

RSPC Quarterly Meeting of Members: August 21, 2019
Statesville Fitness Center
1875 Simonton Road, Statesville, NC 28625

The Regional Stormwater Partnership of the Carolinas quarterly meeting was held on August 21st at the Statesville Fitness Center, 1875 Simonton Road, Statesville, NC 28625 from 12:00 - 2:30pm. Notice was given via calendar invite, reminder emails, and personal phone calls. A quorum was present. Chairman, Rob Donham presided at the meeting. Introduction was given by Rob Donham. Attendees were:

Joseph Alms – Gaston County
Scott Attaway – Lowell
Chris Costner – Monroe
Becky Conder – Mt. Holly
Rob Donham – Harrisburg
Franklin Gover – China Grove
Regina Guyer – Rising Solutions, PLLC
Scott Harrell – Statesville
Tom Johnson – Lexington
Mayor Costi Kutteh – Statesville
Danon Lawson – City of Gastonia
Craig Miller – City of Charlotte
Gina Ratajc – Rising Solutions, PLLC
Kari Raburn – Rising Solutions, PLLC
Derek Slocum – Statesville
Kim Sturgis – Mt. Holly
Bill Trudnak – Dallas
Chad Waldrup – Belmont
Ashton Walker – Mooresville
Josh Watkins – Cramerton

The meeting was called to order Rob Donham at 12:24 pm.

- Thanks given to Statesville for hosting our meeting today.
- Introduction Mayor Costi Kutteh of Statesville
 - Mayor Costi Kutteh shares that he is very pleased to be part of this group and that Stormwater is a major struggle for his municipality, but he states that all of the participating municipalities are a lot stronger as a partnership than trying to do this on their own.
- Welcome extended to Mooresville's new member representative, Ashton Walker.
- Welcome and invitation to join extended to our visitors: Tom Johnson, Lexington Water Resources Director, and Joseph Alms, Stormwater Program Manager, Gaston County.

Summary of Officers Reports

Secretary Report – Chris Costner

- Minutes from May 1st Quarterly Meeting reviewed.
- Rob Donham made a motion to approve the minutes, Bill Trudnak seconded the motion, with a unanimous vote of approval.

Chairman Report – Rob Donham

- Annual report is available on the website. It is still awaiting some numerical data but will be updated before the October deadline.
- Kevin Krouse has made the decision to resign as the RSPC Vice Chair. Appreciation extended to Kevin Krouse for his hard work.
- Decision made for Craig Miller to move from the Member at Large position to become the Vice Chair. This move was approved by RSPC Board and presented at the membership quarterly meeting.
- Scott Attaway, Lowell was nominated to fill the Member at Large RSPC Board position.
 - No additional nominations were made.
- Rob Donham made a motion to affirm appointment of Craig Miller as Vice Chair and Scott Attaway as Member At Large, Josh Watkins seconded the motion, with a unanimous vote of approval.

Treasurer Report – Franklin Gover

- A thanks was extended to Rising Solutions, PLLC for assistance in being under budget for our annual meeting supplies.
- Review of proposed budget for upcoming fiscal year:
 - Facilitation services are going up slightly.
 - Advertising budget will stay the same.
 - Quarterly meeting supplies budget to stay the same.
 - Printing and supplies budget will go up slightly to cover the increasing cost of printing.
 - Promotional items budget reviewed.
 - Legal fees will go down drastically as we've gained non-profit status and we can therefore disperse those funds into other areas.
 - At current funding levels, it is projected that we will spend \$13,594 from the reserve funds. This total projected spending is more than dues are bringing in thus leaving us with \$68,521 in our savings.
- Last year we used a total of \$10,765 from our savings.
- Rob Donham shared his concern about getting our reserves depleted more than the projected costs for a year's fees and commitment
- Information shared on the possibility of buying enviroscape for the group purchase at \$1,378.
- Craig Miller asked if we are using CPA to do our bookkeeping and accounting.
 - Franklin said yes, we are utilizing it with pretty nominal fees, and they've got everything they need but are waiting for return of non-profit status from IRS with a deadline of November.

- Rob Donham asked if there is a percentage that group members are comfortable with the budget for reserve funds.
 - Franklin Gover shared that 85% would be his comfort level.
 - Rob Donham suggest at least 40%.
 - Our options would be to increase dues or scale back some of the expenditures.
 - Franklin Gover suggested a potential need to increase our dues to match our activities.
 - Regina Guyer encouraged members to seek new members to grow membership base and increase dues received.
 - Chris stated that with all of the audits being done, we should have increased membership interests.
- Further meeting discussions bring more details to budget items. Voting for approval of FY20 Budget was done later in the meeting.

Summary of Committee Reports

New Membership Committee – Derek Slocum

- New potential members were emailed about joining with the new fiscal year.
- Members are encouraged to forward the emails that Rising Solutions, PLLC sends out with information on our meetings to those municipalities which would be possible members, particularly those who will be getting audited soon, to share the value of membership in the RSPC.
- Regina can forward email outlining the value of the RSPC to the members to forward to potential members.
- Derek Slocum has reached out to Justin Longino of Troutman and City of Salisbury.

Nonprofit Committee – Craig Miller

- Tax exempt status was delayed because of government shutdown, September 10th is the expected notification timeframe.
- As a non-profit, there is a conflict of interest policy form that board members need to sign annually. They are requested to do so at today's meeting.

Training Committee Report – Rob Donham

- October Tech Talk will be Municipal Staff Training on Spill Response, Illicit Discharge, and Good Housekeeping on October 2 from 9 – 11:30 am at China Grove Community Building.
 - Craig Miller will speak on good housekeeping. Franklin Gover and Charles Sheen will speak on spill response. Isaiah Reed is coming from NC DEQ to speak on illicit discharge.
 - The facility will hold 140 people.
 - There will be continental type breakfast.
 - This training will be applicable particularly to public works, as well as parks and recreation. The illicit discharge component will explain

how to identify and report it, so it will be applicable to all municipal employees.

- Regina shared that we will work to offer PDHs for engineers. In addition, it is important to have an agenda and sign up sheet as documentation for any attending municipalities' audits.
- SCAWWA-WEASC Stormwater Lunch and Learn will be September 13 at Clemson.
 - Rob Donham and Josh Watkins requested to attend. Regina will get them registered.
- FY20 Workshop discussion
 - Would we want to do another of the Fall Tech Talks for municipal training in another district in order to serve more municipal workers?
 - Gaston County has a nice facility to possibly host for the spring.
 - There is also the possibility of recording the presentation for viewing later and maybe even creating modules with each section to make viewing easier.
 - Discussion of the elected officials training and whether or not we want to do it annually.
 - Chris Costner suggested the possibility of doing it every other year based on election years and turnover in elected officials.
 - Rob Donham shares that he sees great value in doing it annually because it was very helpful to everyone in his organization and not all elected officials were able to come. He sees value in doing it after elections but before budget decisions are made.
 - Danon Lawson explained that the climate changes based on when audits are happening and therefore these trainings are helpful.
 - Rob Donham made a motion to have the Elected Officials Training annually. Derek Slocum seconded the motion, with a unanimous vote of approval.
 - Vote Amended to revisit the decision to hold the Elected Officials Training each year based on need.
 - Bill Trudnak made a motion to revisit the decision to hold the Elected Officials Training each year based on need. Josh Wallace seconded the motion, with a unanimous vote of approval.
 - Prospective Date for future Elected Officials Training of January – February 2020.

*Action Item: Members need to look at possible locations, speakers, and dates of availability of council members for another Elected Officials Training.

