

MEETING MINUTES

UPPER CAPE FEAR RIVER BASIN ASSOCIATION
BOARD OF DIRECTORS/TECHNICAL ADVISORY COMMITTEE
JOINT MEETING

Remote – Microsoft Teams
July 25, 2023
9:30 AM

NAME	AGENCY	CONTACT INFO
Emily Barrett	TJCOG	ebarrett@tjcog.org
Jesse Day	PTRC	jday@ptrc.org
Tony Bowes	City of Mebane	tbowes@cityofmebane.com
Tonya Mann	City of Graham	tmann@cityofgraham.com
Shelby Smith (Guest)		
Amy Varinoski	City of Greensboro	Amy.Varinoski@greensboro-nc.gov
Ronnie Weed	OWASA	rweed@owasa.org
Sharon Wagoner	City of Burlington	SWagoner@burlingtonnc.gov
Wil Lawson	OWASA	wlawson@owasa.org
Reginald Hicks	City of Durham	Reginald.Hicks@durhamnc.gov
Steve Tedder (Guest)		
Ben Bani	City of Burlington	bbani@burlingtonnc.gov
Elijah Williams	City of Greensboro	Elijah.Williams@greensboro-nc.gov
Ellie Rauh	NC DEQ	Ellie.Rauh@deq.nc.gov
Donald Smith	Town of Cary	donald.smith@carync.gov
Derrick Boone	City of High Point	derrick.boone@highpointnc.gov
Hank Raper	Siler City	hraper@silercity.org
Mark Vander Borgh,	NC DEQ	mark.vanderborgh@deq.nc.gov
Amanda Hill	City of Mebane	achill@cityofmebane.com
Danica Heflin	PTRC	dheflin@ptrc.org
Dennis Hodge	City of Mebane	dhodge@cityofmebane.com
Alicia Goots	City of Greensboro	Alicia.Goots@greensboro-nc.gov
Jonathan Baker	City of Durham	Jonathan.Baker@durhamnc.gov
Martie Groome	City of Greensboro	Martie.Groome@greensboro-nc.gov
Stephanie Brixey	Durham County	sbrixey@dconc.gov
Dawn Molnar	City of High Point	dawn.molnar@highpointnc.gov
Tom Duckwall		
Grace Messinger	PCC	grace@piedmontconservation.org
Larry Durgin	ARAUCO	Larry.Durgin@arauco.com

TAC MEETING

Emily Barrett opened the meeting at 9:30am. Introductions were made. No revisions were recommended to the agenda. TAC quorum was met for this meeting as more than half plus one committee members were present. (The meeting was recorded for the purpose of producing meeting minutes.)

Organizational Report (9:40am– 10:00am)

ORGANIZATIONAL UPDATES

Jesse Day, Piedmont Triad Regional Council (PTRC) shared that the PTRC has a water resource planner vacancy. Currently the main contacts at PTRC for managing the UCFRBA are Jesse Day (Manager) and Danica Heflin (Stormwater Director)

Emily Barrett, Environment & Resilience Director for Triangle J Council of Governments (TJCOG) informed the UCFRBA that TJCOG will be changing their name to Central Pines Regional Council (CPRC) in mid-September. She also notified the group that CPRC will be hiring a Water Resources Planner who will be the main contact and manager for the CPRC once hired.

QA/QC UPDATE

Dawn Molnar (High Point), Alicia Goots (Greensboro) and Amanda Hill (Mebane) discussed the QA/QC Committee Report from the July 17, 2023 meeting (see below table). Overall, water quality issues were normal for this time of year. Ameritech usually submits the WQS monitoring data to the state and a vote is not required by the TAC to proceed accordingly. PTRC will send the report to the state.

