



Board Meeting Notes

Yadkin-Pee Dee Water Management Group

11:00 PM - 12:00 PM, Friday, May 17, 2024 via Teams

WELCOME & ATTENDANCE

A virtual meeting of the Yadkin Pee-Dee Water Management Group Board of Directors was held via Microsoft Teams on Friday, May 17, 2024.

Jim Behmer called the meeting to order at 11:03. The following Board members and others were in attendance.

Jim Behmer, Chair
Alan Fowler, Vice Chair
David Czerr, Secretary/Treasurer
Sam Call, At Large Representative
HDR Program Management: Sara Yeh, Nicola Hill, Audri Baker

NONPROFIT ADMINISTRATIVE MANAGEMENT

- Approval of April 4, 2024, Board Meeting notes: no comments or changes were received.
 - MOTION: Approve minutes of April 4, 2024, Board meeting; motion carried.
- IRS Request for Information – Response
 - IRS official notification of exemption from federal income tax under Internal Revenue Code Section 501(c)(3) has been received.
- Solicitation License
 - North Carolina issued a letter of exemption to the organization last year with expired May 15, 2024. HDR has submitted a request for extension which provides a new deadline of July 15, 2024.
 - ACTION: Prepare solicitation license application documents for signature at the June membership meeting. (HDR)
- Board of Directors Nominations
 - Two nominations were received. HDR will reach out to confirm willingness of the nominees to serve.
 - ACTION: Send reminder email to members for nominations to fill remainder of 2024 terms, due to Mr. Behmer's retirement. (HDR)
- Updated Phase 4b Scope Schedule
 - The scope and fee for Phase 4b of the Water Resources Plan work was approved at the YPDWVG April membership meeting. The original schedule called for completing Phase 4b activities in 8 months, from November 2023 to June 2024. The Board confirmed their expectation for HDR to provide an updated task order showing a revised 8-month schedule from June 2024 to January 2025. There are no other changes.
- Recurring Default Meeting Schedule
 - The Board discussed options for setting a regular meeting schedule to provide consistency and facilitate future planning for all members. Considerations included working around typical utility internal meeting days and the Yadkin-Pee Dee River Basin Association meeting schedule. The Board agreed to recommend the following standard schedule to the full membership for a vote at the June meeting:
 - Full membership meetings: second Thursday of odd numbered months.
 - Board meetings: second Thursday of even numbered months.
 - Schedule a virtual only meeting in July to provide basic updates and facilitate transition to the odd month schedule.
 - Make recommendation to the full membership at June meeting for vote.
 - ACTION: Include the Board recommendation with distribution of the June meeting notice. (HDR)
 - ACTION: Compile attendance, dues, and other member in good standing status information. (HDR)
- North Carolina Land and Water Fund (NCLWF) Grant Site-Visit Request
 - The YPDWVG has received a request from NCLWF to conduct a site visit and take photos the end of May.

- Board members discussed the challenge of identifying specific sites within the basinwide project area and recommended collaboration with the Yadkin Riverkeeper for any sites of concern for the visit.

NONPROFIT FINANCIAL MANAGEMENT

- Financial Summary
 - Sara Yeh and David Czerr reviewed the current Profit and Loss, Balance Sheet, and Transaction reports from QuickBooks for March 1–April 30.
- New Bank Account Discussion
 - Audri Baker reviewed the forms required for setting up a new account with Civic Federal Credit Union and presented the options for utilizing a money market or certificate account to increase earnings. Ms. Baker will provide the current documentation to Mr. Czerr and Ms. Yeh to coordinate with Civic and Fountainworks for making the transition and recommending distribution of current funds from Wells Fargo into various interest earning accounts at Civic.
 - ACTION: Open independent YPDWVG bank accounts with Civic FCU and execute transfer of funds from Wells Fargo account owned by Fountainworks. (HDR, Czerr)
- Financial Management Procedures
 - Ms. Baker presented an outline for the financial procedures document based on an internal control document required by the Catawba-Wateree Water Management Group audit firm. Complete details will be developed following the bank account transition. Ms. Baker will send a copy of the outline to the Board for feedback, along with a copy of the CWWVG Internal Control Narrative.
- Tax Filings
 - Dues notices will be prepped and sent to Mr. Czerr for approval before distribution.
 - With IRS approval as an exempt 501(c)(3) organization, the YPDWVG is required to fill an IRS Form 990 tax statement annually, typically due May 15. HDR has received approval for an extension of the required filing date for this cycle through November 2024.
 - Board members confirmed the fiscal year for the YPDWVG is based on a calendar year. The Bylaws require the dues cycle as notices issued in June with a due date of July 31.

JUNE MEETING PREPARATION

- Meeting Logistics – June meeting will be held Thursday, June 20, at 1 Water Street in Salisbury.
- Virtual Meeting Software Update
 - A survey was sent to members suggesting a move from Zoom to Teams as the virtual platform for meetings; no negative responses have been received. HDR will include a reminder with the nominations reminder.
- Draft Agenda Content
 - Presentation – Board members suggested an update from the Division of Water Resources on river basin planning and recommended Ginny Baker. HDR will arrange.
 - Meetings - review proposed meeting schedule for member approval
 - Elections – include as last business item on agenda
- Next Board meeting: attendance, resolutions, dues reports

Mr. Behmer adjourned the meeting at 12:05.

SUMMARY OF MOTIONS & ACTION ITEMS

MOTION: Approve minutes of April 4, 2024, Board meeting; motion carried.

ACTION: Prepare solicitation license application documents for signature at the June membership meeting. (HDR)

ACTION: Send reminder email to members for nominations to fill remainder of 2024 terms, due to Mr. Behmer's retirement. (HDR)

ACTION: Send June 20 meeting notice; Include the Board recommendation for default meeting schedule. (HDR)

ACTION: Compile attendance, dues, and other member in good standing status information. (HDR)

ACTION: Open independent YPDWVG bank accounts with Civic FCU and execute transfer of funds from Wells Fargo account owned by Fountainworks. (HDR, Czerr)