### PASQUOTANK RIVER BASIN REGIONAL COUNCIL

College of the Albemarle Main Building -- Room B-202 1208 N. Road Street (HWY 17) Elizabeth City, NC 919-335-0821

## NOVEMBER 19, 1997

#### AGENDA

| 1:00 | Call to Order and Welcome  | Yates Barber, Acting Chair                  |
|------|--|---|
| 1:05 | Regional Councils "Kick-off" Meeting Summary/Report                                  | Joan Giordano<br>Division of Water Quality  |
| 1:15 | Review/discuss our Purpose/Mission   | Yates Barber                                |
| 1:30 | Review/discuss Operating Procedures<br>(consensus vs. majority vote)                 | Suzanne Hoover<br>Division of Water Quality |
| 2:00 | Review/discuss draft By-laws<br>(copies of draft by-laws provided)                   | Yates Barber                                |
| 2:30 | BREAK  |   |
| 2:45 | Continue discussion of draft By-laws   |   |
| 3:15 | Nomination of Officers   | Yates Barber                                |
| 3:30 | Review & add to our list of priority concerns from the Sept. 25th "Kick-off" Meeting | Yates Barber                                |
| 3:50 | Schedule next meeting  | Yates Barber                                |
| 4.00 | Adjourn  |   |

#### PASQUOTANK RIVER BASIN REGIONAL COUNCIL

College of the Albemarle Elizabeth City, NC November 19, 1997

#### Meeting Notes

Yates Barber, acting Chair, called the meeting to order at 1:20pm. Self-introductions were made and Joan Giordano reported on the regional council kick-off meeting held in Plymouth on September 19, 1997.

Jeff Brown, with the Center for Geographic Information and Analysis (CGIA), presented a videotape which briefly explained the technology of, and infinite application for, geographic information systems (GIS). He also reported that CGIA is the recipient of a grant from the Clean Water Management Trust Fund (CWMTF) which will be used to develop a GIS on water quality. The CWMTF will use the database for a number of purposes including the evaluation of future grant applications they will receive. Mr. Brown was interested in hearing from the group assembled, what their water quality concerns and interests were relative to developing the GIS database.

Mr. Barber then explained the purpose in forming the Pasquotank River Basin Regional Council (PRBRC). He reported that purpose to be the "facilitation of {and advisement on} existing water quality programs so that we can achieve clean water for public use." He remarked that, in his opinion, the Pasquotank basin had the most complex issues of all the 5 basins which were formed to implement the management strategies contained in the APES Comprehensive Conservation and Management Plan (CCMP). He based his comments on his long standing knowledge of the basin's great diversity.

Suzanne Hoover, DWQ, gave a brief presentation on the use of consensus vs. majority vote for making RC decisions. She explained that the consensus method is time consuming, but that it greatly cut down on time consumption during the implementation phase. Discussion ensued and the group decided on the use of majority voting for decision making. (See draft bylaws enclosed.)

Discussion then turned to the issue of travel expenses for participating members. Mr. Barber explained that the Executive Order forming the RCS specifically states that members will serve without compensation. That brought up another concern-operating expenses. It was explained by DWQ staff that there was a small amount of money which could be dedicated to that purpose and that a mechanism for making it available needed to be devised.

Mr. Barber then asked for volunteers to form a nominating committee for PRBRC officers. Paul O'Neal agreed to chair the group assisted by Clarence Skinner, Carlisle Harrell, and Mr. Barber. It was requested that each member send a short auto biography to Joan Giordano or Guy Stefanski so that all RC members will have some sense of who their fellow RC members are. This was seen as necessary to making informed choices for officers. (Refer to November 24th

memo from Joan and Guy sent to each member.)

There being no further business, the next meeting was set for Feb.5, 1998 at 4:00 pm at the Crawford House Cafe in Currituck.

THOMAS ERIE HASTE, JR.

200 W. GRUBB ST., HERTFORD, N.C., 27944-0127

BORN IN EDENTON, NORTH CAROLINA ON OCTOBER 1, 1934. GRADUATED FROM EDENTON HIGH SCHOOL IN 1952.

ATTENDED UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL FROM 1952-1956.