Intern Committee Report – Regina Guyer

- AmeriCorp contact is Nick DiColandrea

- Regina shared that AmeriCorp would like to partner with RSPC to be a host site. This would be for an AmeriCorp member for 1700 hours (40 hours per week over 10 months). Based on what the RSPC would pay, this would only cost the RSPC around \$5.50/hour for the intern.
 - We would need an office for AmeriCorp member to work.
 - AmeriCorp does the advertising of the position. The AmeriCorp member will be hired through AmeriCorp; however, the RSPC is the host organization and gets to make the final selection for the hire.
 - Rob Donham sees great value in this as it gives the opportunity to send someone out into the schools while getting rid of all of the worries of bringing on an intern such as payroll, liability issues, and so on. Harrisburg would be happy to be a host site.
 - Derek stated that Statesville would be supportive of it as well as they are in the process of hiring people who would be able to link the AmeriCorp member up with positions. There is a concern of how would we manipulate the budget to allocate enough funds for this.
 - Application for the Americorp Member Host is pretty lengthy and detailed; therefore, we need to make a decision one way or another in order to make the decision to proceed.
 - Craig Miller shared that the mileage reimbursement could be a big chunk of money as is something to think about. In addition, he shared importance of using the survey data for determining what we need the intern to do.
 - Ashton Walker shared that it will take a lot of prep work to facilitate an intern.
 - Josh Watkins made a motion to pursue the opportunity to have Americorp intern based on the money allocated in the proposed budget. Franklin Gover seconded the motion with unanimous approval.
 - Ashton Walker will join the intern committee.
- WRRISWC grant – A project to reach citizens within three underserved Charlotte neighborhoods and part of the grant funds could be used to fund half of the AmeriCorp member.
 - The grantee will be through Rising Solutions to facilitate the logistics of the grant money with Rob Donham and RSPC as co-facilitators.
 - Dr. Otienoburu is leaving JCSU and we now have a new contact, Dr. Tracy Brown-Fox
 - Craig stated that we will need to track the intern's work hours to ensure that about ½ the time is spent on the grant and ½ on the RSPC if we choose to split the payment of the intern.
 - Rob made a motion to make Rising Solutions the lead on the WRRISWC grant and RSPC as the co-investigator. Derek seconded the motion, unanimous approval.
 - Rob Donham recognized Rising Solutions on their hard work getting the grant.

- Craig Miller congratulated Rising Solutions as there were 11 other proposals.

*Action Item: All members need to send an email to Rising Solutions with their ideas for utilizing the AmeriCorp member.

Summary of Additional Topics

Website

- All of the files are available online
- NC DEQ website is sending people to our website by listing Regional Stormwater Resources:
 - <https://deq.nc.gov/about/divisions/energy-mineral-and-land-resources/stormwater/stormwater-program/npdes-ms4-2>

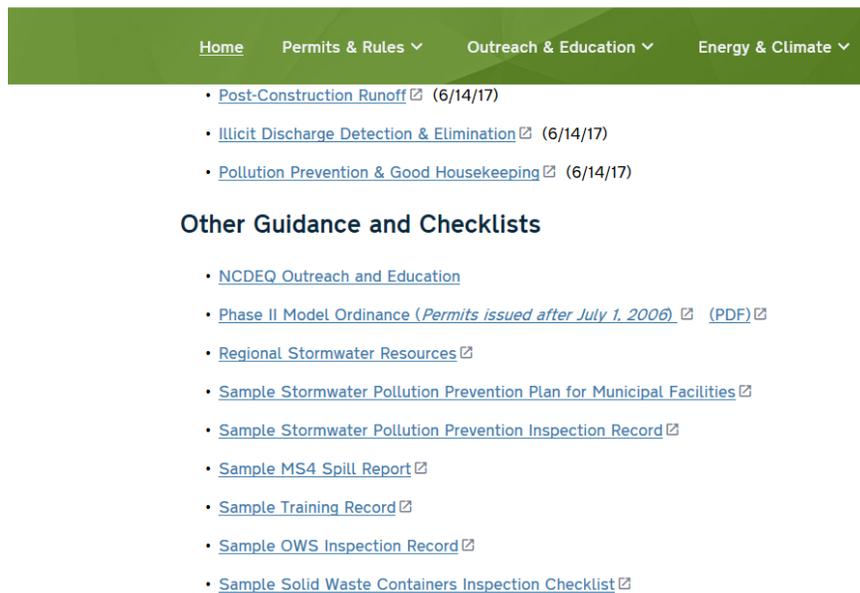


Figure 1: NCDEQ Website Link to the RSPC

Marketing Campaign – Kari Raburn

- Carolina Insight and Rising Spotlight – have already been paid for and are still owed to the RSPC.
- There were 975 TV media spots for the FY19 which was more than the 634 spots we paid. Providing 341 value added spots. (Numbers updated since meeting based on communications with The Agency)
- Kari is going to work with The Agency to get more details on the specifics of their proposal and what is given depending which network are used for advertising
 - Need to get in writing what the specifics of each advertising campaign
 - Need to make our decision soon so that advertising will not be in November which provides less than prime time media spots
- Chad Waldrup– questions would it be worthwhile to do less advertising but over multiple networks

- Rob Donham – motion to approve the media budget with the stipulation that Kari will finalize the specifics with the media team, Derek – second, unanimous vote of approval

Outreach and Education

- Catawba RiverFest on September 28th
 - Booth sign up – Chad Waldrup, Scott Attaway, and Chris Costner
 - Chris Costner will provide overview of RSPC on stage announcing performers
 - Rising Solutions, PLLC will seek to get promotional items before the Catawba RiverFest. They will provide staff for outreach and education.
- APWA Stormwater Conference
 - RSPC can get a booth for \$700 which will also include a registration.
 - Derek Slocum, Danon Lawson, & Chris Costner will be at conference
- Promotional Items
 - Coloring books – Franklin Gover
 - Rain Gauge – Craig Miller
 - Keychain, fish/flamingo pens, headphones, sunglasses, Doggy Poop Bags – Chris Costner
 - Action Items: send out groupvine engagement widget to discuss promotional items to purchase. Get vote from members for items.

FY 20 Budget Approval Vote:

- Craig Miller– motion to approve budget as shown on hand out, Scott Attaway – second motion, unanimous vote by members.

Groupvine

- Action Items: All members need to accept your invite to become an editor and sender with groupvine.

Resolutions

Approval of Minutes from May 1, 2019 Quarterly Meeting

- Rob Donham made a motion to approve the minutes, Bill Trudnak seconded the motion, with a unanimous vote of approval.

Approval of Board Member Changes

- Rob Donham made a motion to affirm appointment of Craig Miller as Vice Chair and Scott Attaway as Member At Large, Josh Watkins seconded the motion, with a unanimous vote of approval.

Approval of Elected Officials Workhop Frequency

- Rob Donham made a motion to have the Elected Officials Training annually. Derek Slocum seconded the motion, with a unanimous vote of approval.

Vote Amended to revisit the decision to hold the Elected Officials Training each year based on need.

- Bill Trudnak made a motion to revisit the decision to hold the Elected Officials Training each year based on need. Josh Wallace seconded the motion, with a unanimous vote of approval.

Approval to Pursue AmeriCorp Host Site for RSPC

- Josh Watkins made a motion to pursue the opportunity to have Americorp intern based on the money allocated in the proposed budget. Franklin Gover seconded the motion, unanimous vote of approval.

Approval for Rising Solutions, PLLC to be the lead on the WRRRI-SWC Grant

- Rob Donham made a motion to make Rising Solutions the lead on the WRRRI-SWC grant and RSPC as the co-investigator. Derek Slocum seconded the motion, unanimous approval.

Approval for Media Campaign

- Rob Donham – motion to approve the media budget with the stipulation that Kari Raburn will finalize the specifics with the media team, Derek Slocum seconded the motion, unanimous vote of approval

Approval of FY 20 Budget

- Craig Miller made a motion to approve budget as shown on Treasurer's hand out, Scott Attaway seconded motion, unanimous vote by members.

Closing

2:28 – Rob Donham made a motion to adjourn. Josh Watkins seconded the motion with a unanimous vote of approval.

Handouts / Documents

- 1) Agenda
- 2) PowerPoint
- 3) Treasurer Reports
- 4) AmeriCorp Host Site Application
- 5) Tech Talk Announcement



REGIONAL
STORMWATER
 PARTNERSHIP
 OF THE CAROLINAS

RSPC Quarterly Meeting
August 21, 2019
at Statesville Fitness Center
1875 Simonton Road, Statesville, NC

