

APES

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Proceedings of
Albemarle Pamlico Estuarine Study
Policy Committee Meeting
New Bern, N.C.
February 13, 1987

Submitted to
Douglas N. Rader
Program Coordinator
Albemarle Pamlico Estuarine Study

Submitted by
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February 25, 1987

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Proceedings of Albemarle-Pamlico Estuarine Study (APES)
Policy Committee Meeting
February 13, 1987

I. Opening Remarks

The meeting began at 4:00 p.m. chaired by Mr. Tommy Rhodes, Secretary, N.C. Dept. of Natural Resources and Community Development. Rhodes announced that two committee members would arrive late, Mr. Jack Ravan, EPA Regional Administrator, and Mr. Dan Ashe, U.S. House of Representatives, Committee on Merchant Marine and Fisheries. Mr. Bruce Barrett, Director, Water Division, EPA Region IV, was asked to sit in until Mr. Ravan's arrival.

II. Workplan

Doug Rader, Program Coordinator, APES, announced that APES must submit their final workplan to EPA Headquarters by May , in order to have it properly reviewed and incorporated into the EPA grant process. Rader is currently incorporating program philosophy and transitions between chapters. The workplan requires input from the Policy Committee in the areas of budget and scheduling. He distributed a proposed budget/schedule for consideration. Additionally, the research priorities, linked to budgeting considerations, must also be approved. Rader explained that the present draft reflects research priorities initiated in the following manner. The Technical Committee discussed criteria by which priorities could be set and staff conducted an evaluation by those criteria; agency and program managers met to review priorities; and finally, four members of the Policy Committee met last week and rated the research needs based upon the Technical Committee's criteria. The combined prioritized research needs section was presented for Policy Committee review. The next step is to inform the citizens group at tomorrow's public participation meeting.

Michelle Hiller, EPA, Chief, Technical Support Branch, OMEP, was asked to explain EPA's time requirements and the request for proposal (RFP) process. Hiller said that May 1, 1987 is the date to get EPA a copy of the workplan, proposals, grants, etc. so that EPA can begin its review. Changes can be made up until EPA's final review (June 1). The May 1, 1987 date ensures that APES is allowed time to make any necessary changes to conform to EPA policy and regulations. Hiller stated that the Grants Administration Division at EPA Headquarters will not accept grants and cooperative agreements after August 15th. The process of submitting workplans and cooperative agreements early will help in ensuring that everything is correct when submitted to the grants office on August 15th. Hiller also explained that RFP's may not be required, but that is a management committee decision. In the case of the other estuary programs, she explained that other estuary programs asked if there is a participant(s) in the Program who wants to do the work. Then cooperative agreements and grants were used. RFP's went out only when there was no agency or research facility with special expertise or interest. Since the RFP route takes time, several other estuary programs utilized the RFP process when EPA already had an approved cooperative agreement with that organization.

Dirk Frankenberg suggested as RFP guidance, the use of chapter IX, Administrative Procedures, which describes how proposals are reviewed. He also suggested that the Program announce that it will send out RFP's and that interested parties can let the Program know if they wish to receive a copy.

John Costlow, Duke University Marine Laboratory, expressed opposition that he was asked to make too quick a decision on the workplan. He stressed that APES needs to form good relationships with the public and we need to give them good advice and time to make decisions. The committee agreed.

Dr. Dirk Frankenberg, Chairman, UNC Marine Science Department, made three motions to expedite the workplan review and final document process:

Motion #1. Frankenberg moved that the Policy Committee recommend the budgetary breakdown presented in the draft workplan, Table XI-1 (Appendix A), for program development guidance. The motion was seconded. The committee unanimously approved.

Motion #2. Frankenberg moved that the co-chairman of the Policy Committee and the Technical Committees appoint three members from each of their committees to serve as an ad hoc subcommittee to revise the draft workplan so that review can be completed by the Technical Committee at its February 25, 1987 meeting. This subcommittee is to be dissolved after completing that task. Dr. ~~Fred~~^{Ford} Cross, Acting Laboratory Director, NOAA, seconded the motion. The committee unanimously approved.