OWNER-MANAGER OF HERTFORD HARDWARE & SUPPLY CO., INC., HERTFORD, N.C., HASTE RENTALS, HERTFORD, N. C. AND CITY MARINA, ELIZABETH CITY, N.C. FROM 1958 TO PRESENT

PRESENTLY SERVING ON THE HERTFORD TOWN COUNCIL, HERTFORD, N.C., HAVING SERVED TWENTY-FOUR YEARS.

MEMBER BOARD OF DIRECTORS, ALBEMARLE AREA DEVELOPMENT ASSO. 1968-1973 PAST PRESIDENT OF ALBEMARLE AREA DEVELOPMENT ASSO. 1968-1969

PAST PRESIDENT OF PERQUIMANS COUNTY CHAMBER OF COMMERCE 1970-1971

PAST PRESIDENT OF HERTFORD ROTARY CLUB; ACTIVE MEMBER SINCE 1960

PAST VICE-CHAIRMAN OF THE COASTAL RESOURCES COMMISSION 1986-1996

PAST CHAIRMAN OF STANDING COMMITTEE, COASTAL RESOURCES COMMISSION 1986-1996

PAST MEMBER OF THE COASTAL RESOURCES COMMISSION 1974-1996

MEMBER OF HOLY TRINITY EPISCOPAL CHURCH FOR 37 YEARS, SERVING ON VESTRY FOR TEN YEARS AND SENIOR WARDEN FOR FOUR YEARS.

To: Guy Stefanski DENR-DWQ

From: Clarence Skinner

Ref: Bio-Sketch

Date County native, Bachelor of General Studies, University of Nebraska, Business Major, Active duty United States Air Force 25 years, Director Outer Banks Medical Center 5 years, Manager, Dare County Regional Airport 8 years, Vice Chairman, Dare County Board of Commissioners 4 Years, Associate Broker, Real Estate Sales, Jim Perry and Co. 1991 to present.

Member, NC Geographic Information Coordinating Council, Member, Board of Trustees, Pitt County Memorial Hospital, Married (Rose). Private Pilot, Commercial FCC License Amateur radio license, Interest include environmental issues, electronics, gardening and sailing.

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EXAMPLE CHARTER

#### WHITE OAK RIVER WATERSHED ADVISORY BOARD CHARTER Revised 8/19/97

#### Background

The Watershed Education for Communities and Local Officials (WECO) program was developed in response to citizens' concerns about the degradation of water quality in the White Oak River watershed. WECO is a watershed-based educational program of the NC Cooperative Extension Service that is funded by the US Department of Agriculture and supported by the NC Department of Environment, Health and Natural Resources, Divisions of Water Quality and Coastal Management. This program is centered around an advisory board comprised of local citizens and officials, who live, work, and have a stake in the watershed.

#### Purpose

The vision of the White Oak River Watershed Advisory Board is to create a climate of local concern and empowerment to improve and maintain water quality in the watershed. This will involve managing the river and its associated land uses to provide for support of water uses, protect long-term water resource values, and sustain their contribution of the economic benefit to the surrounding communities. The advisory board will accomplish this by:

- 1. Investigating the river's status and trends;
- 2. Identifying issues of concern;
- 3. Investigating and evaluating policy options available to local and state governments to improve water quality;
- 4. Reaching a consensus on the best course of action to improve and maintain water quality;
- 5. Educating citizens and local government officials about the river's status, trends, and policy options to improve water quality; and
- 6. Making recommendations to local government officials and staff on the best course of action to improve water quality.

#### Nature of Advisory Board Products

The Advisory Board will identify important issues that affect or can affect water quality in the basin. For each issue, the board will investigate status and trends, and policy options available to state and local governments to affect the issue. The board also will deliberate the best course of action that the respective governing bodies should pursue. Finally, the Board will identify educational themes around each issue from which to form an educational program. From these actions, the Advisory Board will develop the following products with the assistance of the Project Support Team:

1. A summary of the Board's findings regarding the status and trends of each issue identified above and options available to solve those problems.

