# Nutrient Scientific Advisory Board Meeting #2 Minutes

**Friday, November 5, 2010**

**TJCOG - 4307 Emperor Blvd, Durham NC, 27703**

**9:30 am -12:00 pm**

**Attendees**

Members: Matt Flynn, Michael Layne, Kathy Debusk, Matt Lauffer, Andy McDaniels (ML alt.), Michelle Wolfolk (JC alt.), Fred Royal, Grady McCallie, Larry Band, David Phlegar, Trish D'Aronte

Non-Members: Jason Robinson, Rich Gannon, Kathy Stecker, Lars Hanson, Heather Saunders, Sarah Bruce

1. **Introduction**

Participants introduced themselves. The agenda was reviewed and approved.

2. **Facilitator**

Since last meeting, Board members submitted names of potential facilitators. DWQ followed up with these individuals and decided upon Andy Sachs. DWQ also explored funding options and decided upon using a 50/50 split w/ DOT's URS funding program and DWQ's 319 Grant Program. The contract is currently being developed, and the contract should last through July 2012.

Kathy Stecker served as a facilitator for this meeting. A list of facilitator roles was presented for the Board's consideration. Throughout the meeting, this list was discussed and modified. DWQ will compile a list of Facilitator Roles for the Board's approval, to be presented to Andy Sachs for his input.

3. **Review of Draft Minutes**

The minutes from meeting #1 were reviewed. Several follow-up items were discussed.

- Board members agreed that it was decided that there would be no chair-person.
- It was initially decided that decisions would be made using a 5-finger consensus method. Gradie explained this method. However, as the meeting progressed, it was decided that the Board's decision making process would be discussed with Andy Sachs.
- Board members agreed that it was decided that 7 Board members would need to present for a quorum and to make decisions. 5 of those members must be original members, not alternates.

4. **Ground Rules**

DWQ prepared a draft set of Board Ground Rules that was presented and discussed by the Board. This discussion lasted for about an hour and half, and the discussion also touched on the facilitator's role. DWQ will prepare a revised set of ground rules for the Board's consideration and approval. Much of the discussion concerned the following issues:

- Meetings must be open to the public but need not be advertised. Non-Board members that attend meetings can observe, but the Board decided that only the invited guests should be able

to speak. Board members can agree upon guests that posses relevant expertise or experiences. The invitation process will be discussed later.

- It was decided that a decision-making process would be discussed with Andy Sachs. The 5-finger consensus method will be considered.
- It was decided that Board alternates can attend meetings along with the primary member. If both members attend, only the primary member may speak.
- It was agreed that 7 members must be present for a quorum and for the Board to make decisions. 5 of these must be primary members.
- It was decided that the group will discuss all relevant Board information with non-group members. This was decided to be a given and was removed from the draft Ground Rules.
- It was decided that the facilitator should be responsible for encouraging all participants to participate in the discussion. This was removed from the Ground Rules and added to the Facilitator Roles list.
- It was decided that a ground rule should be added stating that the Board could revise and add rules at anytime by consensual agreement.

**5. NSAB Roles and Tasks**

DWQ overviewed a document sent out prior to the meeting that summarized S.L. 2009-216 as it pertained to monitoring of Jordan Lake, the existing development requirements of local governments within the Jordan watershed, and DWQ's interpretation of the role and tasks of the Nutrient Scientific Advisory Board (see document). DWQ explained that they see the Board's role as "*provid[ing] advice and recommendations to the Division and local governments on ways to effectively meet existing development requirements of nutrient strategies in general and the Jordan Stage 2 requirements specifically*". Staff clarified that 3.(d)2.(b) is specific to Jordan, but the recommended method may be used in future strategies. The other Board tasks laid out in the S.L. are not Jordan specific.

The Board made initial observations and requests. In order for the Board to understand why DWQ feels the Tar-Pam Nutrient Export Calculator isn't appropriate for 3.(d)2.(b), they asked for a brief presentation of the Tar-Pam method at the next meeting. Other initial views included the recommendation for the accounting system to encourage innovation, and a desire for making credit predictable and certain.

It was decided that the Board would study the Session Law and DWQ's role and task interpretation document. At the next meeting, Board members will try to reach a consensus on the Board's role and tasks.

**6. Meeting Follow-up**

a) Members need to send in remaining alternates
b) DWQ to start sending information to alternates
c) DWQ to send out Tar-Pam method to Board members
d) DWQ to develop web page and post Meeting #1 final Minutes, Meeting #2 Draft Minutes, Ground Rules, Facilitator Roles, and Agendas
e) Board members to review SAB Role/Tasks document

**7. Agenda items for next meeting**

a) Revisit facilitator role, ground rules with Andy
b) Discuss decision making process with Andy
c) High-level review of SAB duties/tasks
d) Facilitated discussion, agreement of SAB roles and tasks
e) Criteria for calculating baseline loads

**8. Fall meeting dates and times**

1. December 3, 2010 (9:30 – 12:00, TJCOG)
2. January 7, 2011 (9:30 – 12:00, TJCOG)
3. February 4, 2011 (9:30-12:00, TJCOG)
4. March 4, 2011 (9:30-12:00, TJCOG)