

Piedmont Conservation Council, Inc.

FINAL Executive Board Meeting Minutes

June 4, 2013

EB Members Present: Alex Ashton (Chair, Guilford), Rudy Langley (Treasurer, Alamance), Hazel Puckett (Rockingham), Frank Green (Rockingham), Bill Alston (Randolph)

Council Members Present: Bo Rodenbough (Guilford)

Staff Present: Jacob Leech

EB Members Absent: Eddie Culberson (Vice-Chair, Durham), Norton Webster (Chatham), Gail Hughes (Orange), Hester Vernon (Caswell)

- I. **Call to Order & Chairman Comments:** Alex Ashton, Chair
 - a. Alex Ashton began the meeting at 7:15 and announced the presence of a quorum. He thanked Frank and Hazel for providing dinner and for arranging the meeting location in order for the Board to look through the PCC historical files.
- II. **Minutes:** A motion was made to accept the minutes of the May 7, 2013 Executive Board meeting. (M: Langley, 2: Green; unanimously Approved)
- III. **Discussion/ Decision Items**
 - a. **Proposal for Bookkeeping Services:** Amy Parker Cook, CPA submitted a proposal to provide bookkeeping services for PCC at \$65/month, to be revisited at 3 months, with a 1 time fee of \$130 to transition PCC to an accrual based accounting system. After discussion, Rudy motioned to change PCC's accounting method to accrual and accept Amy Parker Cook's proposed services for 1 year. (M: Langley, 2: Puckett; unanimously approved)
 - b. **Proposal for Project Management Services:** Jacob Leech's submitted proposal for a contract extension to continue providing project management services to PCC was reviewed. The proposed extension was for a total of \$15,000 over a 6-month period. Alex noted that the contract may be amended upon award of several pending grant proposals. Bill Alston motioned to accept the proposal. (M: Alston, 2: Green; Unanimously approved)
 - c. **Fiduciary Bond:** Rudy Langley informed the board that Carl Walker Insurance (Utica) can increase the limits of the theft/treasurer's maleficence coverage to \$100,000 at no cost as part of the general liability coverage for PCC. Utica is not competitive with the Directors' and Officers' coverage provided by Beehive. The FY 2014 budget will reflect \$1,238 total cost in the insurance line-item.
 - d. **FY 2014 Budget:** The annual budget for PCC was approved (M: Langley, 2: Alston; unanimously approved) with the modification that all project management expenses be shown in the Part-time Staff/Contract line item.
 - e. **Troy No. 2 Dam Removal:** The board established a subcommittee to assist and approve the development of an RFP or RFQ to design the removal of the Troy Reservoir No. 2 Dam.

- f. **Procurement for Lassiter Mill Dam Removal:** The board stated that Jacob Leech shall use his own discretion in selection of contractors for components of the Lassiter Mill Dam Removal, as it will be necessary to hire on short notice during the construction.
- g. **NC Association of RC&D Councils:** NCARC&DC alerted the councils that they would be meeting with Z. Smith Reynolds to discuss the possibility of the state association applying for operational funding for the councils. The board endorsed this approach as it would not prohibit PCC from applying for project funding.
- h. **Invoices:**
 - The following were approved for payment in full.
 1. **Jacob Leech - \$2,500.00**

IV. Updates

- a. **Durham Green Roof:** EEG payment has been processed. We are still waiting on word about the 2012 EEG proposal for construction funds.
- b. **Chapel Hill High School:** The 319 grant proposal was submitted in May for CHHS project. A 319 grant proposal was discussed through Durham SWCD, but Jacob was in contact with an NC State contact who was working on the proposal and he could not get it completed in time to work out a subagreement between NC State and PCC so he was going to submit through NC State.
- c. **Fab Lab:** Michelle is still working at-risk due to lack of funding for the project and has managed to continue engaging local residents. Durham SWCD is working on getting a meeting/site visit for Fab Lab with county commissioners.
- d. **Caswell Co. Farmland Protection Plan:** A final draft of the plan will be presented to the advisory committee and pending their input will be brought to the county commissioners for adoption in June.
- e. **Ag Landlord Project:** Bo indicated that entering a licensing agreement instead of a lease for property user rights may be appropriate. We should be within our tax exempt purpose through administrating this kind of project. Alex will contact FSA to determine whether individual farmers can use the existing farm's farm number to sell at farmers' markets.

V. **New Business** – No new business.

VI. **Board Comments:** Bill thanked Frank and Hazel again for hosting and providing dinner. Alex mentioned that Janet had offered to use her home to host our July Council meeting if Rudy will cook a pig.

VII. Upcoming events/meetings

- a. Next Full Council meeting is July 18, 2013 at Janet MacFall's house, 6:00-9:00pm.
- b. Next Executive Board Meeting is August 6 at Alamance Community College, 6:30-8:30pm.

VIII. Adjournment

The meeting was adjourned at 8:45 pm.