2. Recommended management actions for the respective governing bodies to consider.

3. Educational messages and materials.

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#### Stakeholder Groups and Participants

The Advisory Board consists of a broad range of stakeholders who carry the credibility and the authority necessary to make this process successful. Members represent various interests regarding use and protection of the water resource in the White Oak watershed. Members reside or work in Carteret, Jones, and Onslow counties, or the organizations they represent own or manage land and resources within the watershed. The following are the interest categories from which board members will be drawn:

Commercial Fishing Construction and Development Environment Farming Forestry Business and Industry Local Government Science/Academia State Government Travel and Tourism Citizens at large from each county

The Advisory Board members will be expected to represent (1) themselves, (2) organizations to which they belong, and (3) coalitions of constituent groups. Members are expected to keep constituents informed through aggressive, active, but informal means. Members will receive meeting minutes and flip chart summaries for keeping constituents informed.

If a member withdraws from the Advisory Board, the remaining committee members may, by consensus, recommend appointment of a new member from the withdrawing member's interest category.

#### Appointment to the Board

Membership on the Advisory Board will be by appointment by the Boards of County Commission. Members who reside in Carteret, Jones or Onslow counties will be appointed by their respective County Commission. Members residing outside the county boundaries will have joint appointment by all three County Commission Boards.

#### Duration of Term

Members will serve three-year terms. Terms are to be staggered so that no more than one-third of the membership will rotate off the board at any one time. Yearly terms begin in October and end in September.

#### Role of Advisory Board Members

Attendance Each member of the Advisory Board is expected to attend and fully participate in all meetings. In the event that a member is not able to attend, he/she is to become informed of all activities and decisions made at that particular meeting. If a member is absent for three

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consecutive meetings, the Project Coordinator will contact them member to determine his/her interest in remaining on the Board.

<u>Preparation for Meetings</u>. Advisory Board members shall read appropriate materials and arrive prepared to work.

#### Role of the Project Coordinator

The Project Coordinator will assist the Advisory Board to contact and schedule experts to make presentations, arrange and schedule field trips, and assist in the collection of limited data. The Project Coordinator also will coordinate activities of the board and WECO Project Support Team to develop educational materials and reports on recommended actions to be presented to the Board of Commissioners.

#### Role of the Project Support Team

Faculty and staff from North Carolina State University Cooperative Extension Service provide support to the Project Coordinator. The team consists of advisors, facilitators, and technical resource personnel. Members will coordinate and perform research and function as technical advisors to the Board.

#### Role of the Facilitator

The primary task of the facilitator is to guide the meetings of the Advisory Board within the meeting protocols and ground rules. The responsibilities include managing the Advisory Board's agenda, helping the group stay on task and on process, protecting group members and their ideas from attack, and helping members reach consensus. The facilitator shall not express his views on any substantive issues and shall be solely concerned with the process of the group.

#### **Decision** Process

<u>Use of Consensus</u>. The Advisory Board will operate by consensus. Advisory Board decisions will be made only with concurrence of all members represented at the meeting. No member can be out voted.

<u>Failure to reach Consensus</u>. If the Advisory Board fails to reach consensus on any portion of a recommendation on policy action the following process will be followed:

- 1. The group will submit a full report to the governing bodies that are to take action indicating where consensus was not reached.
- 2. Advisory Board members who are not in agreement may file a minority report.

<u>Agendas.</u> At the end of each meeting, a draft agenda for the following meeting will be developed by the Advisory Board with the assistance of the Project Coordinator. Final agendas will be approved by the members of the Advisory Board at the start of each meeting. <u>Meeting Summaries</u>. A summary of each meeting shall be prepared by the designated transcriber with assistance of the Project Coordinator. Summaries shall include an attendance record, a summary of actions taken at the meeting, and other information pertaining to the subject under discussion. Draft summaries will be distributed to all Advisory Board members prior to the next regular meeting for approval. Discussion of new substantive issues will not commence until the summary of the proceeding meeting is approved.

#### Ground Rules for Interaction

<u>Ground Rules</u>. Members of the Advisory Board shall seek to participate constructively in meetings. Ground rules for constructive interaction include:

One speaker at a time Members have the opportunity to call time out Keep to task and topic Record notes on flip charts Listen to others Speak for yourself and constituents Be open to new information Adhere to established agenda - add new items with the groups approval No side-bar discussions during meetings Be clear about your interests Start and stop on time Commit to the process

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These ground rules may be amended at any meeting.

<u>Enforcement of Ground Rules</u>. Ground rules shall be monitored and enforced by the facilitator and members of the Advisory Board.

