

Piedmont Conservation Council, Inc.
DRAFT Executive Board Meeting Minutes
July 5, 2011

Members Present: Alex Ashton, Chairman (Guilford), Eddie Culberson, Vice-Chair (Chatham), Bill Alston (Randolph), Frank Green (Rockingham), Rudy Langley, Treasurer (Alamance), Hazel Puckett, Secretary (Rockingham), Stephanie Grant, Aspen Price

Members Absent: Talmage Layton (Durham)

I. Call to Order & Chairman Comments

Alex Ashton called the meeting to order at 6:43 p.m. on July 5th, 2011 at the May Memorial Library in Burlington.

II. Additions to the Agenda and Agenda Adjustments

- a. No additions made.

III. Approval of Minutes

a. Approval of June 7th, 2011 Executive Board Meeting Minutes

Minutes from the June 7, 2011 meeting were reviewed. Several typos were pointed out.

MOTION: Frank Green made a motion to approve the minutes with the edits that were made. Motion was seconded by Bill Alston.

VOTE: Unanimously approved.

IV. Discussion Items

a. Asheboro Office Clean-out

Stephanie Grant stated that Rudy Langley and Gaye Sharpe are going down to the Asheboro office this Friday June 9, 2011 at 9 am to determine what office items belong to PCC and start moving them into storage.

b. Retreat/Facilitation Options

Alex Ashton said he had talked with contacts at the UNC School of Government about facilitating a strategic planning retreat but has not heard back from them by this meeting. Frank Green noted that it wouldn't make sense to have a retreat if PCC weren't going to continue, and they wouldn't know that until the Full Council meeting. Alex Ashton stated he felt like they were leaning towards PCC continuing, and at this point it was a matter of how they moved forward and in what capacity. Alex Ashton suggested that they bring this discussion to the Full Council meeting, confirm that the Council members want to move forward, and then discuss the retreat schedule.

c. **Project Ideas**

The project ideas were not discussed at this meeting.

d. **County Dues**

Frank Green said he talked with Rockingham County and found that they had cut their \$2,000 dues out of the budget entirely, as they had heard that PCC lost funding and assumed that it was no longer in business. Bill Alston said he had talked with Randolph County and he felt that they would pay between \$500 and \$1,000 in dues in FY12. Eddie Culberson noted that Sandra Weitzel could be a good resource in communicating with the Soil & Water Conservation Districts and educating their counties about how PCC can help them accomplish projects they want to see completed. He also noted that Wake County could become a full member at this point. Culberson added that the Division of Soil & Water has officially gone under the NC Department of Agriculture, and the regional agronomists with the NCDA have a lot of landowner contacts, and may have projects to bring to the table. Hazel Puckett added that they may also know people who would want to be on the board. Culberson offered to invite the regional agronomist and district conservationists to the Full Council meeting, as well as call Dale Threatt-Taylor in Wake County to determine their interest in joining PCC as a full member.

The board discussed the fact that the bylaws were limiting in that it requires members live in the counties they represent; Eddie Culberson suggested allowing members to also represent a county they work in.

MOTION: Bill Alston made a motion that they recommend to the Full Council that PCC accept Wake County as a Full Member County. The motion was seconded by Frank Green.

VOTE: The vote was unanimous.

e. **Annual Plan of Work for FY11-12**

Not discussed at this meeting.

f. **Annual Report for FY10-11**

Not discussed at this meeting.

g. **At Full Council Meeting – renewal choice for members**

Stephanie Grant noted that board terms are only 2 years, and in the past board members haven't been notified of their term expiring, which would give them a chance to leave the Council if they desired. With the changes in PCC's role and the recent drop in meeting attendance, perhaps they should bring up a renewal option at the meeting and start a new term for those who want to stay. Alex Ashton also suggested that they nominate council members for the Executive Board at this meeting, and bring those nominations forward at the Full Council meeting.

It was noted that Caswell and Orange counties needed representatives on the Executive Board. Gail Hughes was suggested for Orange County. Stephanie Grant offered to contact her. Hester Vernon was suggested for Caswell County. Alex Ashton offered to contact him.

h. Old Business – Circle of Diamonds, Accounting

Circle of Diamonds

Aspen Price noted that because it had taken several months to get the other required documents approved for the Circle of Diamonds, at this point they would also need an Annual Plan of Work for FY12, as the current Annual Plan expired with the end of the fiscal year. She added that they had until December to get it submitted; as they had gotten their last Circle of Diamonds approval in January 2011. Alex Ashton stated that he would rather take the time to write a good one, and have the Full Council look over it before discussing it in detail.

Accounting/Bookkeeping

Stephanie Grant discussed the meeting with the bookkeeper, Amy Parker Cook. There were basically two options for bookkeeping going forward. Either PCC could purchase a copy of QuickBooks and have staff trained in how to use it, or they could hire Amy Parker Cook to put in 2-3 hours every quarter to generate the quarterly statements. Each option would cost approximately \$600 total. One of the downsides to purchasing QuickBooks is that PCC doesn't own a computer to load it onto that would stay in the office. Stephanie Grant also noted that with staff turn-over it may not make sense to train them. The board noted that at the last meeting they had approved staff to spend \$600 for training in accounting measures, and having Amy Parker Cook do the bookkeeping could take the place of training.

MOTION: Hazel Puckett made a motion to get a proposal from Amy Parker Cook on what services she would provide and what she would charge. The motion was seconded by Rudy Langley.

VOTE: Unanimously approved.