Motion #3. Frankenberg moved that the Policy Committee recommend Table XI-3 (Appendix B), in the draft workplan, as general guidance to the subcommittee referred to in motion #2. ~~Fred~~^{Ford} Cross seconded the motion. There was no opposition. The motion passed.

Secretary Rhodes introduced Dan Ashe who arrived at the meeting. Rhodes suggested appointing the committee recommended in motion #2. The subcommittee was agreed upon as follows:

Policy Committee Member	Technical Committee Member
Dirk Frankenberg	R. Paul Wilms
Dan Ashe	David Owens
John Costlow	Mike Orbach

Rader then presented a revised schedule as follows:

February 13	Policy Committee approves general direction
February 17	Workplan Subcommittee (motion #2) meet
February 25	Technical Committee completes workplan review and sends to Policy Committee for approval
March 1-31	Public review/comment on draft workplan
March 17	Policy Committee Meeting
April 01	RFP for information acquisition portion of workplan
May 01	Proposals for information acquisition due
May 1-20	Peer review and Technical Committee review of proposals completed
May 25	Technical Committee recommendations regarding detailed workplan
June 01	Policy committee approval of final project completed and sent to EPA

III. Public Participation

Costlow requested that Mike Orbach, Chairman N.C. Marine Science Council, give an overview of the public participation program. Orbach reported that everything is on schedule for the February 14th kickoff meeting. Regarding the Citizens Advisory Committees, Orbach stated that the Policy Committee needs to vote on the Citizens' Charge and the Committee Nominees.

A. Citizen's Charge

Dan Ashe expressed concern that in revising the Citizens Committee (CAC) charge, that certain direct activities were omitted, i.e. press releases, newsletters, etc. Ms. Mike Gantt, Field Office Supervisor, U.S. Fish and Wildlife Service, supported Ashe's concern. Gantt stated that five specific functions were left out of the Technical Committee's revised document. Ashe said he wants the record to show that the CAC will receive funding to do certain things. Ashe requested that Gantt's five functions be put back into the document. Mike Gantt made several resolutions as follows.

Motion #1. Gantt motioned that page 2, paragraph 1, of the CAC charge as revised by the Technical Committee, be included in the resolution as follows:

A major objective of the Albemarle Pamlico Estuarine Study will be to make a special effort to keep the State legislature, press, media, and public informed about the study and related activities. These efforts should be coordinated by a dedicated public relations specialist co-located in the program coordination office.

Motion #2. Gantt motioned that page 2, paragraph 2, be changed to read:

The purpose of the CAC is to provide a means for structured citizen input to the program and to assist in the dissemination of program information....

She further motioned that page 2, paragraph 3, item 1, read:

To provide a mechanism for structured citizens' input including providing recommendations into the APES process from their respective regions;

Motion #3. Gantt motioned that items 3 through 7 of the original eight items in the Policy Committee's original CAC be

reinserted. Preceding those five charges, the sentence should read, "the functions of the Citizen's Advisory Committee may include but are not limited to the following:"

Dirk Frankenberg seconded the combined motions one, two and three above. The modified resolution was passed. A complete version of the approved resolution is included at Appendix C.

B. Citizens Committee Nominees

Rhodes stated that he has some problems with the list of names approved by the Technical Committee. Specifically, there seems to be no regard to categories, i.e. one individual is listed in the private citizen category when he is clearly in charge of an environmental group. Orbach explained that the Technical Committee believes the overall balance of the committee is more important than the category. Rhodes stated that there must first be balance of the categories. Barrett suggested that the committee flag those categories that may be a problem and vote on the remainder. He suggested that a "to be announced" statement be added to the flagged categories. Costlow suggested that in each category, five highly qualified individuals be put in a hat and selected. Rhodes made a motion:

Rhodes motioned that the nominees be sent back to the Technical Committee, and that the committee should review the names and categories with the Policy Committee's concerns in mind. Rhodes also recommended that the recreational fishing category be changed to hunting/fishing organization. He also motioned that Mike Orbach be given the charge of looking at all categories to ensure that none are primarily representing other categories.