Detailed Agenda Items (*Vote Item)		
12:00 – 12:15	Networking and Gathering for Meeting	
12:15 – 12:20	Opening of Meeting	Rob Donham, Chair <ul style="list-style-type: none"> ➤ Call to Order ➤ Welcome ➤ Thanks to Derek Slocum for Hosting the Meeting ➤ Establishment of Quorum Declared
12:20 – 12:25	Secretary Report	Chris Costner, Secretary <ul style="list-style-type: none"> ➤ May 1st Minutes Presented for Vote ➤ *Get motion and 2nd to vote for Approval of Minutes
12:25– 12:30	Chairman Report	Rob Donham, Chair <ul style="list-style-type: none"> ➤ RSPC Status Overview and Annual Report Update ➤ Resignation of Vice Chair – Appreciation of Kevin’s work as Vice-Chair ➤ Board of Directors Nominations
12:30 – 12:45	Treasurer Report & Budget Committee	Franklin Gover, Treasurer <p>Members:</p> <ul style="list-style-type: none"> ➤ Projected Budget for Upcoming Fiscal Year <ul style="list-style-type: none"> ○ Details of Budget Items for Vote* ➤ Membership Dues Status
12:45-12:55	New Member Committee Report	Derek Slocum – Committee Chair <p>Members: Chris Costner, David Johnson, and Kevin Krouse</p> <ul style="list-style-type: none"> ➤ New potential members who were emailed about joining with new FY <ul style="list-style-type: none"> ○ Town of Landis – Brandon Linn, Assistant Town Manager ○ City of Salisbury – Chris Tester, Stormwater Program Manager and Michael Hanna, Stormwater Technician ○ Village of Marvin - Christina Alphin, Village Administrator and Rohit Ammanamanchi, Planning/ Zoning Administrator ○ Gaston County Natural Resources Department – Joseph Alm, Administrator ○ Town of Troutman - Justin E. Longino, Town Manager ○ Town of Indian Trail - Patrick Sadek, Town Manager and Todd Huntsinger - Director of Engineering ○ Town of Weddington - Lisa Thompson, Town Administrator/Planner

		<ul style="list-style-type: none"> ○ Town of Mineral Springs - Mineral Springs, Vicky Brooks ○ City of Lexington - Tabitha Jenkins, Public Services Administrator ○ Town of Waxhaw - Orion Holtey, Stormwater <ul style="list-style-type: none"> ➤ Reaching out to those being audited
12:55-1:00	Nonprofit Committee Report	<p>Craig Miller – Committee Chair</p> <p>Members: Rob Donham and Derek Slocum</p> <ul style="list-style-type: none"> ➤ Tax Exempt Status ➤ Annual Forms for Signature
1:00-1:10	Training Committee Report	<p>Members: Rob Donham Josh Watkins, and Chad Waldrup</p> <ul style="list-style-type: none"> ➤ October Tech Talk – Franklin Gover <ul style="list-style-type: none"> ○ Municipal Staff Training – Spill Responses, Illicit Discharges, and Good Housekeeping ○ October 2nd from 9 – 11:30am ○ China Grove Community Building, 412 South Myrtle Avenue, China Grove, NC 28023 ➤ SCAWWA-WEASC Stormwater Lunch and Learn <ul style="list-style-type: none"> ○ Sept 13th from 11am – 2pm ○ Clemson University- Kite Hill Recycling Center, 151 Kite Hill Dr., Clemson, SC. 29634 ○ Kelly Warner from Land Planning Associates - tour of the Hunnicut Creek Stream Restoration Project construction with a tailgate style picnic lunch.
1:10 – 1:20	FY20 Workshop Discussion	<p>Craig Miller</p> <ul style="list-style-type: none"> ➤ Training Workshops <p>Workshops presented in different areas for municipal staff training</p>
1:20-1:40	Intern Committee Report	<p>David Caldwell---Committee Chair</p> <p>Members: Cheri Clark, Derek Slocum, and Jon Young</p> <ul style="list-style-type: none"> ➤ NC AmeriCorp <ul style="list-style-type: none"> ○ Project Opportunities ➤ Future steps
1:40-1:45	WRRRI- SWC Grant Report	<p>David Caldwell/Regina Guyer/Craig Miller</p> <ul style="list-style-type: none"> ➤ RSPC project – WRRRI-SWC Members unanimously agreed that they would like to move forward with your team to co-develop a full proposal up to \$75,000 ➤ Next step: Proposal Finalization and Presentation on Sept 26th in Wilmington, NC to WRRRI-SWC for final vote and approval ➤ Investigator change to Dr. Tracy Brown Fox from JCSU ➤ Change to RSPC as Co-Investigator for Grant, Rising Solutions as Grantee for administration purposes
1:45-2:00	Media Campaign	<p>Kari Raburn</p> <ul style="list-style-type: none"> ➤ FY2019 Media <ul style="list-style-type: none"> ○ Jan Rising Spotlight: David Johnson, Mt Holly

		<ul style="list-style-type: none"> ○ Carolina Insight: Alyssa Doug, City of Charlotte ○ Rising Spotlight: Derek Slocum, Statesville ○ Carolina Insight: Mt. Holly ○ Results of Media Campaign <p>➤ FY2020 Media Campaign Proposals</p>
2:00-2:05	Website	Kari Raburn – Overview with registrations, members only, and updates
2:05-2:15	Outreach and Education	<p>Kari Raburn</p> <ul style="list-style-type: none"> ➤ Catawba Riverfest <ul style="list-style-type: none"> ○ Booth Sign Up ➤ APWA Stormwater Conference ➤ Other requested opportunities
2:15-2:20	Group Email Service	<p>Gina Ratajc</p> <ul style="list-style-type: none"> ➤ Groupvine Categories ➤ Contact Preferences ➤ Groupvine Discussions
2:20 – 2:25	Meeting Summary	Confirm action items and votes – Gina Ratajc
2:25-2:30	End of Meeting	Closing Comments from RSPC Chair and Adjournment -Rob Donham, Chair
SAVE THE DATE: TECH TALK October 2nd China Grove, and Quarterly Meeting November 6th Harrisburg		
SWAWWA-WEASC Lunch and Learn – Sept 13th at Clemson Univ		



Quarterly Meeting

August 21, 2019

Statesville, NC

Mission Statement

- We seek to educate and bring awareness to the public, local businesses and education centers of our region about stormwater issues and their impact on water quality and our environment. We further aim to unite local stormwater programs by sharing information and ideas in order to discuss and address similar stormwater issues on a regional level.