V. Decision Items

a. Approval of Lassiter Mill Dam Removal Project Contract

Alex Ashton had two comments about the contract. The first, item 12 states that American Rivers assumes no liability for injury or loss if they sued Piedmont Conservation Council, and he felt it should be reciprocal, that they also hold PCC harmless. The second item was regarding insurance, Ashton asked if that was saying PCC was required to have it, or if their contractors would be required to have it. Stephanie Grant replied that the contractors would be required to have it. Alex Ashton noted they could then specify that in the contract with their contractors. Rudy Langley suggested they get a separate waiver from American Rivers for the liability issue. Eddie Culberson asked if PCC was required to get bids, or if they could select a contractor. Stephanie

Grant replied that American Rivers has a pre-approved contractors list, and that they would likely send the bids out to the contractors on that list.

MOTION: Rudy Langley made a motion to approve the contract as submitted. The motion was seconded by Eddie Culberson.

VOTE: Unanimously approved.

b. Consider Contract Options with SJ Grant Consulting, LLC to manage the Lassiter Mill Dam Removal project.

Stephanie Grant explained that she wrote up two options, one for \$4,000 going towards SJ Grant Consulting, LLC, and the second option with \$3,000 going towards SJ Grant Consulting, LLC and \$1,000 of the administration budget going towards Piedmont Conservation Council.

MOTION: Hazel Puckett made a motion to approve the second contract option to pay \$3,000 to SJ Grant Consulting, LCC to manage the Lassiter Mill Dam Removal project. The motion was seconded by Rudy Langley.

VOTE: Unanimously approved.

c. Approval of Kimley-Horn Construction Administration Contract for C.W. Stanford Middle School Stormwater Project

Stephanie clarified that this contract was for Kimley-Horn to oversee the construction project; that the money has always been in the budget but wasn't officially contracted to Kimley-Horn. The money was always expected to be spent on construction administration, and Grant felt that Kimley-Horn was wonderful to work with and would be a good choice for the contract.

MOTION: Rudy Langley made a motion to approve the construction administration contract as submitted. The motion was seconded by Bill Alston.

VOTE: Unanimously approved.

d. Approval of Invoices

Stephanie Grant presented the invoices for approval for payment.

a. EYDO – Guilford Farmland Protection Plan: \$665.65

Alex Ashton explained that the Guilford Farmland Protection Plan was under budget by a couple hundred dollars, and that he had asked EYDO if they would accept \$307.26 in payment rather than the full \$665.65. The director was out of town and he couldn't get an answer by this meeting.

MOTION: Rudy Langley moved to approve that they pay EYDO \$307.26. The motion was seconded by Bill Alston.

VOTE: Unanimously approved.

b. Freedman Associates – Get A Taste of This! Event Planning: \$13,715.33

Alex Ashton gave an update on the Get a Taste of This event. He said approximately 120 people attended, which was less than hoped for. The revenues from the event would not be enough to provide any revenue for PCC.

The board discussed whether they wanted to continue with Don Freedman for the planned events in the fall, or whether they wanted to see if they can use the remaining money for an event that might generate more interest in Piedmont Local Food. Rudy Langley suggested that they continue with the contract they have, and just work to write stronger contracts and request more specific deliverables in future projects. Bill Alston stated that Don Freedman needs to know that PCC is not totally satisfied with what he has provided.

MOTION: Frank Green moved to approve that they pay the Freedman Associates invoice in full. The motion was seconded by Rudy Langley.

VOTE: Unanimously approved.

c. SJ Grant Consulting, LLC - 6/17/11: \$6,709.50

MOTION: Bill Alston made a motion that they approve the above invoice as submitted. The motion was seconded by Frank Green.

VOTE: Unanimously approved.

d. Aspen Price - PCC Admin: \$228.75

e. Kimley-Horn & Associates, Inc. – June 30, 2011: \$1,132.82

f. CyberScribe – PCC Website: \$6,925.00

Aspen Price pointed out that the invoice included the logo fee, which was already paid, so the total left to pay is \$5,950.00. She stated that they came in on the low end of their estimate and were fantastic to work with.

MOTION: Rudy Langley made a motion that they approve the above invoices, with the correction noted on the CyberScribe invoice. The motion was seconded by Bill Alston.

VOTE: Unanimously approved.

g. John R. McAdams Company, Inc. – ACC Stormwater Project: \$9,282.50

h. Dollars & Sense Accounting: \$65.00

MOTION: Rudy Langley made a motion that they approve the above invoices as submitted. The motion was seconded by Eddie Culberson.

VOTE: Unanimously approved.

VI. Projects Update

Fab Labs Carolinas

Eddie Culberson stated he had talked with Tushar Mahale about the Fab Lab and that the mobile unit would be returning to NC for 6-8 months, starting in late July and would be moving around

the state. They were applying for grants with the Community Foundation for a second time for a permanent Fab Lab. He also noted they checked with Drew Nelson twice about submitting timesheets and had not heard anything back from him.

VII. Upcoming Meetings

- a. Next Full Council meeting scheduled for July 21st at Alamance Community College at 6:30 p.m. Come at 5:30 p.m. for a tour of the stormwater project.
- b. Next Executive Board meeting scheduled for August 2nd. Location TBD.

VIII. Adjournment

MOTION: Hazel Puckett made a motion to adjourn the meeting. The motion was seconded by Frank Green.

VOTE: Unanimously approved.

The meeting was adjourned at 8:45 pm.