

# INTERSTATE COMMISSION ON THE POTOMAC RIVER BASIN

## THIRD QUARTER BUSINESS MEETING JUNE 14, 2011 ICPRB HEADQUARTERS, ROCKVILLE, MD

### DRAFT MINUTES

**CALL TO ORDER:** In the absence of Chairman Kudlas, V. Chairman Campbell called the Third Quarter Business Meeting to order at 10:32AM on June 14, 2011 at the ICPRB Headquarters in Rockville, Md. **Roll call** of attendees was conducted with the following Commissioners, guests, and staff present for some or the entire meeting:

#### Commissioners

##### Virginia

Dann Sklarew (Alt. Commissioner)  
Robert van Laer Hartwell (Commissioner)

##### West Virginia

Patrick Campbell (Alt. Commissioner)

##### District of Columbia

Hamid Karimi (Commissioner)  
John Wennersten (Alt. Commissioner)

##### Pennsylvania

Andrew Zemba (Commissioner)  
Lori Mohr (Alt. Commissioner)  
Ron Stanley (Commissioner)  
Roger Steele (Alt. Commissioner)

##### United States

George Reiger (Commissioner)

#### Staff

Robert Bolle (General Counsel)  
Curtis Dalpra (Communications Manager)  
Joseph Hoffman (Executive Director)  
Bo Park (Administrative Officer)  
Carlton Haywood (Director, Program Operations)  
Cherie Schultz (Director, CO-OP Operations)

#### Guests

Chris Kimple (for Commissioner Moul)  
Herb Sachs (for Commissioner Summers)  
Maria Franks (Corps of Engineers, Baltimore)  
John Booser (PA, DEP)

Vice Chairman Campbell presented an ICPRB pin to the new Pennsylvania commissioner, Andrew Zemba, who replaced John Hines.

**ADOPTION OF AGENDA:** V. Chairman Campbell added an item, "Discussion on Executive Director Search" to the beginning of Old Business. Then near the end of the meeting, "Appointment of a Nominating Committee for FY12 Officers" was added to the agenda. **Commissioner Sklarew made a motion to approve the agenda as amended. Commissioner Reiger seconded the motion. All were in favor.**

**APPROVAL OF MINUTES:** V. Chairman Campbell made a modification to the June 14, 2011 Minutes on page 2 to reflect West Virginia "legislature" not "assembly." **Commissioner Steele made a motion to approve the Minutes as amended. Commissioner Stanley seconded the motion. All were in favor.**

**GENERAL COUNSEL'S REPORT:** Mr. Bolle, General Counsel, reported that the legal activities involved routine legal matters, primarily contract reviews. There were no significant matters to report.

## **OLD BUSINESS**

**A. Discussions on Executive Director Search:** V. Chairman Campbell summarized the discussions that took place at the EXCOM meeting held the previous day. The plan is to post the job advertisement by August 15 and an initial applicant screening by September 2011. The updates of the progress to the full commission would occur in September and/or December. He asked for participation by each jurisdiction by appointing one person, committing to the full recruiting process, by July 15. The job description was distributed. He asked for feedback and comments by July 15.

He summarized the discussions regarding the job description with a de-emphasis on the Professional Engineer (PE) license and more emphasis on funding resources and familiarity with legislative processes, and experience in a similar size organization. A balance between technical and managerial skills is required with demonstration of writing and presentation skills. V. Chairman Campbell requested that all the commissioners give their input and feedback by July 15. A Word file of the job description was requested by Ms. Franks, Commissioners Sklarew, Hartwell, and Mr. Sachs. Today's presentation used by Mr. Hoffman to illustrate the recruiting process will be sent to all the commissioners after this meeting.

There is an alternative concept plan to use an Acting Director, in the interest of finances. Commissioner Wennersten commented that using an Acting Director sometime is not ideal. But Mr. Bolle added that he was in the acting ED position, which provided more time for the search.

A short list of candidates will be presented either at the full commission or to the EXCOM members. In the past, the search committee were the EXCOM members. Commissioner Karimi recommended that the commissioners have a well defined recruiting process.

V. Chairman Campbell asked for a motion to proceed as discussed. And for the current vice chair, by de facto, be the chair for the search committee. **Commissioner Stanley made a motion to accept the recruiting plan with Vice Chairman Campbell as the Chair for the ED search committee. Commissioner Steele seconded the motion. All were in favor.**

**B. Program/Projects Review:** Mr. Haywood gave an overview of the projects in progress at the commission. He gave a presentation on each project with environmental outcomes achieved. The project details are included in the Tab 7 of the meeting materials.

**C. Financial Report and Executive Director's Report:** Mr. Hoffman gave an overview of the financial status as of April 30. Revenues received are less than half of the budget. It is anticipated that Virginia will cease funding for the upcoming fiscal year (theirs), which becomes effective this July 1. The \$650,000 federal funding will be deleted from the current budget. The District of Columbia has indicated that they also will not be able to pay their jurisdictional dues.

For the Executive Director's report, the new Commissioner Andrew Zemba has replaced John Hines for Pennsylvania. Commissioner Summers has been appointed the Secretary of MDE. He will less likely to continue to actively participate in the commission meetings. The accounts receivables (A/R) as of May 16, 2011 is about \$226,000, which is within operational expectations. From FY10, \$27,000 A/R is expected to be paid.

