

INTERSTATE COMMISSION ON THE POTOMAC RIVER BASIN

**FOURTH QUARTER 2013
BUSINESS MEETING
SEPTEMBER 10, 2013**

ICPRB HEADQUARTERS, ROCKVILLE MD

DRAFT MINUTES

CALL TO ORDER: Chairman Karimi called the Fourth Quarter 2014 Business Meeting to order at 8:41AM on September 10, 2013. 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

Hamid Karimi (Alt. Commissioner)

John Wennersten (Alt. Commissioner)

United States

Robert Pace (Alt. Commissioner)

Maryland

Herb Sachs (Chair & Alt. Commissioner)

Virginia

Scott Kudlas (Alt. Commissioner) by phone

Pennsylvania

Andrew Zemba (Commissioner)

Staff and Guests

Staff

Carlton Haywood (Executive Director)

Robert Bolle (General Counsel)

Bo Park (Administrative Officer)

Jim Cummins (Dir, Living Resources)

Claire Buchanan (Assoc Dir, Aquatic Habitat)

Guest

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

Aruna Miller (MD Delegate)

Brian Carr (WV DEP)

ADOPTION OF AGENDA: Chairman Karimi asked for any modification of the agenda. **Commissioner Sachs made a motion to approve the agenda, which was seconded by Commissioner Campbell. All were in favor.**

APPROVAL OF MINUTES: **Commission Campbell made a motion to approve the Minutes, which was seconded by Commissioner Sachs. All were in favor.**

GENERAL COUNSEL'S REPORT: Mr. Bolle reported that all legal affairs were related to routine matters. There were no other legal actions or matters to report. Chairman Karimi added that the ED should resolve the current phone/internet provider matters with the General Counsel, if needed.

OLD BUSINESS

Executive Director's Report: Mr. Haywood reported that there are no changes in staff. The July 31, 2013 financials are as expected. There is \$240k in cash and \$560k in the reserve account. Approximately 17% of the assets have been invested in mortgage-backed securities so far. Chairman Karimi asked for an analysis of this investment about a year from now as comparison.

There is an overall deficit in the current budget but funds in the general account are sufficient to meet it. The deficit is due mainly to uncollected revenues from the jurisdictions. Anticipating that federal budget actions would cut EPA CWA Section 106 funding, ICPRB deferred spending on some tasks for most of this year. At the end of July, however, we were informed that we would receive more than expected but with the proviso that any unspent funds after 9/30 would be lost. In response, to the extent possible, staff time has been focused on 106 grant tasks from the beginning of August.

The accounts receivables are approximately \$350k, of which \$313k is due to unpaid signatory dues. After this report was printed the District of Columbia's dues were received, so the receivables amount is less than shown on the report.

The new EPA CWA Section 117 grant began on 6/10/13. An application for a new Section 106 grant for FY2014 was submitted with funding requested equivalent to FY2011, per EPA guidance. That application was then increased by \$90k when the EPA asked ICPRB to take on a special algae monitoring project in the Shenandoah River basin. A new proposal has been submitted to Pennsylvania DEP. In this project, ICPRB will work with county level agencies to refine their Watershed Implementation Plan targets. Commissioner Zemba added that the DEP Counsel's office is currently working on project approval.

Mr. Haywood reported that a lease for new office space has been signed. Construction of the new suite started last Friday and target move date is November 15, 2014. The new location has approximately 25% less space than we currently have – fewer, and slightly smaller, offices, smaller library, less storage space, no large conference room. Accommodations for the reduced space will include a selective purging of library holdings and moving towards electronic, rather than physical, storage of files. An intern was hired for the summer to scan many of our historical files.

Staff has met with USACE Civil Works and the Institute for Water Resources in July to discuss the possibility of a joint project related to a basin-wide plan for water management. These discussions are at an early stage and are continuing. Staff are trying to arrange another meeting of our sturgeon restoration committee and the appropriate state agency representatives. Chairman Karimi will pass on the information of a contact at DC to Commissioner Sachs for Maryland and he added that a 6 foot sturgeon was found dead near the Occoquan.

Chairman Karimi deferred the strategic plan discussions to the December meeting. Commissioner Pace added that time is needed to discuss the strategic plan versus the comprehensive plan to understand the needs and the plan of action for each area.

NEW BUSINESS

Executive Committee Actions: Chairman Karimi added that the Executive Committee meets between the quarterly meetings. The issues needing in-depth discussions could be resolved at that level.

Election of ICPRB FY2014 Officers: Chairman Karimi added that due to the time constraints, nominations of the next ICPRB officers did not occur. He suggested a motion to nominate at this meeting. The rotation of the officers is Maryland for the chair and Pennsylvania for vice chair. **Commissioner Zemba made a motion to nominate Commissioner Sachs as chair. Commissioner Pace seconded the motion. Commissioner Sachs accepted the nomination. All were in favor. Commissioner Sachs nominated Commissioner Zemba to be vice chair. Commissioner Zemba accepted the nomination. All were in favor.**

FY2013 Budget Revision: Mr. Haywood handed out the correct version of the FY13 budget modification. The changes are to reflect the 106 grant funds that were not cut, to change the numbers in the equipment budget line, and to defer to FY14 hiring a contractor in support of a CO-OP task.

Commissioner Wennersten made a motion to approve the budget, which was seconded by Commissioner Sklarew.

FY2014 Budget: The CO-OP revenue has increased due to shifting some contract work from tFY2013 to FY2014. The Section 106 grant has increased by \$90k for the extra task in the Shenandoah. A potential new project, #356, has been added. There is a small increase in the salary total due to some individual salary adjustments. Parking and rent have decreased due to the new lease. The new rent will take effect on 10/1/13 regardless of the actual move to the new building. **Commissioner Zemba made a motion to approve the budget, which was seconded by Commissioner Sachs.**

FY2014 Meeting Dates and Holidays: The meeting dates and holidays are listed in Tab 5 for scheduling purposes. Mr. Haywood added that the conference room at the new location would depend on the building management's schedule. Commissioners will be notified in advance if the meeting room conflicts arise.

COMMISSIONER'S TIME

Commissioner Wennersten encouraged the commissioners to visit the Anacostia Museum at the Smithsonian to see the exhibit on the Anacostia and some other rivers, Thames, Shanghai, etc. that he has visited, from now until end of October. Commissioner Sachs added that a meeting and a field trip in the Anacostia would be nice for the group.

Mr. Haywood informed that the next meeting will be at the new office at 30 W. Gude Drive, Rockville, MD.

ADJOURNMENT

Commissioner Sachs made a motion to adjourn the meeting, seconded by Commissioner Sklarew.
The meeting adjourned at 9:48PM.

Minutes Draft By: Bo Park, Administrative Officer

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