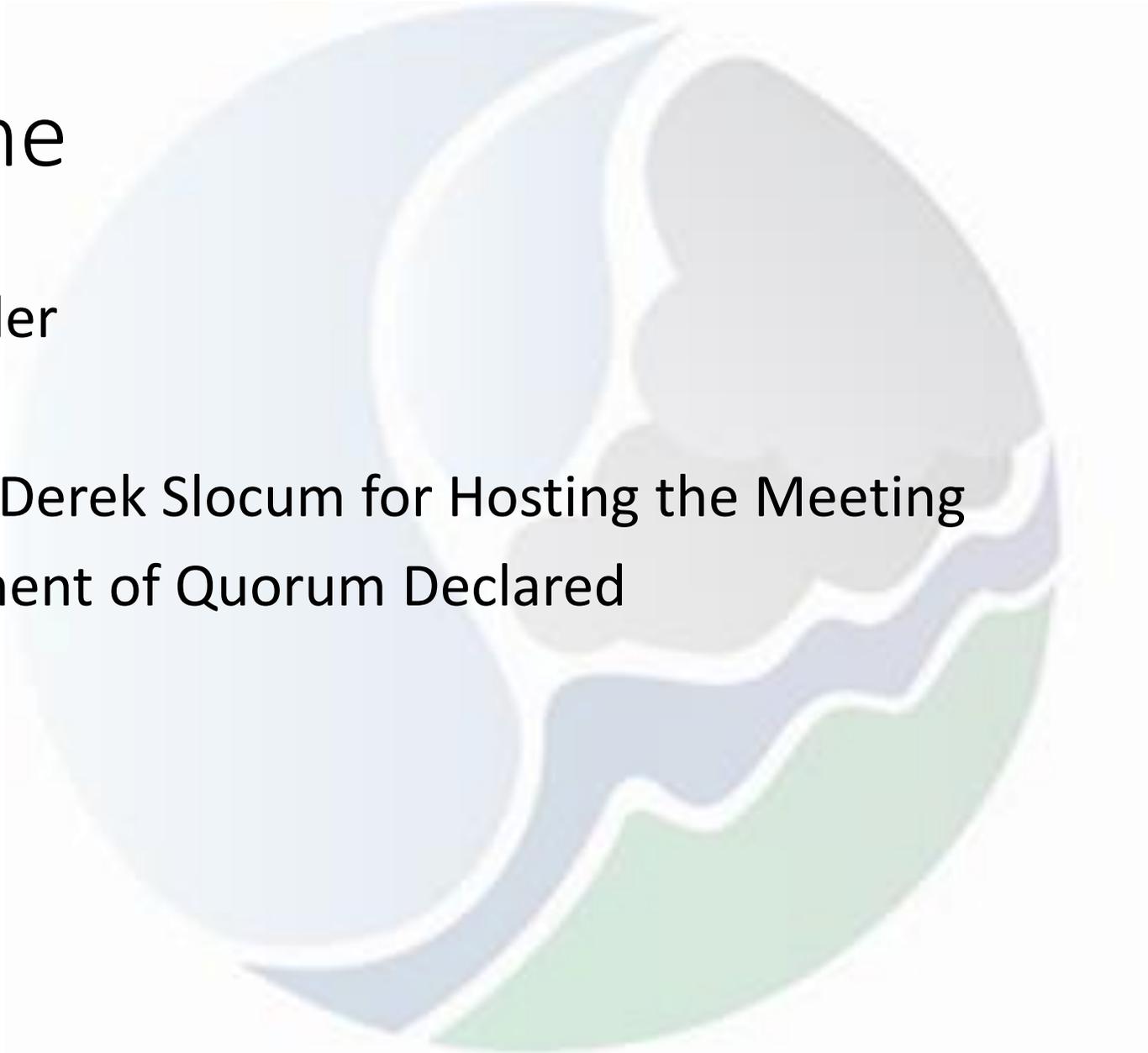
Agenda

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12:30 – 12:45	Treasurer Report & Budget Committee	Franklin Gover, Treasurer Members: ➤ Projected Budget for Upcoming Fiscal Year ○ Details of Budget Items for Vote* ➤ Membership Dues Status
12:45-12:55	New Member Committee Report	Derek Slocum – Committee Chair Members: Chris Costner, David Johnson, and Kevin Krouse ➤ New potential members who were emailed about joining with new FY ➤ Reaching out to those being audited
12:55-1:00	Nonprofit Committee Report	Craig Miller – Committee Chair Members: Rob Donham and Derek Slocum ➤ Tax Exempt Status ➤ Annual Forms for Signature
1:00-1:10	Training Committee Report	Members: Rob Donham, Josh Watkins, and Chad Waldrup ➤ October Tech Talk – Franklin Gover ➤ SCAWWA-WEASC Stormwater Lunch and Learn ○
1:10 – 1:20	FY20 Workshop Discussion	Craig Miller ➤ Training Workshops Workshops presented in different areas for municipal staff training
1:20-1:40	Intern Committee Report	David Caldwell---Committee Chair Members: Cheri Clark, Derek Slocum, and Jon Young ➤ NC AmeriCorp ○ Project Opportunities ➤ Future steps
1:40-1:45	WRR- SWC Grant Report	David Caldwell/Regina Guyer/Craig Miller

1:45-2:00	Media Campaign	Kari Raburn ➤ FY2019 Media ○ Rising Spotlight: Derek Slocum, Statesville ○ Carolina Insight: Mt. Holly ○ Results of Media Campaign ➤ FY2020 Media Campaign Proposals
2:00-2:05	Website	Kari Raburn – Overview with registrations, members only, and updates
2:05-2:15	Outreach and Education	Kari Raburn ➤ Catawba Riverfest ○ Booth Sign Up ➤ APWA Stormwater Conference ➤
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SWAWWA-WEASC Lunch and Learn – Sept 13th at Clemson Univ		

Welcome

- Call to Order
- Welcome
- Thanks to Derek Slocum for Hosting the Meeting
- Establishment of Quorum Declared



Secretary Report – May 1st Quarterly Meeting Minutes



Chairman and Vice Chairman Report

- RSPC Status Overview and Annual Report Update
- Resignation of Vice Chair – Appreciation of Kevin’s work as Vice-Chair
- Board of Directors Nominations

Treasurer Report and Budget Committee

- Projected Budget for Upcoming Fiscal Year
 - Details of Budget Items for Vote*
- Membership Dues Status

*Voting Item

New Membership Committee

- New potential members who were emailed about joining with new FY
 - Town of Landis – Brandon Linn, Assistant Town Manager
 - City of Salisbury – Chris Tester, Stormwater Program Manager and Michael Hanna, Stormwater Technician
 - Village of Marvin - Christina Alphin, Village Administrator and Rohit Ammanamanchi, Planning/ Zoning Administrator
 - Gaston County Natural Resources Department – Joseph Alm, Administrator
 - Town of Troutman - Justin E. Longino, Town Manager
 - Town of Indian Trail - Patrick Sadek, Town Manager and Todd Huntsinger - Director of Engineering
 - Town of Weddington - Lisa Thompson, Town Administrator/Planner
 - Town of Mineral Springs - Mineral Springs, Vicky Brooks
 - City of Lexington - Tabitha Jenkins, Public Services Administrator
 - Town of Waxhaw - Orion Holtey, Stormwater
- Reaching out to those being audited

Audited Municipalities by Year

2019

Archdale
Ayden
Benson
Bessemer City
Clemmons
Conover
Dallas
Fuquay-Varina
Global Transpark
Greenville
Henderson
High Point
Kure Beach
Landis
Laurel Park
Lowell
Navassa
NCDOT
Rutherford College
Salisbury
Sandy Point
Waynesville (contracted)
Woodfin

2020

Apex
Black Mountain
Canton
Carolina Beach
Carrboro
China Grove
DOD - Camp Lejeune (USMC)
DOD - Cherry Point (USMC Air Station)
DOD - Fort Bragg (US Army)
DOD - Seymour Johnson Air Force Base
Fletcher
Holly Springs
Indian Trail
Kannapolis
Kernersville
Lewisville
Lexington
Morrisville
Ranlo
Stallings
Statesville
Trinity
Weaverville

2021

Belmont
Chapel Hill
Charlotte-Mecklenburg Schools (Meck Co)
Clyde (contracted)
Cornelius (Meck Co)
Davidson (Meck Co)
Garner
Gibsonville
Goldsboro
Graham
Haw River
Hendersonville
Hope Mills
Huntersville (Meck Co)
Matthews (Meck Co)
Mebane
Mecklenburg County (Primary Co-Permittee)
Mint Hill (Meck Co)
Morganton
Mount Holly
NC State University
New Bern
Piedmont Community College (Meck Co)
Pineville (Meck Co)
Rocky Mount
Roxboro
Spring Lake
UNC - Chapel Hill
Valdese
Wake Forest
Winterville

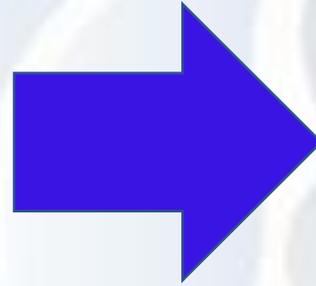
Nonprofit Committee

- Tax Exempt Status
- Annual Forms for Signature



Training Committee Report

- October Tech Talk – Franklin Gover
- SCAWWA-WEASC Stormwater Lunch and Learn
 - Sept 13th from 11am – 2pm
 - Clemson University- Kite Hill Recycling Center, 151 Kite Hill Dr., Clemson, SC. 29634
 - Kelly Warner from Land Planning Associates - tour of the Hunnicut Creek Stream Restoration Project construction with a tailgate style picnic lunch.



The Regional Stormwater Partnership of the Carolinas
presents
Municipal Staff Training
Spill Response, Illicit Discharges,
and Good Housekeeping

Staff training is required by municipal stormwater permits and this training will meet that requirement. Experts will present on the topics of spill response, identifying & reporting illicit discharges, and good housekeeping for municipal operations.

TIME: 9AM - 11:30AM
DATE: October 2, 2019

FREE

China Grove Community Building
412 South Myrtle Ave
China Grove, NC 28023

**CONTINENTAL
BREAKFAST
PROVIDED**

REGISTER NOW AT
<https://regionalstormwater.org/staff-training-october-2019/>

For more info, contact Regina Guyer
Regina.Guyer@RisingSolutionsPLLC.com
704-701-2270



REGIONAL
STORMWATER
PARTNERSHIP
OF THE CAROLINAS

FY20 Workshop Discussion

- Training Workshops
 - Workshops presented in different areas for municipal staff training
- Elected Officials



Intern Committee Report

- NC AmeriCorp
 - Project Opportunities
- Future steps



Water Resources Research Institute (WRRI) – Stormwater Group (SWG) Grant

Active involvement to develop understanding, build water quality awareness, and implement strategic measures within communities in Charlotte – Mecklenburg to engage citizens toward achieving stormwater program goals and improving water quality

- RSPC project – WRRI-SWC Members unanimously agreed that they would like to move forward with your team to co-develop a full proposal up to \$75,000
- Next step: Proposal Finalization and Presentation on Sept 26th in Wilmington, NC to WRRI-SWC for final vote and approval
- Investigator change to Dr. Tracy Brown Fox from JCSU
- Change to RSPC as Co-Investigator for Grant, Rising Solutions as Grantee for administration purposes

