

**INTERSTATE COMMISSION ON THE POTOMAC RIVER BASIN**

**FIRST QUARTER 2016  
BUSINESS MEETING  
DECEMBER 1, 2015**

**ICPRB HEADQUARTERS  
ROCKVILLE, MD**

**DRAFT MINUTES**

**CALL TO ORDER:** Chairman Kudlas called the First Quarter 2016 Business Meeting to order at 10:19AM on December 1, 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**

Hamid Karimi (Commissioner)  
Merrit Druker (Commissioner)  
John Wennersten (Alt. Commissioner)  
Willem Brakel (Commissioner)  
Kimberly Jones (Alt. Commissioner)\*  
Annemargaret Connolly (Alt. Commissioner)\*  
Tiffany Potter (Alt. Commissioner)\*

**Maryland**

Herb Sachs (Alt. Commissioner)  
Robert Lewis (Commissioner)

**Virginia**

Scott Kudlas (Alt. Commissioner)  
Jackson Miller (Commissioner)  
Paul Holland (Alt. Commissioner)

**Pennsylvania**

Ron Stanley (Commissioner)  
Lori Mohr (Alt. Commissioner) via phone

**Staff and Guests**

**Staff**

Carlton Haywood (Executive Director)  
Bo Park (Dir, Administration)  
Jim Cummins (Dir, Living Resources)  
Claire Buchanan (Dir, Program Operations)  
Karin Bencala (Water Resources Planner)  
Heidi Moltz (Assoc Dir, Water Resources)  
Curtis Dalpra (Communications Manager)  
Robert Bolle (General Counsel)  
Cherie Schultz (Dir, CO-OP Section)

**Guests**

Amy Guise (USCOE, Baltimore)  
Hank Gruber (NAD, USACE)  
Danielle Szimanski (USCOE, Baltimore)

\*DC Commissioners awaiting official appointment letters from DC Mayor's Office.

**\*Items in bold and underlined are action items.**

**ADOPTION OF AGENDA:** Mr. Haywood asked to add "Welcoming New DC Commissioners" to the beginning of the agenda and under New Business as first item, add "Confirming Audit Committee Members." **Commissioner Madden made a motion to accept the change to the agenda, which was seconded by Commissioner Sachs. All were in favor.**

In recognition of the newly appointed DC alternate commissioners (however awaiting official appointment letters from the DC Mayor's Office), at this time Kimberly Jones, Annemargaret Connolly,

and Tiffany Potter were welcomed with an ICPRB pin and exiting Alt. Commissioner Wennersten was presented with a resolution of appreciation for his service to the Commission.

**SEPTEMBER 1, 2015 MINUTES:** With no changes, Commissioner Sachs made a motion to approve the Minutes, which was seconded by Commissioner Madden. All were in favor.

**EXECUTIVE COMMITTEE MEETINGS UPDATE:** Chairman Kudlas referred to the minutes included in the meeting book in Tab 2.

## **OLD BUSINESS**

**Executive Director's Report:** Mr. Haywood summarized Commission's and his activities in the last quarter. There was a new hire, Zachary Smith, for a one-year term employment to work on the Chesapeake Bay program and the EPA 106 grant. Three new DC alternate commissioners have been appointed to the Commission

**Financial Report:** Mr. Haywood reported that there were no withdrawals from the contingency account. There is not much to report as this is the beginning of the fiscal year and there is one month only of financial results. The current budget includes federal funding of \$650k which, although not expected to be funded, must be reflected in the budget in order to support current and future funding requests. Even without federal funding, the budget reflects a bottom line of positive net value.

In grants and contracts, a new contract was received from the Maryland Department of the Environment to continue the TMDL phase 6 development, for approximately \$100k. A contract from the Water Research Foundation was executed in October 2015 to work on the forest project, for approx. \$200k for two years.

In October, Mr. Haywood met with BG Graham, Commander of the Army Corps North Atlantic Division. BG Graham will be a federal commissioner once the White House completes its appointment process. The General was briefed on ICPRB's structure and activities, and areas of mutual interest were discussed, as was the question of Federal funding.

Mr. Haywood is continuing participation in the VA Natural Resources Leadership Institute program, which has been beneficial to him.

Currently, Mr. Haywood is working on a staff succession plan to be complete by the end of this fiscal year. The intent is to identify the skill sets for each staff position to determine the gaps and training needed with either existing staff or set requirements for recruiting.