Upper Cape Fear River Basin Association QA/QC Committee Report From QA/QC Data Review Meeting of Monday, July 17, 2023

Reviewers: Chair: Dawn Molnar (High Point), Alicia Goots (Greensboro), Amy Varinoski (Greensboro), Elaine Sellars (High Point), Martie Groome (Greensboro)

Water Quality Standard (WQS) Exceedances April 2023 through June 2023

April 2023 Upper Cape Fear Monitoring Data - WQS Violations				
UCFRBA Site #	Date	Parameter	Reported Value	NC WQ Standard
None Noted				

May 2023 Upper Cape Fear Monitoring Data – WQS Violations				
UCFRBA Site #	Date	Parameter	Reported Value	NC WQ Standard
17	5/17/23	Turbidity	54.9 NTU	50 NTU
21	5/4/23	Turbidity	69.8 NTU	50 NTU
22	5/4/23	Turbidity	151 NTU	50 NTU
31	5/18/23	Turbidity	112 NTU	50 NTU

June 2023 Upper Cape Fear Monitoring Data – WQS Violations				
UCFRBA Site #	Date	Parameter	Reported Value	NC WQ Standard
19	6/6/23	Dissolved Oxygen	3.9 mg/l	>4.0 mg/l
19	6/19/23	Dissolved Oxygen	2.9 mg/l	>4.0 mg/l
21	6/19/23	Dissolved Oxygen	2.2 mg/l	>4.0 mg/l

April 2023 through June 2023 – Upper Cape Fear Data Corrections/Notations				
Parameter	UCFRBA Site#	Date	Reported Value	Corrected Value
Temperature	10	6/1/23	18.8 °C	18.2 °C

OTHER ISSUES and COMMENTS				
None Noted				

Revision Date: July 17, 2023

UPDATE FY24 INVOICES ISSUED

Jesse Day notified TAC that the dues invoices for next year have been sent out. The rates were approved at the April meeting.

Update: NC DWR Survey of Per-and Polyfluoroalkyl Substances in Biosolids (10:00am -10:10am)

Mark Vander Borgh from NC Department of Environmental Quality (NCDEQ) Division of Water Resources (DWR) presented an update to TAC regarding the DWR monitoring coalition program. He explained in detail about the study on waste stream influent and effluent biosolids on some facilities that were an issue. Facilities were contacted and samples were taken. All samples taken were sent out for analysis and will be interpreted in a report. There will be a virtual meeting with owners and operators to discuss data prior to the release of the annual report. No dates have been given yet on when the report will be released.

Discussion Brainstorm Meeting Topic Ideas or Other Coalition Topics for good of all (10:10am – 10:40am)

STATUS UPDATE: CAPE FEAR RIVER BASIN PLAN

Emily Barrett spoke with Nora Deamer from NCDEQ who identified that they were close to having the plan ready for the 45-day public review period. NCDEQ will share a report link to all interested parties. DEQ will potentially present at the next meeting and give an overview of Cape Fear River Basin Plan.

STATUS UPDATE: JORDAN LAKE BUFFER RULES – STATE-LEAD PROCESS (START LATE SUMMER/EARLY FALL)

Ellie Rauh from NCDEQ introduced herself and gave details of her relevant experience. She presented the status of the Jordan Lake Buffer Rules explaining that stakeholder engagement will begin this Fall and that the nutrient model results were completed. A detailed fiscal analysis will occur after the stakeholder meetings and it will then take about a year for the Rules to be adopted, anticipated by the end of 2026.

PRE-TREATMENT PROGRAM UPDATE

Martie Groome (Greensboro) updated TAC on the July 10th NCDEQ and Pretreatment Executive Committee Consortium. He explained that Richard Rogers, Julie Gribb and Mike Montebello (Aqua Law) compiled a list of backlogged items and associated concerns with respect to the pretreatment program. It is clear, that lack of staff is creating implementation issues for the pretreatment program. Specifically, 24 headworks analysis, 9 long term-monitoring plans, 28 SIU permits, industrial waste surveys, enforcement response plans etc. have not been reviewed yet. Some of these backlogged items are over three years overdue. The NC Water Quality Association is working with the state on these issues. Jesse Day asked if there was anything the TAC could do to assist with the problem, however at this point it does not appear anything can be done until a final draft of letter from Richard Rogers has been sent out, then TAC can reassess the need to take action. The NC Consortium has 202 members and over a billion gallons of permitted flow per day.