Marketing Campaign

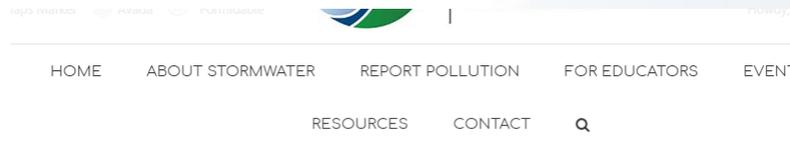
- Carolina Insight done by Alyssa Dodd, City of Charlotte, about asset management, funding, and the changing infrastructure aired August 2nd
- Rising Spotlight (Derek Slocum)
- Carolina Insight (Mt Holly)
- FY2020 Media Campaign Proposals
 - WSOC-ABC
 - WCCB (current)

April – May 2020		\$6,000
Television		
WSOC – ABC	Good Morning America 7a – 9a Monday - Friday 10 - :15 second ads per month	\$3,000 per month
	Radio	
September - October 2019		\$4,000
Radio		
WFAE-FM	Public Radio – Morning / Afternoon / Evening	\$2,000 per month
April – May 2020		\$4,000
Radio		
WFAE-FM	Public Radio – Morning / Afternoon / Evening	\$2,000 per month
	Google – Pay Per Click Campaign	
September & October 2019 / April & May 2020 (4 months)		\$1,200
Hard Cost Ad spend- \$300 per month – The Ad Spend is estimated and will be evaluated on public response		
Website Hosting – Twelve Months (September 2019-August 2020)		\$300
FOUR MONTH CAMPAIGN TOTAL (Includes the Twelve-Month Website Hosting)		\$21,500.00

Media Reach

- There were 927 TV Media spots which resulted in 8,678,347 impressions combined for our FY19 Fall and Spring Campaign
 - Paid for 637 TV Media spots with 4,433,600 impressions
 - Carolina Insight and Rising Spotlight are Added Value
 - During the Fall Campaign (mid analysis)
 - 20% during the morning news
 - 10% 9am-noon
 - 20% noon-5pm
 - 4% 5-6pm (4 during Ellen)
 - 3% 6-7pm (3 during mom, mike & molly)
 - 2% 7-8pm
 - 10% 8-11 pm (15 during evening news)
 - 30% occurred between 11pm and 6 am
 - November seems to be the worst for timing of ads (>50% 11pm-6am)

Website



Municipal Staff Training: Spill Response, Illicit Discharges, and Good Housekeeping

9AM-11:30AM

Wednesday, October 2, 2019

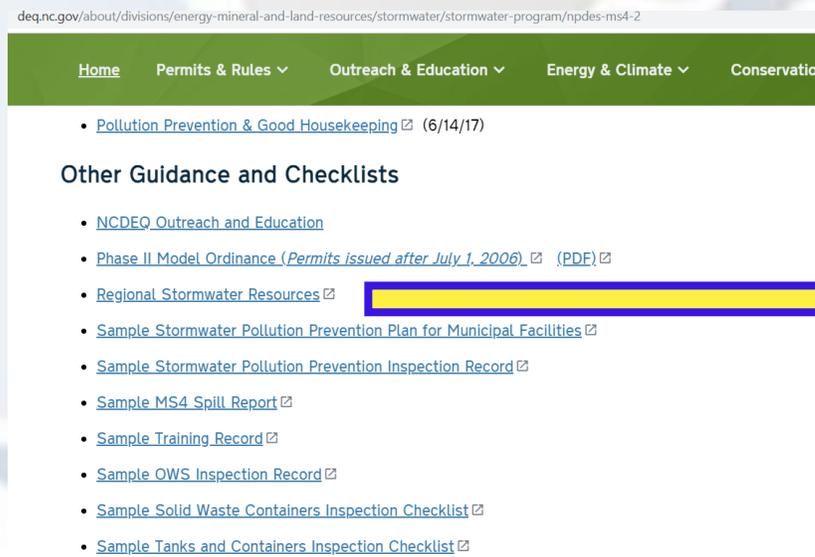
China Grove, NC

Registration Form:

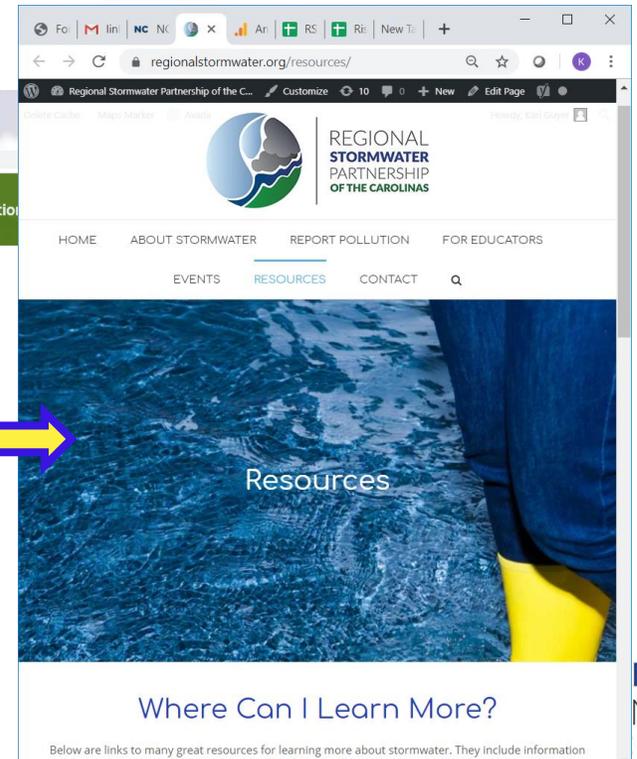
Name

Title

Municipality



Associated Files



Outreach and Education

- Catawba Riverfest
 - Booth Sign Up
- APWA Stormwater Conference
- Other requested opportunities
- Promotional Items
 - Coloring Books (Franklin)
 - Rain Gauges (Craig)--If we got 300 it would be around \$1500
 - Sockets for Phones (Chris)



Group Email Service

- Groupvine Categories
- Contact Preferences
- Groupvine Discussions



Meeting Summary

- Action Items
- Votes



Adjourn

- October 2nd Staff Training Tech Talk (China Grove)
- November 6th Quarterly Meeting (Harrisburg)