IV. Administrative

A. Procedures

Mike Gantt reported on the administrative procedures subcommittee recommendations which she chaired. Their recommendations relate to the September 17, 1986, Draft Administrative Procedures Resolution and are as follows.

Motion #1. Gantt recommended that how meetings are called is changed to read: "called by respective co-chair or the majority of committee members."

Motion #2. After discussion, Dirk Frankenburg introduced the following motion: "The general procedure for scheduling meetings will be to set a date for the next meeting before adjourning any meeting. In addition, a majority of the committee may ask the co-chairmen to call a meeting, in which case the co-chairmen will hold such meeting within 21 calendar days."

Gantt said there was no change recommended to the Voting section, however, the Policy Committee may want to consider changing it. Jack Ravan said he wanted to leave it as is. No further discussion ensued.

Motion #3. Gantt motioned that under 3. Communications it should read: "it is strongly encouraged that: the co-chairmen of the Technical Committee and the Chairman of the Citizens Advisory Committee attend the Policy Committee meetings;"

Motion #4. Gantt motioned adding words in the first sentence under item 4. Document/Resolution: "Citizens Advisory Committee" should be added after or Technical Committee.

In regard to item 5 Conflict of Interest, of the Administrative procedures, Gantt queried the committee whether this should also apply to members of the CAC. The Policy Committee affirmed such a statement in the administrative procedures.

Mr. Jack Ravan seconded all of the above motions. They were unanimously approved by committee.

Motion #5. Gantt recommended under item 8. Travel Reimbursement, that item #3. read: "Travel expenses for special needs upon recommendations by the Program Coordinator with approval of the Policy Co-chairmen". This reflects a change from special private citizen to special needs.

Frankenberg seconded the motion. It carried by unanimous vote of committee. A complete Administrative Procedures as approved by the Policy Committee is included as Appendix D.

The committee requested that Doug Rader make his draft workplan, chapter 9 consistent with Gantt's revised and approved paper.

B. Data Management

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Frankenberg suggested that the committee consider getting a data management coordinator for APES. Rhodes said it is not necessary to vote on this issue at this time. Rhodes explained that his Department is revamping its data management activities and that it will evolve over time.

C. Funding

Frankenberg stated that Doug Rader is encouraged and directed to determine what cooperative and other money is available that might compliment the Program. Ravan agreed. Ravan encouraged Rader to utilize Ted Bisterfeld, EPA EPA IV, in this effort. Ravan requested that Rader put together information on sources of money and report to the Policy Committee.

D. Budget

Rader reported that his office would not use all the money allocated to APES in the personnel category. This is because of the late hiring date of the Program secretary. Rader said he could better utilize the money in the equipment category for purchasing office equipment. Rader presented the cost for purchasing a personal computer and associated equipment.

Motion: Frankenberg motioned that money be moved from the personnel category to the equipment category to handle this purchase. Ravan seconded the motion. The motion carried by unanimous vote.

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E. Legislative Issues

Jack Ravan introduced Wally Jones, EPA, Region IV, as the Regional contact for federal legislative issues. Frankenberg suggested that Rader coordinate such issues with Dan Ashe and Wally Jones.

F. Next meeting

The next meeting is scheduled for Tuesday, March 17, 1987, in Beaufort, N.C.

The meeting adjourned at 11:30 p.m.

LIST OF ATTENDEES

Policy Committee Members

Dan Ashe
John Costlow
Ford Cross
Dirk Frankenberg
Mike Gantt
Jack Ravan
Tommy Rhodes

Technical Committee Members

Bruce Barrett
Ernie Carl
B. J. Copeland
Tom Ellis
Michelle Hiller
Bill Hogarth
Mike Orbach
Dave Owens

Other Attendees

Jerad Bales
Ted Bisterfeld
Jim Brown
Bill Cole
Marguerite Duffy
Walton Jones
Harrel Johnson
Lynn Muchmore
James Pullman
Doug Rader
Terry Sholar
Sally Turner
R. Paul Wilms

