

Piedmont Conservation Council Executive Board

Meeting Minutes December 7, 2010

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

Guest Present: Barbara Ewing.

Members Absent: Talmage Layton, Hester Vernon.

I. Call to order

Chairman Bill Alston called to order the regular meeting of the Executive Board at 6:15 p.m. on December 7, 2010 in Burlington, North Carolina.

II. Approval of November 7, 2010 minutes

Bill entertained discussion or a motion to approve the 11-9-2010 minutes as presented.

MOTION: Alex motioned to approve the minutes, seconded by Rudy.

VOTE: Unanimously approved.

III. Old Business

Caswell County Wick Applicator grant submittal: Julie reviewed that the project is to provide equipment to assist farmers in the application of pesticide. The location for the building to house this equipment as well as Caswell SWCD's no-till drill equipment was proposed for the landfill property owned by the county. Julie noted that the grant had been submitted to RAFI for the \$28,000.00 as previously suggested by the executive board. This includes \$2800 for administration of the grant.

Rudy reviewed the financial status of check writing services provided by Reavis & Parrish for \$100 per month. Currently all payments are approved by the council contingent upon reimbursement from grantors before the actual checks are written and signed by two executive board members, Frank and Rudy. At the previous board meeting the board discussed and approved for Carol to add this function to the Administrative Assistant duties. Rudy has discussed with Reavis & Parrish and it is an approved business practice. He asked Frank and the board if this would be satisfactory. Everyone agreed to proceed with getting this finalized.

Hazel reported progress towards getting donation for transporting the FabLab from Eden Home Savings & Loan and will give Julie the contact information.

IV. Financials

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

- Stephanie Grant, \$570.00
- Durham Clean Energy, \$3500.00
- Southeastern RC&D dues for council, \$150.00

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

VOTE: Unanimously approved.

b) Julie reported that Stephanie Grant is providing technical writing services on several of PCC's projects that highly exceeds the hourly rate of \$15. Julie has researched several other business hiring rates and proposed that on the next billing the rate be increased to \$25 per hour. The board discussed if funding is available and agreed to increase Stephanie's hourly rate.

MOTION: Eddie motioned to approve the hourly rate of \$25 on the next billing from Stephanie. Seconded by Rudy.

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VOTE: Unanimously approved

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V. Project Updates

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County Appropriations Invoices: Julie reviewed a project report, to be sent along with the county dues letters and invoices that show project listings for each county. Julie asked the board for comments and suggestions. Members looked at the information and had no other suggestions. Carol to mail out the information to appropriate contacts.

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Alamance Community College Stormwater project: Julie reviewed that previously the board had asked for an attorney to review the John R. McAdams-Eco Engineering contract. Richard Whisnant at the UNC School of Government had offered advice that design contracts were fairly straight forward, but scrutiny was advised on construction contracts and noted that the board could proceed with the design phase and it is always a good idea to make a list of risks to the project. Eddie and Alex had reviewed the contract and made some revisions that were accepted by the engineer. Julie will forward a revised contract to Alex and Eddie for final review as soon as possible. Eddie noted that this looked like both a design and construction contract together. Ms. Ewing volunteered to have an attorney review the contract. Julie to contact Mrs. Ewing about this. Everyone thanked Ms. Ewing for this assistance.

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Caswell County Farmland Protection Plan: Julie reviewed the grant proposal was due December 15th. She had presented the ADFP grant project for 25K coupled with an Urban Forestry grant for another 25K to the Caswell BOCC and was given permission/support to proceed on the project. The BOCC granted in-kind services of staff time and assistance with setting up a farmland advisory board.

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Piedmont Local Foods Event Planner: Julie reviewed the project and presented a contract from Don Freeman the applicant selected by the PCC committee. Julie to send out the spreadsheet of events to the board.

Members discussed and agreed to approve the contract upon adding an indemnification clause regarding health liability and for the contractor to ensure that all permits had been acquired. Hazel and Alex to work on revisions and communicate with Julie; and, could be brought back at the January meeting if needed.

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C.W. Stanford School stormwater project: Julie reported receiving the signed Clean Water Management Trust Fund Contract and distributed the document. Members decided to receive the information and vote at the next meeting January 4th.

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Piedmont Quilt Trail project: Julie reported that the application process is ongoing in that interested folks may apply on Randolph County's website, or by mail. The project has been announced in the Farm Service Newsletter, Randolph County electric company newsletter and local newspaper. Part of this project is to setup a website and design a driving tour brochure. Julie is working on talking with the person in Greensboro that did the Dan River brochures. Alex suggested a sub-committee to provide assistance on the website design and brochure design. Julie will get Stephanie to work on this for presentation at the full council meeting in January 21, 2011.

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Lassiter Mill dam removal: Julie reported the grant submittal is due 12/8/2010 for \$65,900 for Design Phase and that phase would be administrated by Lynette Batt of American Rivers as presented at the October PCC meeting. 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. PCC could receive \$4800 administration funds from this project.

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Guilford County FPP Technical Writer contract with EYDO: Julie reviewed that the Guilford County FPP (ADFP grant) project status needs to get going or we could lose the window for important farmer participation. The next step of public meetings needs to move forward. Julie noted that the revisions to include an executive summary and have PCC chairman's signature

99 were done. Alex questioned the payment of 50% upfront could be revised and have a list of
100 deliverables. Ms. Ewing suggested that Julie continue with getting these revisions in place and
101 conduct a special call meeting to get this taken care of. The board decided to approve the contract
102 with EYDO contingent upon the revisions agreed upon by the workghroup.
103 **MOTION:** Alex motioned approval upon revisions as discussed. Seconded by Rudy.
104 **VOTE:** Unanimously approved as noted.

105 **VI. Adjournment**

106 Bill adjourned the meeting at 8:00p.m. Next meeting January 4, 2011.

107 Minutes respectfully submitted by: Carol Melton, PCC Administrative Assistant.

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