Register

Check #	Date	Description	Debit	Credit	Running Balance	Type
1051	3/2/2018	Regina's Initial Deposit	\$ -	\$ 100.00	\$ 100.00	
10641140	3/27/2018	UNC Charlotte- Partnership funds	\$ -	\$ 153,798.96	\$ 153,898.96	
1151	4/12/2018	Rising Solutions Invoices- 180, 181, 182	\$ 25,751.81	\$ -	\$ 128,147.15	
1152	4/24/2048	The Agency - Invoices - 3237, 3239, 3288, 3303	\$ 18,720.00	\$ -	\$ 109,427.15	
1154	6/28/2018	Rising Solutions Invoices- 190, 191	\$ 7,465.40	\$ -	\$ 101,961.75	
1153	6/28/2018	The Agency - Invoices - 3366	\$ 9,080.00	\$ -	\$ 92,881.75	
		END OF FY '17-'18				
	7/30/2018	Dues Deposit	\$ -	\$ 8,000.00	\$ 100,881.75	Dues
1155	8/6/2018	H & M Catering	\$ 356.87	\$ -	\$ 100,524.88	QMS
1156	8/6/2018	WEASC Lunch and Learn	\$ 750.00	\$ -	\$ 99,774.88	Conference
	8/10/2018	Dues Deposit	\$ -	\$ 11,250.00	\$ 111,024.88	Dues
	8/19/2018	Dues Deposit	\$ -	\$ 19,000.00	\$ 130,024.88	Dues
	9/19/2018	Dues Deposit	\$ -	\$ 5,000.00	\$ 135,024.88	Dues
1157	9/24/2018	Robinson Bradshaw Invoice 397117	\$ 4,983.60	\$ -	\$ 130,041.28	Professional
	9/24/2018	Dues Deposit	\$ -	\$ 6,500.00	\$ 136,541.28	Dues
	10/16/2018	Dues Deposit	\$ -	\$ 12,000.00	\$ 148,541.28	Dues
1158	10/16/2018	Robinson Bradshaw Invoice 398105	\$ 623.05	\$ -	\$ 147,918.23	Professional
1159	10/30/2018	Rising Solutions - Invoice 187	\$ 9,784.50	\$ -	\$ 138,133.73	Facilitation
1160	10/30/2018	Rising Solutions - Invoice 188	\$ 122.62	\$ -	\$ 138,011.11	QMS
1161	10/30/2018	The Agency - Invoice 3489	\$ 5,300.00	\$ -	\$ 132,711.11	Advert
1162	10/30/2018	Refund to Cramerton	\$ 750.00	\$ -	\$ 131,961.11	refund
1163	10/30/2018	Rising Solution - Invoice 189	\$ 129.48	\$ -	\$ 131,831.63	Conference
1164	12/18/2018	Robinson Bradshaw Invoice 4000166	\$ 1,092.99	\$ -	\$ 130,738.64	Professional
		Dues Deposit	\$ -	\$ 375.00	\$ 131,113.64	Dues
1165	1/24/2019	Rising Solutions Invoice 194	\$ 9,784.50	\$ -	\$ 121,329.14	Facilitation
1166	1/24/2019	The Agency Invoice 3527	\$ 5,000.00	\$ -	\$ 116,329.14	Advert
1167	1/31/2019	Robinson Bradshaw Inv. 403428	\$ 826.05	\$ -	\$ 115,503.09	Professional
	2/4/2019	Dues Deposit	\$ -	\$ 375.00	\$ 115,878.09	Dues
1168	2/12/2019	Rising Solutions Invoice 196	\$ 616.06	\$ -	\$ 115,262.03	Promotional
1169	2/28/2019	The UPS Store 6004	\$ 228.00	\$ -	\$ 115,034.03	supplies
1170	2/28/2019	Promo Logics, LLC Inv 3307 3308	\$ 1,982.68	\$ -	\$ 113,051.35	Promotional
1171	3/19/2019	Gary Morgan, CPA PA 6010	\$ 75.00	\$ -	\$ 112,976.35	Professional
	4/2/2019	Dues Deposit	\$ -	\$ 2,500.00	\$ 115,476.35	Dues
1172	4/30/2019	Robinson Bradshaw Inv 405700	\$ 1,061.44	\$ -	\$ 114,414.91	Professional
1173	5/14/2019	Rising Solutions Invoice 197	\$ 515.47	\$ -	\$ 113,899.44	QMS
1173	5/14/2019	Rising Solutions Invoice 198	\$ 817.65	\$ -	\$ 113,081.79	Conference
1173	5/14/2019	Rising Solutions Invoice 199	\$ 51.20	\$ -	\$ 113,030.59	Conference
1173	5/14/2019	Rising Solutions Invoice 200	\$ 192.00	\$ -	\$ 112,838.59	QMS
1173	5/14/2019	Rising Solutions Invoice 201	\$ 41.68	\$ -	\$ 112,796.91	Promotional
1173	5/14/2019	Rising Solutions Invoice 202	\$ 9,784.50	\$ -	\$ 103,012.41	Facilitation
1174	5/20/2019	The Agency	\$ 5,300.00	\$ -	\$ 97,712.41	Advert
1175	6/27/2019	The Agency	\$ 5,600.00	\$ -	\$ 92,112.41	Advert
1176	6/27/2019	Rising Solutions Invoice 203	\$ 59.10	\$ -	\$ 92,053.31	Conference
1176	6/27/2019	Rising Solutions Invoice 204	\$ 153.00	\$ -	\$ 91,900.31	Misc
1176	6/27/2019	Rising Solutions Invoice 205	\$ 9,784.50	\$ -	\$ 82,115.81	Facilitation
		END OF FY '18-'19				
	8/7/2019	Dues Deposit	\$ -	\$ 15,000.00	\$ 97,115.81	Dues
	8/14/2019	Dues Deposit	\$ -	\$ 12,000.00	\$ 109,115.81	Dues
1177	8/15/2019	Catawba Riverkeepers Foundation	\$ 250.00	\$ -	\$ 108,865.81	Event
	8/16/2019	Dues Deposit	\$ -	\$ 11,500.00	\$ 120,365.81	Dues

Regional Stormwater Partnership of the Carolinas

Annual Budget Estimates - Expenditures

Fiscal Year: 2019-2020

Account	Last Year Actual 2018-2019	Current Year		Actual to Aug 21 2019	Estimated Entire Year	Coming Year Budget Officers Estimate	Variance
		Budget 2019-2020					
1 Facilitation Services	\$ 39,138.00	\$ 41,019.00	\$ -	\$ -	\$ -	\$ -	\$ 41,019.00
2 Advertising	\$ 21,200.00	\$ 21,500.00	\$ -	\$ -	\$ -	\$ -	\$ 21,500.00
3 Quarterly Meetings Supplies	\$ 1,186.96	\$ 1,500.00	\$ -	\$ -	\$ -	\$ -	\$ 1,500.00
4 Printing and Supplies	\$ -	\$ 2,600.00	\$ -	\$ -	\$ -	\$ -	\$ 2,600.00
5 Postage - UPS Box	\$ 228.00	\$ 350.00	\$ -	\$ -	\$ -	\$ -	\$ 350.00
6 Promo Items	\$ 2,640.42	\$ 2,000.00	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00
7 Events	\$ 1,807.43	\$ 2,500.00	\$ 250.00	\$ -	\$ -	\$ -	\$ 2,250.00
8 Misc. Fees	\$ 153.00	\$ 750.00	\$ -	\$ -	\$ -	\$ -	\$ 750.00
9 Professional Fees	\$ 8,662.13	\$ 3,500.00	\$ -	\$ -	\$ -	\$ -	\$ 750.00
10 Intern	\$ -	\$ 4,750.00	\$ -	\$ -	\$ -	\$ -	\$ 4,750.00
Expenditures Totals	\$ 75,015.94	\$ 80,469.00	\$ 250.00	\$ -	\$ -	\$ -	\$ 3,500.00
Advertising							
11 Website	\$ 300.00	\$ 300.00	\$ -	\$ -	\$ -	\$ -	\$ -
13 WFAE Radio Ads	\$ 8,000.00	\$ 8,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
15 Television Placement	\$ 12,000.00	\$ 12,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
17 Google Ad Words	\$ 1,200.00	\$ 1,200.00	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 21,500.00	\$ 21,500.00	\$ -	\$ -	\$ -	\$ -	\$ -
Revenues (Dues)							
Projected Transfer from Reserves	\$ 64,250.00	\$ 66,875.00	\$ 38,500.00	\$ -	\$ -	\$ -	\$ -
Total	\$ 10,765.94	\$ 13,594.00	\$ 41,969.00	\$ -	\$ -	\$ -	\$ -
Organizational Balance as of July 1, 2019	\$ 75,015.94	\$ 80,469.00	\$ 80,469.00	\$ -	\$ -	\$ -	\$ -
Dues Collected	\$ 82,115.81						
Expenditures	\$ 38,500.00						
Current Balance	\$ 250.00						
Projected Balance as of June 30, 2020	\$ 120,365.81						
	\$ 68,521.81						



CTNC AmeriCorps: State of North Carolina AmeriCorps Program

2019-20 Host Site Application

About the program

Thank you for your interest in serving as an AmeriCorps host site with CTNC AmeriCorps.

AmeriCorps is a network of national service programs funded by the Corporation for National and Community Service. More than 75,000 Americans serve in AmeriCorps annually. AmeriCorps members strive to meet educational, environmental, public safety, or human service needs in nonprofits, public agencies, and faith-based organizations throughout the United States.

CTNC AmeriCorps aims to expand access to environmental education across the state of North Carolina for adults and children, with a particular focus on reaching communities that have not typically had access to environmental education or conservation projects and resources. Members will also recruit and manage volunteers for service projects that encourage environmental stewardship and outreach.

All CTNC AmeriCorps members will also have the opportunity to apply to be part of an AmeriCorps Disaster Response Team (if the program receives national designation as such in 2019). This team is part of a national network that deploys AmeriCorps members to respond to natural disasters across the United States and provide relief to local communities.

Program goals

CTNC AmeriCorps aims to meet our partners where they live and where their culture flourishes. In addition to achieving your needs and goals as an organization, CTNC AmeriCorps has four main program goals: (1) Developing environmental education programs that are more accessible and inclusive for diverse audiences; (2) Provide tools for AmeriCorps members to become future leaders in conservation; (3) Build bridges between conservation groups and communities; and (4) Connect more North Carolinians to the outdoors.