**Project Status Summary:** The project reports are included under Tab 7 of the meeting book. Also included is a final report for the EPA 106 grant for FY2015. The EPA 106 grant supports about 35% of ICPRB's total annual effort and this report, in a shorthand way, indicates the wide range of activities we are engaged in as well as the skills of staff at the Commission. Chairman Kudlas commended the staff for the good work exhibited in the report and encouraged the commissioners to read the report. **He asked that the report be added to the meeting book going forward to show the range of work the Commission is doing.** Commissioner Madden commended the efforts on social media particularly the website, Facebook, and Twitter. The contents are informative and promotive of the Commission's efforts in the basin.

**Commissioner Brakel asked that under the Water Resources, Drinking Water, and Source Water Protection (page 4, Tab 7), he commended the work. He would like to see on-going conversations involving commissioners with time to time updates.** Mr. Haywood added that these projects are working progress with continuing efforts and not a final product.

**Commissioner Brakel suggested creating a private workspace on the the website for exchanges between commissioners and staff.** Mr. Haywood replied that staff had already had some discussions on setting up non-public workspaces on the website. Sharepoint might be an alternative technology for this purpose. Staff will look into the possibility. Commissioner Miller asked why there should be a private communications platform. Mr. Haywood responded that sometimes draft materials merit jurisdiction review before becoming public. Commissioner Miller then added that most everything we do will be subject to FOIA requests and Mr. Haywood agreed.

**Commissioner Brakel would like a short presentation of the phase 1 impervious cover study, which was completed under Task 2 of the 802 project, Integrating Water Quality and Safe Drinking Water Programs.**

**75<sup>th</sup> Anniversary Update:** The 75<sup>th</sup> anniversary workgroup consisting of commissioners Brakel, Campbell, Bierman, and staff held a conference call to discuss potential actions. One approach is to highlight the anniversary via social media and the website. There also was a suggestion to hold a summit with federal agencies, possibly the day before the quarterly meeting, to hear what each federal agencies has done, and is doing, in the basin. Another suggestion was to recognize individuals who have made significant contributions to water quality or water resources in the basin. Other possible activities include an op-ed in the Washington Post and an appearance by the Executive Director on the Kojo Nnamdi radio program. Staff have tried repeatedly to make contact with the radio station but with no response so far. A draft of the Wash. Post op-ed has been prepared but needs some more work.

Commissioner Karimi suggested reaching out to groups outside of the Washington DC metro area. There may be relevance in a larger scale. Commissioner Sussman added that the audiences are the government agencies and executives working the basin. Commissioner Karimi suggested that the workgroup meet again to refine the message and clearly identify the target audience and report back to the Executive Committee. Chairman Kudlas asked the workgroup to offer opportunities to the new commissioners as private sector experience may be beneficial to the group. Commissioner Miller advised that a higher profile also comes with obstacles and closer scrutiny by the public.

**Chairman Kudlas stated a motion to reconvene the 75<sup>th</sup> anniversary workgroup and task them for suggestions by refining the goals and target audience, and offer the new commissioners an opportunity to join the workgroup. The final product must be approved by March meeting and executed before June, to coincide with the timing of the anniversary. Commissioner Karimi made a motion to approve, which was seconded by Commissioner Stanley. All were in favor.**

**Federal Team Update:** Commissioner Sussman reported that organizing a federal team has been challenging, and it appears that further clarification on the objectives for this group is needed in order to attract federal agency participation. It is still a good concept and merits further exploration. BG Graham's appointment as an ICPRB commissioner, when it is official, may create new opportunities to establish a federal team. Contacts at the Council of Environmental Quality recommended looking at how federal agencies provide input to ORSANCO. Mr. Haywood said that he had discussed this topic with ORSANCO's Executive Director and Commissioner Mohr will follow-up with Commissioner Zemba as he participates in ORSANCO. PA, VA, WV are all members of ORSANCO.

## **NEW BUSINESS**

**Audit Committee:** The current audit committee members are commissioners Kudlas, Madden, and Zemba. Chairman Kudlas asked for other interested members as he has been serving for a number of years. Commissioner Madden volunteered to stay on and be the chair of the committee. Commissioner Mohr will confirm with Commissioner Zemba. Commissioner Stanley volunteered if Commissioner Zemba does not. Commissioner Potter volunteered.