PFAS FACT SHEET FROM COALITION REPORT

Emily Barrett stated that she attends the Environmental Management Commission (EMC) meetings and that they also have staffing issues. PFAS presentations were placed in the Chat Link. She let the TAC know that the Coalition Report is available to everyone. This report will be sent to the TAC via email.

BOARD OF DIRECTORS MEETING

Open Board Meeting (10:45am – 10:55am)

AGENDA REVIEW AND APPROVAL

Elijah Williams (Greensboro), Board of Directors (BOD) Chairman, reviewed the meeting agenda with no recommended changes from the BOD. The agenda was approved. BOD quorum was met for this meeting as more than one third of the BOD were present.

REVIEW AND APPROVE JANUARY 24, 2023, MEETING MINUTES (vote)

Elijah Williams requested motion to approve meeting minutes. Dawn Molnar (High Point) motioned to approve the January 24, 2023, BOD Meeting Minutes. The motion was seconded by Will Lawson (Owasa). All approved.

REVIEW AND APPROVE APRIL 26, 2023, MEETING MINUTES (vote)

Elijah Williams requested motion to approve meeting minutes. Will Lawson (Owasa) motioned to approve the April 26, 2023, BOD Meeting Minutes. The motion was seconded by Dawn Molnar (High Point). All approved.

FINANCIAL UPDATE

Jesse Day presented the FY23 & 24 budget as outlined below. He discussed the CD recap interest bearing with First Horizon Bank and that the CDs add about \$5-6,000 dollars annually. It is generally recommended to have \$150,000 fund balance of cash on hand and CDs. Next year's insurance costs went up about 10-percent. There are two policies required one for board members and one for general liability. Jesse recommended possibly discussing at a later date to pursue additional CDs, if needed. Elijah Williams stated that once we have the Cape Fear River Plan the BOD will have a better idea on expected future expenses.

FY2023-2024 Budget

Expenses

FY 2023-2024 APPROVED Budget	
Meritech	\$105,545.50
Database Management	\$1,625.00
Insurance	\$2,809.00
TJCOG	\$23,000.00
PTRC	\$23,000.00
General Operations	\$1,200.00
CFRA Membership Dues	\$300.00
Bank Fees	\$0.00
CPU Services & Fees	\$0.00
Legal Services	\$0.00
Total Expenses	\$157,479.50

- UCFRBA Administrative fee; static (increase FY2024-2025)
- Added General Operations (to cover costs of meetings, etc)
- Approved Revenue; membership dues Total static to FY22-23; base Rate decreased as affect of adding Durham
- Contingency Fund: keep min \$150,000; utilize funds to cover increases in expenses (short-term);

Revenue

	FY 23-24 Base Rate	FY 23-24 Proportional Rate	FY 23-24 Membership Dues
Associate Members			
Arclin WWTP (was Dynea)	\$749	\$72	\$821
Asheboro WWTP	\$749	\$6,460	\$7,209
Burlington - Eastside WWTP	\$749	\$8,606	\$9,355
Burlington - Southside WWTP	\$0	\$8,585	\$8,585
Chatham Park WWTP	\$749	\$360	\$1,109
Durham County (new)	\$749	\$8,659	\$9,408
South Durham WRF	\$749	\$14,328	15,077
Graham WWTP	\$749	\$2,525	\$3,274
Greensboro - T.Z. Osborne WWTP	\$749	\$40,081	\$40,830
High Point - East Side WWTP	\$749	\$18,621	\$19,370
Mebane WWTP	\$749	\$1,804	\$2,553
OWASA - Mason Farm WWTP	\$749	\$10,394	\$11,143
Pilgrim's Pride Processing Plant	\$749	\$737	\$1,486
Pittsboro WWTP	\$749	\$541	\$1,290
Ramseur WWTP	\$749	\$346	\$1,095
Randleman WWTP	\$749	\$1,259	\$2,008
Reidsville WWTP	\$749	\$5,387	\$6,136
Sanford WWTP	\$749	\$8,606	\$9,355
Siler City WWTP	\$749	\$2,883	\$3,623
Star WWTP	\$749	\$433	\$1,182
SUBTOTALS	\$14,230	\$140,688	\$154,918
Cary	\$749	\$0.00	\$749
City of Durham DPW Stormwater	\$0	\$0.00	\$0.00