Goal 1: Make environmental education more accessible to diverse audiences

Environmental education has a strong presence in North Carolina, but some communities have traditionally had more barriers to accessing these learning opportunities. CTNC AmeriCorps members will reach out to a number of underserved communities, including low-income families, military families, Title 1 schools, older adults, Spanish-speaking communities, and others to help make environmental education programs more accessible. Members will build collaborative partnerships with schools, community groups, museums, conservation organizations, parks, and others.

Goal 2: Provide tools for AmeriCorps members to become future leaders in conservation

One of the key foci of CTNC AmeriCorps will be to build professional skills and leadership capacity in both our AmeriCorps members and the populations they serve. AmeriCorps members will have extensive professional development opportunities, including free enrollment in the state's environmental education certification program, workshops on job hunting and resume writing, workplace etiquette, and project management, and monthly networking seminars with environmental professionals.

AmeriCorps members will also recruit and manage conservation volunteers, and in doing so, will provide professional development opportunities for the volunteers. These may include networking opportunities, deeper knowledge of specific conservation-related topics, opportunity to manage projects or other volunteers, and guidance on the professional norms of conservation organizations. AmeriCorps members serving in our AmeriCorps Disaster Response Team will also gain the skills in first response, community outreach, environmental restoration, and professional management skills under pressure.

Goal 3: Build bridges between conservation groups and communities

Working across race, class, age, economic, and geographical differences, our AmeriCorps members will build bridges between conservation groups and communities. Members will build relationships and partnerships that recognize and honor longstanding land ethics held by all communities within the state and engage that expertise in hands-on conservation projects, environmental education experiences, and other opportunities. These relationships will be cultivated through the development of joint volunteer efforts, educational projects, and youth leadership opportunities.

Goal 4: Connect more North Carolinians to the outdoors

Many North Carolinians do not spend sufficient time outdoors in nature. Our society is increasingly sedentary, and people are becoming unhealthy because of it. Members will work with conservation groups and communities to connect people with opportunities to explore and enjoy the outdoors, whether through parks, greenways, trails, or other destinations. Members will also help conservation organizations enhance protected preserves so that the public can gain access to them, and help with public awareness efforts so that more people will know about available recreational opportunities.

Other program details

Members of our program must serve 1700 hours over a 10-month period. They earn a living stipend of \$14,000 over the course of the 10 months and are provided with basic health insurance. They have the option of deferring certain student loans, and are eligible for a child care subsidy. If a member completes their 1700-hour requirement, they will be eligible for an education award of \$6,095.

Our program has a goal of 100% enrollment and 100% retention over the course of the service term. ***A key element to our success is the strong support and supervision that members receive at their host site. CTNC AmeriCorps members serve at least 40 hours per week during their term of service.*** Host sites are essential in helping us meet our recruitment and retention goals along with providing members with enough activity to serve at least 40 hours/week.

Host site cost share

Each host site is required to provide a cash match contribution to help support the living allowance for each AmeriCorps member placed at their agency/organization. The cash match for each AmeriCorps member for the 2019-2020 program year is \$9,500, which must be paid in full by September 2019, unless other arrangements are made in writing with the program director. Options are available for lump sum, quarterly, and monthly invoicing. If the member leaves the program early, host sites will have the option of having the unused portion of their match refunded.

Host sites are also responsible for providing in-kind support for their AmeriCorps member, such as office space, materials and supplies, and computer/phone. Certain types of in-kind donations may be required to be tracked and submitted to the program director monthly, such as mileage reimbursement to and from service sites, cell phone reimbursement, overall special project materials, specific technology purchases, or site supervisor percentage of time used for supervision of a member. Other types, such as office space, use of office materials already purchased, and established land lines, do not qualify as in-kind match to report on.

Performance measures

CTNC AmeriCorps' performance measures currently focus on three priority areas: (1) environmental stewardship, (2) volunteer recruitment and management, and (3) disaster preparedness. These metrics align with national priorities designated by the Corporation for National and Community Service. These three goals are for the entirety of the CTNC AmeriCorps program. We accomplish our goals by partnering with a variety of host sites, which helps us reach our different measures. Each individual host site is not responsible for meeting specific metrics or quotas. However, we do expect each host site to contribute to at least one metric.

Host sites are expected to have a clear understanding of these metrics and a plan for how their member will contribute to meeting the overall program goals for these metrics. CTNC

AmeriCorps Program staff will provide the necessary training to meet the disaster preparedness metrics, but host sites are encouraged to incorporate disaster preparedness into their members' service projects.

Additional metrics may be added prior to the start of the program year.

Topic area	Metric
Environmental stewardship Awareness, Stewardship & At-Risk Ecosystems	20,000 individuals reached by programs and trainings
	2,000 individuals demonstrating an increase in knowledge and awareness of environmental topics & 2,000 individuals demonstrating an increase in positive behavior change
	5 miles of trails or rivers treated/constructed
	5 miles of trails or rivers improved/put into use
Disaster preparedness	90% of AmeriCorps members demonstrating an increase in knowledge of disaster preparedness
	10 members are part of the AmeriCorps Disaster Response Team
Volunteer recruitment and management	1,200 community volunteers managed by organizations or participants

Expectations of host sites

Please review the following host sites responsibilities and ensure that your site will be able to fulfill these obligations.

Member support responsibilities

- Provide meaningful service work and member development opportunities (note that members cannot replace a staff position, intern, or seasonal employee or serve as administrative help)
- Assist the member with goal-setting, mid-term evaluations, and ongoing professional development (we provide guidance and forms for this)
- Provide suitable work space, as well as necessary equipment, supplies, and travel costs to complete their service project(s)
- Release the member from the site for participation in AmeriCorps member trainings and events (16-20 days over the service term)
- Release the member (if the member applies and is accepted into the AmeriCorps Disaster Response Team) for up to 30 days for federal disaster relief deployment in or out of the state of North Carolina
- Assist the member and program staff in collecting data for program performance measures, including changes in audience knowledge, attitudes, or behavior
- Encourage and support members in obtaining their environmental education certification, including allowing members to attend Environmental Education-related trainings to the extent possible

Member supervision

- Designate a site supervisor to set goals and objectives with measurable outcomes and oversee the AmeriCorps member's progress toward the stated objectives
- Conduct weekly check-in meetings with members to provide guidance and feedback
- Verify, sign, and submit member timesheets every two weeks (conducted via OnCorps online reporting system; training provided)
- Complete member performance evaluations (**mandatory mid and end year**) and other reporting requirements
- Ensure members do not participate in AmeriCorps-prohibited activities while charging time to the AmeriCorps program or at the request of program staff (prohibited activities include lobbying, political, religious activities, advocacy activities, or work that is otherwise assigned to a regular staff member)
- Document in writing and communicate immediately to the program director any member performance issues or other program concerns

- Follow the procedure outlined in the policies and procedures manual to resolve any grievances documented between the host site and the AmeriCorps member and participate in the resolution of any grievances involving members

Financial responsibilities

- Provide an agreed-upon cost share (\$9,500) to help support the member's living stipend
- Provide an agreed-upon mileage reimbursement (CTNC uses federal rate of .58 cents per mile) for member's personal vehicles for service related activities (this does not include to-from home and main office). If this is a burden, please inform the Director for options.
- Avoid charging fees for member services. If a site believes a fee is absolutely necessary, please contact the program director for approval and to develop appropriate financial tracking arrangements. These funds are governed by strict federal regulations.
- Sign and return the memorandum of understanding formalizing the organization's role as an AmeriCorps host site and its commitment to cost-sharing
- Pay the invoice for host site cost share contribution within 30 days of receiving the program memorandum of understanding (or invoiced structure)
- If a host site's AmeriCorps member is deployed on the AmeriCorps Disaster Response Team, the site may be allowed to request reimbursement for days not served by the member at their organization (if the organization chooses to request)
- If the host site is using federal funds to pay the cost-share contribution, document the amount and source of those funds. Sites must ensure that the granting entity will allow those federal funds to be used to match another federal grant.

Recruiting & orientation responsibilities

- Participate in training for host sites at Orientation (1 day), monthly (about 30 minutes per month) and maintain regular communication with the program director about member progress
- Complete member recruitment, including interviews and publications of positions, by the deadline set by program director
- Provide orientation, training, and supervision necessary to meet the objectives outlined in the host site application (note that no more than 20% of a member's total hours can be devoted to training and professional development.)

