

INTERSTATE COMMISSION ON THE POTOMAC RIVER BASIN

THIRD QUARTER 2018
BUSINESS MEETING
JUNE 5, 2018

BLANDENSBURG WATERFRONT PARK
BLADENSBURG, MD

DRAFT MINUTES

CALL TO ORDER: Chairman Karimi called the Third Quarter 2018 Business Meeting to order at 9:52AM on June 5, 2018. The following commissioners, staff, and guests were in attendance for all or part of the meeting.

COMMISSIONERS

District of Columbia

Hamid Karimi (Chair, Commissioner)
Willem Brakel (Commissioner)
Tiffany Potter (Commissioner)
Kimberly Jones (Alt. Commissioner)
James Tsai (Alt. Commissioner)

Maryland

Virginia Kearney (Alt. Commissioner)

Pennsylvania

Timothy Schaeffer (Commissioner)

Virginia

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

United States

Robert Sussman (Commissioner)

West Virginia

John Wirts (Alt. Commissioner)

STAFF AND GUESTS

Staff

Carlton Haywood (Executive Director)
Robert Bolle (General Counsel)
Bo Park (Dir, Administration)
Cherie Schultz (Dir, COOP Operations)
Curtis Dalpra (Communications Manager)
Heidi Moltz (Assoc Dir, Water Resources)
Claire Buchanan (Dir, Program Operations)
Sherry Zandieh (Admin Coordinator)

Guests

Heather Cisar (USACE, Baltimore)
Chris Kimple (for D. Moul, PA)
Valerie Cappola (USCOE, NAD)
Rhonda Manning (PA, DEP)
Saeid Kasraei (MDE)
Greg Welter (O'Brien & Gere, Visitor)
Mary Jane Bolle (Visitor)
Jim Foster (President, Anacostia Watershed Society)

Newly appointed Commissioner from PA, Timothy Schaeffer, was recognized with an ICPRB pin.

ADOPTION OF AGENDA: Commissioner Kudlas asked for a modification to the agenda to change the wording in #5C from "Implementation" to "Roll Out." **Commissioner Kudlas made a motion to approve the agenda, which was seconded by Commissioner Kearney. All were in favor.**

March 6, 2017 DRAFT MINUTES: Commissioner Kudlas asked for a correction on page 4, last sentence in For the Good of the Order, changing "make" to "making". Commissioner Brakel asked for an insert on page 2, 3rd bullet, 1st item to say, "...FY 2018 dues...". **Commissioner Holland made a motion to approve the Minutes as amended, which was seconded by Commissioner Schaeffer. All were in favor.**

SUMMARY FROM EXECUTIVE COMMITTEE CONFERENCE CALL (Tab 2): Mr. Haywood reported that the EC conference call was on projects and updates. There were no action items. The EC also met last night to review the agenda items for this meeting. No particular actions were decided.

EXECUTIVE DIRECTOR'S REPORT

Mr. Haywood summarized the ED report found in Tab 6, Attachment 1.

- The final minutes will no longer be included in the meeting books. All final and draft minutes can be found on the ICPRB website.
- As part of the Tab 7 project report, the annual EPA 106 grant report has been included in this meeting book.
- There were no changes in staff in this quarter. One position was advertised and a job offer has been made.
- Action items
 - Commissioner Madden asked to be an observer in the Spill Exercise, which is scheduled to be held on October 4. The date was just decided, and Commissioner Madden will be notified.
 - Lisa Ragain from Metropolitan Washington Council of Government asked to be included in the Water Supply Alternatives Task Force and that was done.
- Commissioners: Timothy Schaeffer was appointed by the Pennsylvania Governor on March 29.
- Financial report
 - All jurisdictional dues have been collected, with the exception of Maryland's 10% short payment.
 - The accounts receivables are current.
 - The revenues and the budget are on track.
 - There were no withdrawals from the Contingency Reserve account.
- Grants & Contracts:
 - A contract with the USGS was executed for groundwater monitoring in Adams County. The cost will be split 50/50 with Susquehanna River Basin Commission (SRBC).
 - A Memorandum of Understanding was executed with Maryland to work on MS4 biological data. In West Virginia, the algae sampling project was renewed for another year.
- ED Activities: There have been discussions with PA DEP to work on their WIP II process as a subcontractor to SRBC. This project is to assist the PA to meet WIP II targets in two counties.

