

INTERSTATE COMMISSION ON THE POTOMAC RIVER BASIN

**THIRD QUARTER 2015
BUSINESS MEETING
JUNE 2, 2015**

**AQUATIC RESOURCES EDUCATION CENTER
ANACOSTIA PARK, WASHINGTON, DC**

FINAL MINUTES

CALL TO ORDER: Chairman Zemba called the Third Quarter 2015 Business Meeting to order at 9:50AM on June 2, 2015. The following Commissioners, staff, and guests were in attendance for all or part of the meeting.

Commissioners

West Virginia

Patrick Campbell (Alt. Commissioner)

District of Columbia

Willem H. Brakel (Commissioner)

Merrit Druker (Commissioner)

John Wennersten (Alt. Commissioner)

United States

Darryl Madden (Commissioner)

Robert Sussman (Commissioner)

Maryland

Herb Sachs (Alt. Commissioner)

Robert Lewis (Commissioner)

Virginia

Scott Kudlas (Vice Chair & Alt. Commissioner)

Paul Holland (Alt. Commissioner)

Pennsylvania

Andrew Zemba (Chair, Commissioner)

Roger Steele (Alt. Commissioner)

Staff and Guests

Staff

Carlton Haywood (Executive Director)

Bo Park (Dir, Administration)

Jim Cummins (Dir, Living Resources)

Claire Buchanan (Dir, Program Operations)

Cherie Schultz (Dir, CO-OP Operations)

Guests

Maria Franks (U.S. Army Corps, Baltimore)

Hank Gruber (NAD, USACE)

Chris Kimple (for Commissioner Moul)

ADOPTION OF AGENDA: A modification to the agenda was made to add under New Business, item B, "Nomination Committee for FY16 Officer," and item C, "FY16 Framework Budget approval," changing DC Stormwater Retention talk to item D. **Commissioner Kudlas made a motion to approve the agenda, which was seconded by Commissioner Lewis. All were in favor.**

APPROVAL OF MARCH 3, 2015 MINUTES: No changes to the Minutes were suggested. **Commissioner Sachs made a motion to approve the Minutes. Commissioner Brakel seconded the motion with all in favor.**

EXECUTIVE COMMITTEE MEETINGS UPDATE: Chairman Zemba summarized the Executive

Committee (EC) Conference Call held on April 21, 2015 and also an Exec. Comm. in-person meeting on June 1. The Committee discussed an ongoing staff compensation study that is determining how the Commission's compensation compared to the market and other, similar, agencies. The consultants have done a good job so far. The Executive Committee will inform the Commission of any decisions made based on that study. Additionally, the Executive Director's annual review is due, which will be done by the EC.

OLD BUSINESS

Executive Director's Report: Mr. Haywood reported on the financial status of the Commission and summarized notable events of the past quarter. A Communications Specialist position was re-advertised as the last final candidates withdrew from accepting the position. In this second round, the resume submission deadline has just closed. A selection of final candidates are being reviewed. The Commission is looking also for a Water Resources Scientist in the CO-OP Section. Final candidates were interviewed, however, the first candidate declined the offer. The next preferred candidate is not a U.S. citizen and for whom the Commission would need to sponsor an H1B VISA. The Commission is exploring that possibility with an immigration lawyer. Interns from UDC (University of District of Columbia) were hired to work on small projects with positive results.

Staff member, Adam Griggs, resigned in April, leaving a vacancy. The Commission is looking to hire someone with a higher level of experience. In the meantime, the projects that Mr. Griggs worked on will be continued by existing staff. Sarah Ahmed in the CO-OP Section has cut back work hours until she goes on an extended leave. It is unknown at this time what her plans are after the extended leave.

On the commissioner changes, BG. Savre was replaced by COL. William Graham in March 2015. A formal appointment from the White House is needed to designate COL. Graham as ICPRB Commissioner and a request to the White House has been made by the North Atlantic Division office. Mr. Haywood has pursued the possibility of designating the ICPRB Federal Commissioner from NAD as ex-officio but that option was turned down by the White House. Commissioner Wennersten added that he is working with the DC Mayor's office to appoint a DC commissioner to ICPRB. The paperwork was submitted by the interested potential DC commissioner.

Mr. Haywood will follow-up with the DC Mayor's office on the appointment status of the new DC commissioner.

Financial Report: Mr. Haywood stated that the financial status of the Commission is good. DC has yet to make payment on their jurisdictional dues. DC Finance office has asked for a letter distinguishing the jurisdictional dues from Drinking Water Source Protection (DWSP) partnership dues. There have been no withdrawals from the Contingency Account. In committee markup of the USACE federal appropriation, one Senator has submitted language that urges the Corps to pay the Federal dues obligation to the three mid-Atlantic river basin commissions. The next possible federal funding would be in FY2016 or, more likely, FY2017.

In grants and contracts, the Maryland Department of the Environment requested that we assist them with a specific technical analysis. That work was publically advertised and a contractor selected. The departure of Adam Griggs left us without a staff member with the necessary certifications for identification of macroinvertebrates samples already collected, so a contractor has been hired to complete that work. A project proposal was submitted to the Water Environment Federation for a project evaluating the effects of forests on water quality, in particular the value of forests in reducing drinking water treatment costs. The proposed budget for this project will be about \$200k with most of that coming to ICPRB. We expect to learn if the proposal is accepted in late June.