#### Input From and Information to the Public

The Advisory Board is intended to be representative of the public through the members' own organizations or affiliations, as well as through their work with coalitions of groups. All Advisory Board meetings are open to observation by the public. Advisory Board members will not recruit observers to the meetings. Summaries of Advisory Board meetings will be available to the public upon request.

Advisory Board members will not initiate contacts with the media about current discussions. If approached by media, members will share general description of the purposes of the group and agreements already made, but will not address specific positions held by other group members. Members will not characterize other group members in the media. Press releases describing the activities of the Advisory Board will be issued after the major points are reviewed and approved by all group members. Members of the press are welcome to observe Advisory Board meetings and will be directed to the group's spokesperson for information.

#### Schedule and Duration

ance

Schedule. The Advisory Board will meet twice each month. Meetings will be limited to two hours with a 10-minute break. Committee members may, at their discretion, agree to lengthen the meeting time to 2½ hours.

Duration. The WECO project is scheduled to continue through September 2000.

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# With Much North Carolina 27802 (919)-974-5497 INITIAL FUND CLEAN WATER MANAGEMENT TRUST FUND P. O. Box 2626 Rocky Mount, North Carolina 27802 (919)-974-5497

The Clean Water Management Trust Fund (CWMTF) was established by the North Carolina General Assembly in 1996 (Article 13A; Chapter 113 of the North Carolina General Statutes). The Statute provides that moneys from the CWMTF shall be used to help finance projects that specifically address water pollution problems and focus on upgrading surface waters, eliminating pollution, and protecting and conserving unpolluted surface waters, including urban drinking water supplies. Moneys may also be used to build a network of riparian buffers and greenways for environmental, educational, and recreational benefits.

The Statute also created an independent 18 member Board of Trustees to allocate moneys from the Fund as grants. The Trustees have developed provisional criteria and guidelines (see Grant Evaluaton Guidelines) to be used in considering applications for grant awards during this initial funding cycle.

Eligible applicants are limited to: (1) State agencies; (2) local governments or other political subdivisions of the state; or (3) nonprofit corporations whose primary purpose is conservation, preservation and restoration of our State's environmental and natural resources.

Proposals postmarked on or before July 1, 1997 will be considered during the initial funding cycle. Proposals postmarked after July 1, 1997 may be considered during the initial cycle, but if not, will be considered during the CWMTF's second cycle scheduled to close on December 1, 1997. CWMTF is not able to accept applications by facsimile.

CWMTF REQUESTS THAT APPLICATIONS BE COMPLETE AND MAILED TO THE ABOVE ADDRESS. COMPLETE APPLICATIONS WILL INCLUDE THE FOLLOWING ITEMS:

1. APPLICATION FORM, fully completed. Photocopied forms are acceptable.

NARRATIVE PROPOSAL describing the proposed project. The narrative should be on the petitioning organization's letterhead and should be signed by an authorized official of the petitioning organization. The narrative should be no longer than six pages, double spaced, have a left hand margin of no less than one inch, and on paper that will photocopy. Only one copy of the narrative should be submitted, and it should not be bound or fastened in any way. The first paragraph of the narrative should state clearly the amount being requested and the purpose of the request. The narrative should also include:

A concise description of the project

Total funds required for the project

Other possible funding sources for the project (by grant, taxing authority, or bonds)

Need for the project

Objectives and how they will be achieved

Method of evaluation of measurable outcomes

3. A ONE-PAGE, line item budget for the organization's fiscal year and a one-page, line item budget for the project including both anticipated incomes and expenditures.

4. GOVERNING BOARD: A list of petitioning organization's governing board, with a brief explanation of how they are appointed or elected.

5. TAX EXEMPT STATUS: Copy of petitioning organization's federal tax exempt certification, including determination of the organization's status as a publicly-supported organization. This item is not required for governmental units.

6. A copy of any environmental assessment or impact statement for the project that has been prepared to comply with either the State Environmental Policy Act or the National Environmental Policy Act. (If no such document has been prepared, CWTMF Trustees will determine whether or not it is required).

7. A list of all other grant applications for this project; including a one paragraph description of the grant request, dates of request and actions taken or pending.

8. If request is for repair of failing wastewater treatment facility, or for the repair or elimination of failing septic tank systems, please provide documentation of your project's compliance with the conditions imposed by the Clean Water Management Trust Fund Act for such uses of the Fund.