TABLE 1
PROPOSED FUNDING BREAKDOWN

a. Percentages

	Oct. 1986-87	Oct. 1987-88	Oct. 1988-89	Oct. 1989-90	Oct. 1990-91
Program Admin.	15%	15%	15%	15%	15%
Information Management	15%	15%	10%	10%	10%
Public Participation	10%	10%	10%	10%	10%
Information Acquisition	60%	60%	65%	65%	65%
Total	100%	100%	100%	100%	100%

b. Dollars

Funds

Program Admin.	\$150,000	\$131,000	\$131,000	\$131,000	\$131,000
Information Management	\$150,000	\$131,000	\$100,000	\$100,000	\$100,000
Public Participation	\$100,000	\$ 88,000	\$ 88,000	\$ 88,000	\$ 88,000
Information Acquisition	\$600,000	\$569,000	\$569,000	\$569,000	\$569,000
Total	\$1,000,000	\$875,000	\$875,000	\$875,000	\$875,000

TABLE 3

PROPOSED FUNDING OF INFORMATION ACQUISITION

- I. Resource Critical Areas
25% of IA
- II. Water Quality and Estuarine Relationships
40% of IA
- III. Fisheries Dynamics
20% of IA
- IV. Human Environment
15% of IA

Appendix C

RESOLUTIONS
PASSED AT THE FEBRUARY 13, 1987
MEETING OF THE POLICY COMMITTEE

RESOLUTION: Let it be resolved that a major objective of the Albemarle Pamlico Estuarine Study will be to make a special effort to keep the State Legislature, press, media, and public informed about the study and related activities. These efforts should be coordinated by a dedicated Public Relations specialist co-located in the Program Coordinator's Office.

RESOLUTION: Let it be resolved that two Citizens Advisory Committees (CAC) shall be established for development and maintenance of communication and public participation programs for Albemarle and Pamlico Sounds.

There shall be one committee representing the Albemarle Sound region and one committee representing the Pamlico Sound region. Each committee shall be composed of representatives as follows:

1. Public Official (2)
2. Educator
3. Tourism
4. Developer
5. Hunting and Fishing
6. Commerical Fishing Industry
7. Agriculture
8. Industry
9. Environmental Group
10. Coastal Engineer/Surveyor
11. Private Citizen (4)

The purpose of the Citizens Advisory Committees is to provide a means for structure citizen input to the Program and to assist in the dissemination of program information. However, other means for public input to the program, such as public hearings, shall be used as necessary or appropriate to complement the structured input of the Citizens Advisory Committees.

The general charge to the Citizens Advisory Committees shall be:

1. To provide a mechanism for structured citizens' input, including providing recommendations, into the Albemarle-Pamlico Estuarine Study process from their respective regions; and
2. To assist in the dissemination of information relevant to or developed by the project in their respective regions.

More specifically, the Citizens Advisory Committees shall:

1. Elect a Chairperson for their respective committee. The two Chairpersons shall be members of the Technical Committee (TC).
2. Report at each meeting of the TC, through their respective Chairperson.
3. Review all documents and materials produced by the Albemarle Pamlico Estuarine Study. They shall include the results of such review in the Chair's reports to the TC.
4. Take such initiatives as are necessary and appropriate, in conjunction with the other activities of Albemarle Pamlico Estuarine Study, to ensure adequate citizen input from affected and interested constituencies in their regions.
5. Meet at their own discretion, but at least twice yearly, in locations convenient to the citizenry of their regions.

The functions of the Citizens Advisory Committee may include but are not limited to, the following:

1. Organize and sponsor public meetings at the direction of the Technical Committee.
2. Develop a public information program to educate the public regarding the Albemarle Pamlico Estuarine Study.
3. Organize and sponsor workshops at the direction of the Technical Committee.
4. Coordinate local press releases regarding study results.
5. Prepare news for eventual publication of study newsletter.