Mr. Sussman and Mr. Haywood met with the Regional Administrator of EPA Region III, Sean Garvin, to discuss ways that the EPA might become more involved in the Commission. Mr. Garvin still is considering

his options. Mr. Sussman will continue to explore ways to engage the EPA more closely in the Commission.

Commissioners commended the new ICPRB website. Mr. Haywood added that additional content will go on the website when the new Communications person comes on board. The website revision included some changes to raise ICPRB in search rankings.

Mr. Haywood will have the Communications Manager inform the Commissioners on the website development.

Commissioner Kudlas commended the work being done by staff member, Rebecca Wolf, in education and outreach. He appreciated reading the letters received from the schools for her work.

Commissioner Wennersten highly recommended the commissioners to read the work done by Dr. Heidi Moltz on Fairview Beach. Mr. Haywood noted that Dr. Moltz's work on Fairview Beach was one of the very few "alternatives" to a TMDL that EPA Region 3 has approved.

The algae survey project in West Virginia will continue for another year.

Revisions to Strategic Plan: Dr. Brakel and the Strategic Plan Committee consisting of commissioners Madden, Holland, Stanley, and Executive Director, Mr. Haywood, presented their recommended changes to the Strategic Plan. In addition to the text, the committee recommended that the plan be reviewed every five years. Commissioner Lewis asked for a minor change under #5, last paragraph to read, "storm events, rising sea level and associated impacts, and for the dynamics..." **Commissioner Kudlas made a motion to accept the Strategic Plan with the new addition to #5 and for staff to make minor grammar changes, if necessary. Commissioner Sussman seconded the motion with all in favor.**

Mr. Haywood stated that the Strategic Plan will be posted on the ICPRB website. Commissioner Sussman added that he would like to see a summary of accomplishments measured against the major goals and objectives of the Strategic Plan every year. Commissioner Kudlas further added that September meeting timeframe would be appropriate for a plan review and summary of the outcomes measured against the Strategic Plan.

Federal Team Update: Ms. Franks is working on establishing a contact list of the interested federal agencies. There has been a command change at the Baltimore Corps district. The new person will be added to the distribution list for the Team. Commissioner Sussman added that he would like to arrange a conference call with all the interested parties between now and September. Ms. Franks or another person from the Corps will start that process.

NEW BUSINESS

Recognizing ICPRB 75th Anniversary: Mr. Haywood informed that this year is ICPRB's 75th anniversary. In order to commemorate the occasion, he plans to release a series of articles through the website and other social media, taking on various water topics in historical context. He suggested a low key approach to recognizing the anniversary to manage costs and impact on staff time.

Commissioner Wennersten suggested a press conference with journalists and media to highlight exciting activities at the Commission and to increase public awareness. Commissioner Madden further added that the meeting should take place at the District of Columbia, central to the Potomac River basin. He suggested a topic looking 20 years or 25 years forward, as in 100th year of ICPRB's existence.

Chairman Zemba asked the staff to develop anniversary activities to take place sometime in September.

Nomination Committee for FY16 Officers: Mr. Haywood will contact CO-OP Chairman Kudlas to establish a nominating committee for CO-OP separately. The next rotation for Commission officers are Virginia for next Chair and Federal for Vice-Chair. Commissioner Campbell noted that the next Chair should be Federal as Federal was not on rotation due to vacancies at the last nomination period. To bring back the rotation, Federal could be the next Chair. Commissioners Madden, Zemba, and Campbell volunteered to be on the Nominating Committee for FY16 Officers. The committee will report the nominations in September.

FY16 Framework Budget: Mr. Haywood presented the framework budget which forecasts revenue and expenses based on the knowledge we currently have regarding grants and contracts. The budget includes an allocation for revenue from projects not yet determined but at a level that is consistent with previous budgets at this time of year. This budget is very similar to the FY15 budget in both revenue and expenses. **Commissioner Lewis made a motion to approve the FY16 Framework Budget. Commissioner Madden seconded the motion with all in favor.**

The agenda item “DC Stormwater Retention Credit Program” will be deferred to another meeting, as a result of an absent speaker.

COMMISSIONER’S TIME: Chairman Zemba informed that the PA Senate will vote today on the confirmation of Mr. John Quigley, former ICPRB Commissioner, to be the Secretary of the Department of Environmental Protection.

Commissioner Campbell added that, in West Virginia, free fishing weekend is July 13-14, 2015.

Commissioner Kudlas commented that the public comment period for the VA State Water Plan has closed and that he has been reviewing those comments, which he found to be very interesting.

Commissioner Sachs added that he has had discussions with Mr. Ben Grumbles, Secretary of MD Department of the Environment, about the Commission’s interest in a Potomac basin comprehensive plan, which covers a third of Maryland. He suggested that the Executive Director should meet with Secretary Grumbles and be prepared with a list of discussion points.

DATE & LOCATION FOR SEPTEMBER MEETING: Mr. Haywood indicated that the next meeting will be in the Harper’s Ferry area and likely will include a canoe trip. More information to follow. The fourth quarter meeting will be held on August 31-September 1, 2015.

ADJOURNMENT: Commissioner Sachs made a motion to adjourn, which was seconded by Commissioner Kudlas. All were in favor. The meeting adjourned at 12:10PM.

Minutes Draft By: Bo Park, Director, Administration

Minutes Reviewed, Approved, Submitted by: H. Carlton Haywood, Recording Secretary