July 10th, 2019
Committee Room, 2nd Floor, City Hall
101 City Hall Plaza, Durham, NC

Attendance

Voting Members – Matthew Kopac (chair), Jessalee Landfried (vice chair), Laura Marie Davis (secretary), Donald Addu, Jessie Birckhead, Casey Collins, Matthew Herman, Jennifer Hill, Rashmi Joglekar, Tyjuanna LaBennett, Rachel McIntosh-Kastrinsky, Roberto Valle Kinloch, Chi Vo

Ex Officio Members/Staff – Paul Cameron, Steven Hicks, Jina Propst, Vicki Westbrook, Michelle Woolfolk, Tobin Freid, Emily Rhode

I. Call to Order at 6:02 pm

II. Approval of Minutes, 13-0
   With amendment to include Laura Smith

III. Announcements
   a. After five years of service, Rachel McIntosh-Kastrinsky will be stepping down from her seat before the end of her current term. Next month will be her last meeting.
   b. M. Woolfolk shared a press release issued by the Upper Neuse River Basin Association announcing the completion of their water quality monitoring program for Falls Lake.
   c. T. Freid shared that Durham County has been awarded a grant to upgrade electric vehicle charging stations.
   d. V. Westbrook shared that the Williams Water Treatment Plant upgrades will be complete in the fall, with meeting space available.
   e. R. Valle Kinloch shared that the City is accepting applications for the Neighborhood Matching Grants program through July 31st.
   f. D. Addu shared that matching grant funds are available in North Carolina from the Volkswagen settlement.

IV. New Business and Continuing Business
   a. Annual Planning – M. Kopac:
• We will be setting our priorities and defining achievable goals/expectations for our committees
• Be Inspired, Be Bold, and keep racial equity as our lens
• Committee chairs will send their defined priorities and plans to Matt to format and send out to the entire Board.

V. **Ex Officio Members**

a. The Executive Committee will continue reaching out to City & County Departments that are listed as Ex Officio Members in our interlocal agreement to ensure their engagement with the Board.

VI. **Meeting Location**

a. Considerations for a “home base” meeting space: having space for the whole group and Ex Officios, equity/accessibility to the public, energy usage.
   1. We can comfortably fit 14-15 chairs (the whole Board) around the U in our current space.
   2. Sometimes we are the only ones in City Hall during our meetings.
   3. General Services is in a smaller building, less energy usage, and no need to have security on staff.

b. Ideally we will hold meetings in other community locations twice a year.
   1. Likely Williams WTP in the fall

c. Would be nice to get some feedback from the public on which locations are most convenient/accessible – the Education & Outreach Committee could include this as part of a social media campaign.

d. J. Landfried moved to keep our current meeting place in City Hall as our primary meeting location (“home base.”) J. Hill seconded. Motion passed 13-0.

VII. **Discussion on holding an additional work session will be on the August agenda**

a. Next meeting: August 7, 2019, 6-8pm, Committee Room, 2nd Floor, City Hall

Adjourn 8:18pm

**Notice under the Americans with Disabilities Act** - A person with a disability may receive an auxiliary aid or service to effectively participate in city government activities by contacting the ADA Coordinator, voice 919.560.4197 or ADA@DurhamNC.gov, as soon as possible but no later than 48 hours before the event or deadline date.