**North Atlantic Coash Comprehensive Study:** Ms. Guise, USACE, presented a study, “Resilient Adaptation to Increasing Risk Implementation,” which was a collaborative effort by the USACE and other partnerships to develop a coastal plan incorporating future sea levels and climate change. This plan was finalized in January 2015 and has been publicly released.

**Recent Spill Events Follow-up:** Ms. Bencala gave a briefing on the series of events from the recent spills, Colonial pipeline in Centreville, VA, latex spill in Luke, MD, and aviation fuel leak at the Reagan National Airport. ICPRB’s role in the event of a spill is to assist water utilities and the appropriate government agencies by making sure that concerned parties in all jurisdictions are informed of the event and to calculate travel times and concentrations to downstream intakes. This role is most important when spills affect water supplies in multiple jurisdictions. There is no document establishing ICPRB’s role in spill response. Instead, that role has evolved over time, beginning with COOP utility funding in the 1980s for the original travel time model and subsequent understandings with an increasing number of agencies in the watershed. ICPRB’s customers for spill information have been utilities and emergency response agencies and not the general public but in the recent latex spill event ICPRB did provide information to the public via its website and press contacts and the web page received many visits. Travel time calculations is a service that only ICPRB provides. Commissioner Brakel commended the staff for a job well done on the spill responses.

**Commissioner Madden asked at some point would like a brief presentation on the Incident Command System (ICS) procedures for spills.** ICPRB is not in the ICS but provides support.

**Spill Prevention:** Commissioner Drucker provided the Commission with a memo containing his recommendations for a regional spill prevention program in which ICPRB would take a leading role.. Commissioner Stanley suggested creating a workgroup to further explore this area. **Mr. Haywood will reach out to the responsible state and federal agencies and ask for a representative to give a briefing on their programs.** Following these briefings, ICPRB may consider what gaps or opportunities exist for ICPRB to play a constructive role. Commissioner Brakel observed that we should consider relevance to the Strategic Plan and impacts on current work plan before taking on a new direction. **The workgroup with commissioners Drucker and Sachs will report back in March for the next step. Commissioner Kudlas will provide a VA DEQ representative on the workgroup, if not himself.**

**Recognizing Individual Contributions:** Further discussions on this matter will be added to the 75<sup>th</sup> anniversary discussions by the workgroup.

**Progress with the New Communications Initiatives:** Mr. Dalpra reported that the 75<sup>th</sup> anniversary information on Facebook has been viewed widely and shared on the pages of other agencies and organizations. Weekly historical photos posted to Facebook also are well received and commented on, The ICPRB has started a Twitter account which alerts people to content on social media and the website. All three platforms are growing. New sections of the website are under construction, including teacher lesson plans and other materials for ICPRB outreach programs to public schools. A section on the Arakawa Sister River Effort also is being built. **Commissioner Madden asked for an update on the Google analytics at the next meeting.** Commissioner Campbell complimented the weekly Potomac News Reservoir. He would like to explore how to increase the subscribers without it being a spam type of mail. Currently there are approximately 850 on the subscriber list. Commissioner Lewis suggested putting everyone who provides emails on the list and leave to individuals to unsubscribe.

**COMMISSIONER’S TIME:** Chairman Kudlas informed that VA DEQ is doing a study with the USGS to look at all the gages in VA and determine confidence intervals for flow measurements based on the magnitude of historical corrections to initial gage readings. The report will be completed in the spring. Another publication due out early next year is a collaboration with VA Tech calculates evaporative loss from reservoirs in the Commonwealth, an amount which appears to be similar in magnitude to consumptive use losses by withdrawals. For more information, contact Commissioner Kudlas.

Commissioner Karimi added that the DC DOE is now called the Department of Energy and Environment. DC is nearing completion of a \$20M investigation in Anacostia River for sediment toxicity and responsible parties. The information will be put on the website sometime in January.

**Commissioner Holland would like to be part of the “recognizing individual contributions” group.**

**DATE & LOCATION FOR DECEMBER MEETING:** March 1, 2015 meeting will be at the ICPRB Office. In June, the meeting (tentatively) will be in the Fredericksburg, VA area in a new state park.

**ADJOURNMENT:** Commissioner Holland made a motion to adjourn the meeting, which was seconded by Commissioner Madden. All were in favor. Meeting adjourned at 1:01PM.

Minutes Draft By: Bo Park, Director, Administration

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