There was an EXCOM conference call on April 25, 2011 and a meeting yesterday, June 13, 2011, to discuss ED replacement and budget issues for the current and next fiscal years.

Commissioner Hartwell added that he highly recommend the commissioners to join the shad trip. The shad trip is part of an educational program involving students from many school classrooms.

## **NEW BUSINESS**

**A. Budget Amendment FY 2011:** Mr. Hoffman discussed the FY11 budget amendment. Due to the lack of federal funding, which is a significant amount on the budget, made it necessary to amend the budget. Both Virginia and the District of Columbia will remain on the budget to create an obligation to the jurisdictions. By leaving the obligations they become debts to the jurisdictions. There were a couple new projects and contract amounts. As a result the total revenue on the budget decreased by \$395,000. V. Chairman Campbell asked for a motion to approved the FY2011 Budget Amendment. **Commissioner Reiger made a motion to approve the amended budget, seconded by Commissioner Zemba. All were in favor.**

**B. Budget Adoption FY 2012 Program Plan and Budget:** The FY12 budget and FY13 framework budgets have been included to establish state member jurisdictional dues, and requests for the funding agencies to include in their budget starting July 1, 2012. The FY12 budget is tied to goals and activities as outlined in the ICPRB Strategic Plan. All the jurisdictional dues have been included even with known jurisdictional funding situations. The federal funding is with hopes but realistically will not occur. The EPA Section 106 grant is listed on the budget for \$617,600. As a result of deferrals and a two-year grant award, we expect to receive \$706,000 for FY12. The EPA Section 117 (Chesapeake Bay) grant document is expected to arrive. By September, the budget situation will be better known as jurisdictional dues and projects come or don't come through. There may need to be personnel reductions, which would be the very last option, since it impacts the commission's ability to perform work. Furlough or salary cut may be an option, but not recommended as some may apply for unemployment. Mr. Hoffman further added that he is exploring ways to continue Virginia jurisdictional dues. It would be extremely beneficial to receive \$650,000 in federal funding. V. Chairman Campbell stated that the budget scenario could be dire if funding and projects don't come through. Commissioner Karimi urged the commissioners and staff to actively pursue projects. V. Chairman Campbell asked for a modification to the budget to reflect the \$706,000 EPA Section 106 funding. He asked for a motion to approve the FY12 budget with the \$706,000 change. **Commissioner Karimi made a motion to approve the FY12 budget as amended. Commissioner Reiger seconded the motion. All were in favor.**

**C. Adoption FY2013 Budget Framework:** Mr. Hoffman stated that this budget is for the purpose of the state jurisdictions to provide to their agencies for funding requests. The amount requested has not changed for FY 2013. Commissioner Mohr asked about the new funding formula discussed in previous meetings. Mr. Hoffman replied that it was decided not to update the formula. Mr. Hoffman asked the commissioners to go to their legislatures and discuss the relevance of ICPRB. V. Chairman Campbell asked for a revisit of the funding formula in the December or the following March meeting. **Commissioner Hartwell made a motion to approve the FY13 Framework Budget. It was seconded by Commissioner Steele. All were in favor.**

**D. FY12 Nominating Committee:** Mr. Hoffman provided the rotation for the officers. The current rotation is West Virginia, the District of Columbia, Maryland, Pennsylvania, Federal, and Virginia. The next in line for the chair is West Virginia and vice chair with the District of Columbia. Commissioners Reiger, Zemba, and Sklarew volunteered to be on the nominating committee.

**COMMISSIONERS' TIME:** V. Chairman Campbell commended the staff for the MAST demonstration held in Shepherdstown. Commissioner Sklarew advised that a Trash Free Potomac watershed cleanup will take place on October 13, 2011. The Occoquan River Day is on June 25, 2011, 10am-5pm.

Commissioner Karimi added that the WIP 2 meeting and the Anacostia Partnership meeting are on the same day, July 23, 2011.

Mr. Sachs also added that the commissioners should give heed to the comprehensive plan, which involves the entire basin. At the Susquehanna River Basin Commission, General Semonite called all the federal agencies and asked how they can fit into the plan. There are many federal activities going on. It is extremely helpful to see an outline of all the activities. Mr. Hoffman added that ICPRB is still pursuing funding to continue the comprehensive plan that started with the Corps of Engineers and The Nature Conservancy. Staff member Heidi Moltz will be attending the American Water Resources Association specialty conference on integrated water resources, where she is a panelist. This conference will be attended by many with whom networking may be possible and who may have interest in this project.

Commissioner Wennersten expressed his disappointment for the elimination of the Ramble, which is a platform for public relations. Mr. Hoffman explained that to organize a ramble, it costs the Commission \$30,000-\$35,000. In the past, corporate sponsorships have been strong, but this year fund raising has been very difficult. More effort was made in fund raising, but only \$250 was received. The Commission is looking into day trips, working through a river outfitter vendor, with ICPRB only providing the educational piece.

Commissioner Steele commented on a Maryland Public TV program that showed the Chesapeake Bay from aerial view. He asked if it was possible to do a similar project for the Potomac River as an awareness project. Mr. Dalpra will look into the possibility.

#### **ADJOURNMENT**

V. Chairman Campbell asked for a motion to adjourn the meeting. **Commissioner Karimi made a motion to adjourn, which was seconded by Commissioner Steele. The meeting adjourned at 1:57PM.**

Respectfully Submitted,  
Joseph K. Hoffman  
Commission Secretary