9. Documentation regarding the status of any state or federal permits required for the project

10. Supplemental materials are discouraged, and may not be considered.

## (LIMIT RESPONSE TO SPACE PROVIDED FOR EACH ITEM)

| Name of Organization:                                 |                      |   |  |
|---|----------------------|---|--|
| Contact Person (name/title/phone/address):            |                      |   |  |
|   |                      |   |  |
| Chief Administrative Officer (If different from conta | ict person)(name/til | le/phone)   |  |
|   |                      | 9   |  |
| Organization's fiscal year ends:                      |                      |   |  |
| What amount of funding is sought from CWMTF?          |                      |   |  |
| What are total costs of project?                      |                      | n and a state of the |  |
| Period for which CWMTF funds are sought: From:        |                      | To:   |  |

Describe any voluntary matching resources:

Briefly describe organization's qualifications to accomplish the proposed project:

Is this project coordinated with other regional water quality programs? If so, how?

What will be the measurable and enduring outcomes of the project?

If necessary, what assurances can you provide regarding long term management of proposed project?

Location of project: Basin or watershed.

Location of project: (precise; map may be attached):\_\_\_\_\_

Please circle the purpose(s) listed below for which CWMTF moneys are sought:

Acquire land for riparian buffers

Acquire easements in order to protect surface waters or urban drinking water supplies.

Coordinate with other public programs to improve or protect water quality.

Restore degraded lands for their ability to protect water quality.

Repair failing waste treatment systems

Repair/eliminate failing septic tank systems

Improve stormwater controls and management

Facilitate planning that targets reductions in surface water pollution.

To what extent will the proposed project (1) restore degraded waters, (2) protect unpolluted waters, and/or (3) establish riparian buffers?

Explain how the project is consistent with the appropriate NC-Division of Water Quality Basinwide Management Plan.

Describe any special significance of waters to be enhanced, restored or protected by the project.

Describe any special environmental, educational or recreational values of the project (beyond those offered above).

Does the project employ innovative procedures or technology? If so, what are the implications for clean water?

Is this project eligible for funding under other state or federal grant programs? If so, elaborate.

Additional comments:

# **CLEAN WATER MANAGEMENT TRUST FUND (CWMTF) GRANT EVALUATION GUIDELINES**

The following evaluation system has been established by the CWMTF for its initial grant cycle (May 1, 1997 - July 1, 1997). The criteria committee will conduct a complete evaluation of this system, and recommend necessary revisions prior to the evaluation of applications in the second funding cycle.

A. Eligible applicants for CWMTF grants.

CWMTF purposes:

Any of the following are eligible to receive a grant from CWMTF for the (a) purpose of protecting or enhancing water quality:

- 1. A State agency
- 2. A local government or other political subdivision of the state or combination of such entities.

3. A nonprofit corporation whose primary purpose is the conservation,  $\overline{>}$ preservation and restoration of our State's environmental and natural resources. Partner

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(b) All matching requirements are waived. - CLEAN WATER EQUEATON AREA

(a) Grant moneys from CWMTF may be used for any of the following purposes: Estrarium (connected greenum to

HOW TO BE A LOW IMPACT TOURIST

Acquire land for riparian buffers for environmental protection of surface tavens Gardens waters or urban drinking water supplies, or for establishing a network of greenways for environmental, educational or recreational uses.

Acquire easements in order to protect surface waters or urban drinking water supplies. How to buffers work, hudrologe

Coordinate with other public programs involved with lands adjoining water bodies to gain the most public benefit while protecting and improving water quality. Restore degraded lands for their ability to protect water quality.

Repair failing waste treatment systems: if (i) an application to the Clean water Revolving Loan and Grant Fund has been submitted and denied in the latest review cycle; (ii) repair is for a reasonable remedy to an existing waste treatment problem; and (iii) the repair is not for the purpose of expanding the system to accommodate future anticipated growth of a community. Priority shall be given to economically HOW TO BE distressed units of local government.

> Repair/eliminate failing septic tank systems, to eliminate illegal drainage connections, and to expand waste treatment systems if the system is being expanded as a remedy to eliminate failing septic tank systems or illegal drainage connections. Priority shall be given to economically distressed units of local government.