UCFRBA Financial Highlights

- Preliminary Year – End Financials (books closed in August)
 - Projected Expenditures: \$145,632.80
 - Dues Revenue: \$149,288.00
 - Add to Fund Balance: \$3,655.20
 - Cash on Hand: \$179,177.19 (Not including CDs)
- CDs Secured - \$170,000
 - Financial Institution: First Horizon Bank
 - Secured: 6-month CD for 3.5% or 11-month CD for 3.75%,.
 - Decide on value:
 - \$70,000 – maturity 10/25/23
 - \$100,000 – maturity 3/25/24
- Insurance
 - Officers and General Liability renewing in August, increased ~10%

APPROVE: NEW MERITECH CONTRACT NEW TERMS SEPTEMBER 1, 2023 TO JUNE 30, 2026 (**VOTE**)

Jesse Day presented the three-year renewal contract with Meritech (see below). Costs are anticipated to go up 2 percent over the next year. Grace Messinger (PPC) clarified that the numbers are reflected in the quantity per year column. Johnathan Baker (Durham) discussed the contract and the additional site in Durham which is still in the works but will be included within the three-year project.

Jesse Day called a roll call prior to the contract renewal approval vote to confirm quorum. Quorum was met as 17 voting members were present not including Chatham County. It needs to be confirmed whether Chatham County is currently a voting member, however they were not present at the meeting.

Elijah Williams requested a motion to approve the renewal contract for Meritech. Derek Boone motioned to approve the Meritech contract renewal. Will Lawson seconded the motion. All approved.

Meritech – Contract Renewal

- 3-year (almost) term September 1, 2023 to June 30, 2024 (re-align to fiscal year)
- Year (1) 9/1/23 to 6/30/24; Year (2) 7/1/24 to 6/30/25; Year (3) 7/1/25 to 6/30/26
- Sampling Services :
 - Technician, Transportation, Administration, Equipment
 - 17 sampling events at 41 monitoring stations
 - Field parameters
 - Analytical parameters (TSS, Phosphorus, Turbidity, Fecal coliform, TKN, Ammonia, Nitrogen, Nitrate/Nitrite, Nitrogen)
 - Notification of abnormalities to PTRC/TJCOG + NCDEQ/DWR Coalition Coordinator

INSERT BOARD ATTENDANCE AND VOTE

Updates from around the Upper Basin (10:55am – 11:05am)

- Elijah Williams started working on s Design-Build Project in Greensboro. He would like to share in the future the differences between design build verses the traditional design methods for the facility.
- Derek Boone gave the City of High Point’s project updates for eastside waste water treatment plant, skate upgrade project for eastside and a solids dewatering project for the westside facility.

Next Steps, Closing Remarks and Future Meeting Schedule

NEXT STEPS

- Confirm quorum within the Bylaws
- Investigate Pretreatment Program Status for the October meeting
- Finalize Meritech Contract Renewal

NEXT MEETING

The next meeting will be scheduled in-person **on October 24, 2023**, 9:30am to 11am. The meeting is tentatively scheduled to be located at Lake Mackintosh Clubhouse in Burlington, NC. An election for the new Chair and Vice Chair will take place at the October meeting. The current Vice Chair, Charlie Crocker will be nominated for Chair. Elijah Williams will recommend a Vice Chair appointment.

NEXT MEETING TOPICS

- Status update or presentation on the Cape Fear River Basin Plan
- Pre-treatment Program Update
- Emerging Contaminants Update

Elijah Williams requested motion to adjourn. Stephanie Brixey (Durham County) motioned to adjourn the meeting. Derek Boone seconded the motion. All approved. Meeting was adjourned.