



**Date:** April 23, 2018

**To:** Wendell Davis, County Manager  
**Through:** Jay Gibson, General Manager  
**From:** Patrick O. Young, AICP, City-County Planning Director  
**Subject:** 2017 Environmental Affairs Board Annual Report

### **Executive Summary**

The Durham City-County Environmental Affairs Board (EAB) is required by the Interlocal Cooperation Agreement to submit an annual report to the Governing Bodies. The attached report contains detailed information on EAB's activities and accomplishments in 2017.

### **Recommendation**

Staff recommends that the Board of Commissioners receive the report. No action is required.

### **Background**

The Durham City-County Environmental Affairs Board has completed its 2017 annual report, as required by the Interlocal Cooperation Agreement. The report is attached.

### **Attendance**

During 2017, not all members were in compliance with the attendance policy established in the Interlocal Cooperation Agreement and included in the EAB Rules of Procedure. Section 5.8 of the Rules of Procedure states the following:

- Any member who has three unexcused absences within a one year period of time, may forfeit the remainder of his or her term on the Board; and
- When a member has had a total of five absences within a one year time period, (including excused or unexcused), the Secretary shall notify the Board of that fact. The Board may review the attendance record of the member and take appropriate action. Appropriate action may include notifying the body that appointed the member of his or her attendance record.

Two current members of the Board, Ms. Chan and Ms. LaBennett, were not in compliance with attendance requirements in 2017 (See Attachment B). The Clerks' offices have been notified.

### **Staff Contact**

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**Attachments**

1. Attachment A, Annual Report
2. Attachment B, Attendance Report