Host site selection criteria

CTNC AmeriCorps will take the following items into consideration when reviewing applications:

- Do member activities at host sites **address a majority disadvantaged or distressed communities** (such as Title 1 School students)?
- Do member activities at host sites **address a compelling community need** that is consistent with program objectives and performance measures?
- Do sites **identify realistic, specific, and measurable member objectives that help to meet the program's performance measures?** Does the site **have experience in measuring objectives and effectively evaluating programs?**
- What depth of impact will the service activities have on both the host site and the larger community? What plans are in place for sustaining the work of the member beyond their term of service?
- What capacity does the host site have to **provide effective supervision, mentoring, and development?**
- What professional development opportunities for the member will the host site provide?
- Will the organization allow for members to serve on the AmeriCorps Disaster Response Team?
- Is the host site able to **comply with program requirements, such as completing timesheets on schedule and following the AmeriCorps rules?**
- Willingness and ability to provide mentorship and support to their AmeriCorps member to help develop their skills as young career professionals?
- Does the host site place value Diversity, Equity and Inclusion as an organization? Does it have an organizational policy beyond Equal Opportunity Employer language?

Host site application form

Please submit this form electronically as a Word document to Nick DiColandrea (nick@ctnc.org).

Applications will be reviewed beginning immediately. The last page should be printed, signed, scanned, and emailed to nick@ctnc.org. Please contact Nick via email or by phone at (919) 828-4199 x1500 if you have any questions. Thank you!

Host site name (your organization)	
Host site address (street, city, zip)	
Host site county	
Counties Programming Offered	
Host organization website (if applicable)	
Site supervisor name	
Site supervisor title/role	
Site supervisor phone	
Site supervisor email	
Name of person completing this form	
Title/role of person completing this form	
Email of person completing this form	

Application questions

Please answer the questions below. If you need more space, continue typing (the box should expand).

General questions

1. Please provide a description of the specific service activities in which the AmeriCorps member will engage and describe how these activities will address the program's main mission of providing environmental education and outdoor learning opportunities to underserved populations.

2. Please list the communities your member will be serving. For example, rural counties, at-risk youth, Title 1 public schools, McDowell County, City of Durham communities. *We strongly encourage sites to incorporate outreach to diverse populations, veterans and military families and/or to incorporate disaster preparedness efforts in the member's service project. We strongly encourage this be a MAJORITY of your member's activities.*

3. Please describe what you anticipate that the member will accomplish, what results you hope they achieve, and how you will assess whether these accomplishments and results have been achieved. Please describe your organization's experience with quantitative and/or qualitative evaluations of programming.

4. Please describe how the member will contribute to meeting the program's performance measures as described above. Please include an estimate of the number of individuals, program hours, volunteers recruited or managed, or miles of trails treated or created that you expect the member to be able to reach. Please also indicate any other metrics or measurements that you feel will capture the member's accomplishments.

5. Our program is nationally designated as an AmeriCorps Disaster Response Team (A-DRT). All members serving at individually placed host sites will have the option to “apply” to be part of our A-DRT cohort (through application and physical fit testing) at the beginning of the service year. If CTNC AmeriCorps is asked to serve in a disaster and CTNC staff decides to send AmeriCorps members, your organization *could* lose your member for up to 30 days. There is the potential for sites to be refunded a percentage of the match fee for this loss in local service hours. Would you be willing to host a member who is part of the A-DRT cohort? Are there questions CTNC AmeriCorps staff can answer for you about this process? *Choosing not to host an A-DRT member is not grounds for disqualification of application.*

Financial questions

6. Describe the sources of funds (federal, private, etc.) that will be used to fund your cash match contribution (\$9,500 per member). If you are using federal funds that are used as cash match, the funder must approve of those funds being used.

7. Describe the types of in-kind support that will be provided, and please include an estimate of the amount of the funds you anticipate spending for members in the following categories:
- Material & supplies
 - Transportation
 - Lodging & meals for site-specific projects (if applicable)
 - Other expenses (supervisor time, office space, etc)

8. Is your organization investing in specific supplies related to the position? For example, if you are requesting a member to work on environmental education, do you have funds to purchase or have you already purchased appropriate materials? If not, are you planning on using the member to solicit for those materials during their term?

Member support questions

9. Describe how and by whom the AmeriCorps member will be supervised. If multiple people will be supervising the member, note who will take the lead role as site supervisor. What types of employees (full-time, interns, seasonal, etc.) has this person supervised, and approximately how long have they supervised each type? Please explain if the supervisor *can realistically manage* a member (serving 40 hours a week) through weekly meetings, goal setting, and mentoring.

10. How will you ensure that the AmeriCorps member is able to meet the requirement of 1700 service hours by the end of his/her term of service?

11. Has your organization hosted an AmeriCorps member previously (whether CTNC sponsored or other)? Please explain the length of the contract, the member(s)' terms, and your experience.

12. What is your plan to orient and train the AmeriCorps member to your site?

13. What professional development training or activities will you offer to the AmeriCorps member? Does your organization have a professional development plan for employees, and if so, would your organization be willing to offer these to the AmeriCorps member?

14. How will you ensure that the staff members in your organization or division are aware of the role of the AmeriCorps member and the guidelines for allowable activities?

Position description

Please complete the fields below with **the position description that you would like to use to recruit** an AmeriCorps member. Please remember that position descriptions should align with our program's priority of increasing environmental education opportunities for and outreach to underserved communities as much as possible.

Extra consideration will be given to positions that include outreach to diverse populations (rural, at-risk, minority demographics), veterans and military families, opportunities for outreach about disaster preparedness, or projects that assist host sites with disaster preparedness activities.

If you are interested in hosting multiple AmeriCorps members, please submit a separate position description for each.

Mission Statement of your program/division/organization

Position Title

The purpose of the position (250 words or less)

Position responsibilities and duties (250 words or less)

Qualifications (knowledge, skills, and abilities required for the job)

Please think through if this position needs a specific college degree. This is the #1 limiting factor in the number of applications received.

Essential Functions/physical demands

Preferred schedule

Certifications

If your response to any of these questions is no, please provide an explanation at the end.

Yes/No

1	Our organization has experience working with state and federal government grants and completing grant reporting requirements.	
2	The staff members who would be working with the member have a basic understanding of AmeriCorps.	
3	Our organization agrees that AmeriCorps members will not be used to displace or replace staff or to fill any current (or planned) staff, intern, or seasonal staff vacancies.	
4	Our organization understands and will assure that the primary focus of AmeriCorps members is direct service to the public and not administrative or clerical work.	
5	Our organization understands the financial obligations (cash and in-kind) of our involvement in this project, and if selected, will commit to meet the financial obligations of this program.	
6	Our organization is committed to providing AmeriCorps members with active and qualified supervision.	
7	Our organization is committed to providing AmeriCorps members with the training needed to assure their success and professional development, including support for obtaining their environmental education certification.	
9	Our organization understands that AmeriCorps members and their supervisor(s) will be asked to participate in team activities and meetings, trainings, and other grant-related endeavors away from our organization. We will allow AmeriCorps members and their supervisors to participate in these opportunities.	
10	Our organization understands that participation in this program requires adherence to the rules & regulations established by the Corporation for National and Community Service and the NC Commission on Volunteerism and Community Service. We will comply with the rules as presented in the policies and procedures manual and as instructed by the program director.	
11	Our organization understands that AmeriCorps members may be called upon to serve their state or country in times of natural disasters (for a period lasting no longer than 30 days), and we agree to allow our AmeriCorps member to assist in disaster response and relief as needed.	

Explain any NO answers:

Signature – please print, sign, and email this page separately

I certify that I have read the host site application instructions and understand that participation as a host site for CTNC AmeriCorps is conditional on complying with the rules and responsibilities outlined above. I also certify that this application is true to the best of my knowledge. I understand that funding is still pending and participation will be contingent on the availability of funds.

Signature of person preparing this form

Date

Signature of site supervisor (if different than above)

Date

Please return this application via email to:

Nick DiColandrea, Program Director

Email: nick@ctnc.org

**The Regional Stormwater
Partnership of the Carolinas
presents**

Municipal Staff Training Spill Response, Illicit Discharges, and Good Housekeeping

Staff training is required by municipal stormwater permits and this training will meet that requirement. Experts will present on the topics of spill response, identifying & reporting illicit discharges, and good housekeeping for municipal operations.

**TIME: 9AM - 11:30AM
DATE: October 2, 2019**

FREE

**China Grove Community Building
412 South Myrtle Ave
China Grove, NC 28023**

**CONTINENTAL
BREAKFAST
PROVIDED**

REGISTER NOW AT

<https://regionalstormwater.org/staff-training-october-2019/>

For more info, contact Regina Guyer
Regina.Guyer@RisingSolutionsPLLC.com
704-701-2270



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