Improve stormwater controls and management Facilitate planning that targets reductions in surface water pollution.

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C. CWMTF Objectives and grant application evaluation and prioritization.

(a) Grant applications will be <u>quantitatively</u> evaluated upon their contribution toward achieving the principal objectives of the Fund: (1) restoration of degraded waters, (2) protection of unpolluted waters, and (3) establishment of riparian buffers. A numeric scoring system will guide the Board and the applicants in prioritizing prospects for funding. The following evaluation and scoring system will be applied to all applications:

1--Principal ObjectivesPoint Rangea--Restoration of degraded waters0-45

(Explanation: Restoration projects will target specific waters that have been identified by NC-DWQ as impaired; preferred projects will (1) reduce the pollutant identified as the cause of water quality impairment, (2) restore wetland functions, (3) improve aquatic habitat, and /or (4) restore flood plain functions adjacent to impaired waters).

#### b-- Protection of unpolluted waters

(Explanation: Protection projects will target specific waters that have not been identified by NC-DWQ as impaired; preferred projects will (1) restore or maintain the natural hydrologic flow patterns or other water quality enhancing functions of adjacent lands (e.g. nutrient reduction processes), (2) maintain streambank stabilization reducing potential for sediment erosion, and/or (3) avoid, reduce or eliminate discharge of pollutants).

| c Esta | blishment of ripa | rian buffers |                                      | 0-10 |
|--------|-------------------|--------------|--------------------------------------|------|
|        |                   |              | $X = \{ e_i \}_{i \in \mathcal{I}} $ |      |

Additional priorities a-- Consistency with NC-DWQ Basinwide Management Plan

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0-20

Point Range

0-45

(Explanation: (In the event that the plan for the subject basin has not been formally adopted, the project should be articulated with reference to the current DWQ draft plan for that basin). Preferred proposals will identify the waters that will be enhanced, restored, or protected by said project. Specific attention should be paid to (1) restoration of waters not meeting use standards as noted on the 303 (d) list, or (2) protection of significant resource waters (e.g. ORWs, Trout Waters, HQWs, PNAs, Critical Habitats for endangered aquatic species, Water Supply watershed). Proposals should demonstrate integration with other water quality programs or strategies in the sub-basin).

| b Provide measurable/enduring outcomes | 0-20 |
|--|------|
| c Provide voluntary matching resources | 0-20 |
| d Applicant's qualifications           | 0-10 |

(Explanation: Preferred applicants will demonstrate: (1) their ability to ensure any long time management required by the project, (2) fiduciary responsibility, and (3) likelihood of success for project).

| <ul> <li>e Develop riparian buffer greenways<br/>serving environmental, educational or<br/>recreational uses.</li> <li>f Target environmentally sensitive<br/>waters, including (1) high quality</li> <li>waters (e.g.water supply, ORWs, HQWs etc.),</li> </ul> | 0-10 |
|--|------|
| or (2) severely degraded waters (e.g.<br>waters noted on DWQ's 303 (d) list)<br>g Contribute toward integrated ecological  | 0-10 |
| network.   | 0- 5 |
| h Employ innovative procedures or techno.  | 0-5  |
| i Provide public education uses  | 0-5  |
| j Preserve waters having special economic  |      |
| or recreational uses.  | 0- 5 |

(b) The Board will also be guided by the following <u>non-guantitative</u> criteria in making final funding decisions:

1- Applications for projects which are mandated by legislation or regulation may be funded but are not preferred. The CWMTF is not available for compensatory mitigation projects.

2-- Projects eligible for funds from other state or federal grant programs will be considered, but will not be preferred unless significant matching resources are provided.

3- To the extent practicable, grant awards will be distributed geographically across the state. At least 20% of annual allocations will be targeted to each of three geographic regions of the state: mountain, piedmont and coastal.

4-- The scope and benefits of the project will be evaluated relative to the amount of the requested grant.

5-- The Board may award grants on a limited basis for (1) projects which facilitate planning that targets reduction in surface water pollution or protection of unpolluted waters; or (2) coordination with other public programs to gain the most public benefit while protecting and improving water quality; even though such applications may not score well on our measures of quantitative criteria above.

6-- The Board may award grants to applicants for projects which the Board finds are uniquely different than the quantitative criteria anticipate and are exceptional opportunities for restoration or preservation.