**ADMINISTRATIVE PROCEDURES APPROVED
AT THE FEBRUARY 13, 1987
POLICY COMMITTEE MEETING**

BE IT RESOLVED THAT:

The following set of administrative procedures are adopted for the Albemarle-Pamlico Estuarine Project:

1. MEETING PROCEDURES:

Meetings of the Policy Committee will be held at least twice a year, or as necessary to effectively carry out responsibilities and will be held at various locations, including those in the Albemarle-Pamlico Sound Area. The general procedure for scheduling meetings will be to set a date for the next meeting before adjourning any meeting; in addition, a majority of the Committee may ask the Co-Chairmen to call a meeting in which case the Co-Chairmen will hold such a meeting within 21 calendar days. Meetings of both the Policy Committee and the Technical Committee will be called by the respective Co-Chairmen. The EPA Region IV Administrator and the Secretary of the North Carolina Department of Natural Resources and Community Development (DNRCD) shall co-chair the Policy Committee meetings and the Director of EPA's Region IV Water Division and the Deputy Secretary of DNRCD shall co-chair the Technical Committee. The Co-Chairmen of both committees shall appoint designees to serve in their absence. The Co-Chairmen will alternate chairing the committee meetings. The person chairing the meeting will be responsible for approving the agenda, developed by the Project Coordinator, for that meeting. Parliamentary Procedures shall be used for all meetings of the Policy Committee, Technical Committee and Citizens Advisory Committee.

2. VOTING:

Each member of the Policy Committee, Technical Committee and Citizens Advisory Committee shall have one vote; majority vote shall rule; individual votes and absention on roll call votes shall be noted in meeting minutes; and, members may not appoint a proxy to vote in their absence.

3. COMMUNICATION:

To encourage open communication channels among the Committees during the course of the project, it is strongly encouraged that: the Co-Chairmen of the Technical Committee and the Chairmen of the Citizens Advisory Committees attend Policy Committee meetings; at least one member of the Policy Committee attend Technical Committee meetings; and, the Chairmen of

the Citizens Advisory Committees shall also be members of the Technical Advisory Committee.

4. DOCUMENT/RESOLUTION/AGENDA ITEMS AND DISTRIBUTION:

All documents or resolutions developed by Policy, Technical, or Citizens Committee members or their staffs should be distributed to all Policy, Technical or Citizens Committee members, respectively, preferably a week in advance of proposed action in order that members may have adequate time for review and comment, unless the document or resolution is developed at the meeting. Proposed agenda items should be forwarded to the Project Coordinator.

5. AVOIDANCE OF CONFLICT OF INTEREST:

No member of the Policy Committee, Technical Committee or Citizens Advisory Committee may serve as a Principle Investigator on any proposal. If an investigator from a Policy, Technical or Citizens Advisory Committee's institution, agency or company submits a proposal, that Committee member shall not formally comment, endorse or vote on that proposal.

6. PEER REVIEW OF TECHNICAL PROPOSALS:

A Peer Review Committee shall be formed consisting of two members of the Policy Committee and three members of the Technical Committee to be selected by the Co-Chairmen of the Committees. The Review Committee would be responsible for coordinating external and internal reviews and ranking the proposals in priority order based upon scientific quality and research needs identified in the five-year workplan. Scientific quality would be based upon at least three external reviews by respected scientists not residing in the State of North Carolina. Programmatic ranking would be done by the Review Committee. The Committee's final ranking would then be submitted to the Technical Committee for their endorsement and then submitted to the Policy Coammittee for their approval.

7. PRESS RELATIONSHIPS:

A goal of the Albemarle-Pamlico Estuarine Project will be to maintain open communication channels with the press. The official contact person for all Albemarle-Pamlico Estuarine Project press questions shall be the Project Coordinator.

8. TRAVEL REIMBURSEMENT POLICIES:

No travel expenses will be paid for any Ploicy, Technical or Citizens Advisory Committee members with the following exceptions:

- (A) Out-of-State (North Carolina) travel for project-

related meetings upon approval by the Policy
Committee Co-Chairmen.

(B) Travel expenses for invited experts who are neither
Federal employees nor North Carolina residents.

(C) Travel expenses for "special" needs upon recommendation
by the Program Coordinator with approval by the Policy
Committee Co-Chairmen.

Federal regulations prohibit the reimbursement of travel expenses for
Federal employees with grant funds.