CWMTF grant contract and agreed to have staff request a copy of the school board’s meeting minutes that verified approving the maintenance requirement.

MOTION: Talmage made a motion to approve the Kimley-Horn contract and proceed with the project. Seconded by Hazel.

VOTE: Unanimously approved.

4. **EYDO Contract** – Guilford FPP public outreach. The members discussed the importance of keeping this task on schedule regarding participation from the farming community, ideas for accomplishing developing recommendations for the plan and costs associated with preparing and holding public outreach meetings.

MOTION: Talmage motioned approval of the EYDO contract. Eddie seconded the motion.

VOTE: Unanimously approved.

5. **ECO-Engineering** Alamance CC Stormwater.

MOTION: Eddie motioned approval. Seconded by Hazel.

VOTE: Unanimously approved.

6. **Website Design.** The board reviewed proposals from *One Hero* and *King’s English* as well as the project’s grant schedule and deliverables. Members discussed setting up a subcommittee to design a scope of services; getting input from the full council at the Jan 20th meeting as to what the website should include and look like; staff to ask grantor about extending the time schedule for website design; the website will need to be maintained and have it designed so that staff will be given instruction for this future task.

Piedmont Quilt Trail Summary of Deliverables				
Expense	TIMELINE Development	Unit cost	Number of Units	Budgeted Amounts
Quilt Squares paint & install	By end of Feb, 2011	\$248.20	20	\$4,964.00
Website Design & Maintenance	Jan-Feb, 2011	\$3,000.00	1	\$3,000.00
Brochure/Map	Jan-Feb, 2011	\$3,800.00	1	\$3,800.00

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7. **FabLab Academy Boot Camp.** Julie reported that the training for the FabLab equipment is scheduled for the week of January 10th in Boston. She reviewed that there was funding included in the Z Smith Reynolds grant for this training and asked the board to approve attending this training along with Tushar Mahale. The board discussed logistics and set travel parameters to cap at federal per diem rates for mileage and actual hotel costs according to federal government regulations.

MOTION: Rudy motioned approval, seconded by Eddie.

VOTE: Unanimously approved.

V. **Items for Discussion**

- a. Budget for attorney reviewing contracts. Hazel to contact possible candidate and report back.

VI. **Projects Updates**

Alamance Community College Stormwater project. Julie noted that the design meeting was scheduled for the following week.

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82 **Piedmont Local Foods Event Planner:** Julie noted that the first show was the following
83 Sunday where the Piedmont Local Foods would receive a lot of public promotion.
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85 **FabLab** (nothing further)
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87 **Piedmont Quilt Trail project:** Julie said that we have received four additional
88 applications and the we need to prepare a news article of the project some of the quilt
89 squares already install.
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91 **Caswell County Farmland Protection Plan:** Julie reviewed the grant was submitted
92 December 15th. She had presented the ADFP grant project for 25K coupled with an Urban
93 Forestry grant for another 25K to the Caswell Board of County Commissioners and was
94 given award to proceed on the project. The Caswell BOCC granted in-kind services of
95 staff time and assistance with setting up a farmland advisory board.
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98 **Lassiter Mill dam removal:** Julie reported that the grant was submitted on time and we
99 have not heard back. *(Project description: 62+K for design to be administrated by*
100 *Lynette Batt of American Rivers as presented at the October PCC meeting. PCC is*
101 *needed to serve as applicant to the American Rivers-National Oceanic and Atmospheric*
102 *Administration (NOAA) Community based Restoration Program to secure funds for the*
103 *project (engineering design only). Construction of the project (dam removal) would not*
104 *occur until after the full engineering design and all permitting is completed.)*
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106 **Website** (nothing further)
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108 **RAFI-Wick Applicator** grant application. Julie said that there were 160 applicants for
109 this grant and that PCC was one of the top 60 selected for interviews.
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111 Full Council Meeting January 20m, 2011 at Alamance Community College Board Room
112 at 6:00 p.m. Members suggested possible guest speakers and topics as Strategic Plan,
113 Duke Team; Piedmont Local Foods, Sandra Wesson.

114 **VII. Adjournment**

115 Alex adjourned the meeting at 8:10p.m. Next meeting scheduled for February 1,
116 2011.

117 Minutes submitted by: Carol Melton, PCC Administrative Assistant.
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