Potomac Basin Comprehensive Plan: To provide some context for the current Plan, Mr. Haywood provided a history of how the Comprehensive Plan was developed. A concept for a Comprehensive Plan was developed for the Middle Potomac River Watershed Assessment study, 2009-2012. That Concept evolved into the Comprehensive Plan finished this year. This Plan identifies threats and challenges, compiles information, and makes recommendations for ICPRB and other agencies to carry out. Developing the Plan cost \$400k, funded entirely by ICPRB. The original concept included two tasks that have not been done. These were a water use evaluation tool and a compilation of water use and availability and water quality data, with an online graphical interface. Completing these tasks will require support from other agencies.

Mr. Haywood asked for an approval of the Potomac Basin Comprehensive Plan and the Commissioner Statement, which is presented here.

“In 2014, ICPRB Commissioners authorized the development of a comprehensive water resources plan for the Potomac River basin, in conjunction with a wide range of stakeholders and in consultation with appropriate technical experts. This report is the culmination of that effort and represents what we believe to be a broad, informed consensus on a shared vision and a way

forward. In authorizing its publication we affirm our commitment to protecting water supplies, drinking water sources, water quality and aquatic life in the basin. Specific details may not in all instances reflect the official views or policies of ICPRB signatories. Implementation is voluntary and is subject to applicable laws and regulations.”

Chairman Karimi asked for a motion to adopt the Potomac Basin Comprehensive Plan and the Commissioner Statement presented. Commissioner Kudlas made a motion to adopt, which was seconded by Commissioner Jones.

Commissioner Kudlas recognized Commissioner Brakel in formulating the statement. Commissioner Jones inquired about plans for the other components of the Comprehensive Plan that are in need of funding. Dr. Schultz replied that there is a possibility that the CO-OP Section may have an interest in the compilation of water use and availability and water quality data sets component. Commissioner Kudlas added that Virginia is currently working on a project similar to the water use decision tool that is one of the tasks not included in the Comprehensive Plan. He suggested there may, in the future, be opportunities for collaboration between ICPRB and Virginia on this topic. He also suggested that each jurisdiction look for ways to find funding to further support the Comprehensive Plan. Dr. Schultz informed that former ICPRB employee, Dr. Julie Kiang, now with the USGS, is considering a water use tool pilot study and there is a possibility that the Potomac River be the test basin. This may be another opportunity for collaboration and coordination. **Chairman Karimi asked that at the next meeting, an update on these developments be provided.** Ms. Cisar indicated that the Corps of Engineers (COE) is currently in the budget recommendation process and that it is timely to look for joint COE-ICPRB project opportunities. **Commissioner Tsai suggested sending thank you letters to the Advisory Committee for their contribution to the process.**

Chairman Karimi asked for an approval to adopt the Comprehensive Plan with the Commissioner Statement presented. All were in favor.

Next Step for Comprehensive Plan Roll Out: Mr. Haywood provided further plans for the roll out of the Comprehensive Plan. The document will be finalized and posted on the ICPRB website. The Advisory Committee, the “keep informed” group, and stakeholders will be notified of the adoption and will receive thank you letters. The Commission will seek every opportunity to present briefings on the Plan to regional and state level organizations. The immediate roll-out will include a press release both distributed and placed on our website, as well as notices on social media. Mr. Dalpra noted that there are two groups to be targeted: the general public and those who will utilize the document as a tool. The general public may not respond strongly to the announcement. Groups and government agencies that will use the tool are the prime target. Dalpra also noted that the overriding theme of the outreach will be that careful Comprehensive Planning, that resulted in the metropolitan area’s water supply system, must be used on the whole range of water resources issues noted in the Comprehensive Plan. In this way, the Comprehensive Plan serves as a tool for planning to sustainably protect and preserve the region’s water resources. The targeted organizations and agencies will be found both through staff contacts and through the Advisory Committee and the “keep informed” group. Commissioner Schaeffer suggested extracting the relevant sections from the Plan as much as possible for the local groups. Commissioner Sussman further affirmed that the Commission needs to remain engaged and actively seek out key audiences to give briefings. He suggested producing a clear set of messages by capturing 5-6 aspects of the report that are significant key messages that resonate with people in the basin. Staff will involve the commissioners in producing the outreach materials. **Chairman Karimi asked for a motion to approve the roll out plan. Commissioner Kearney made a motion to approve the roll out, which was seconded by Commissioner Holland. All were in favor.**

Commissioner Sussman asked that the commissioners be informed in real time about the execution of the outreach strategy and he asked that as press releases are developed that the commissioners have opportunity to comment prior to being released.

Water Supply Alternatives Commissioner Task Force: Commissioner Sussman provided an update on the Task Force and its evolution. The Task Force comprising of commissioners Holland, Kudlas, Potter, Kearney and Sussman joined the water utilities to create a joint workgroup, to serve as focal point for advocacy and education for the Travilah project. MWCOG was invited to join the group, which met for the first time on June 1. At that meeting, there was a discussion of WSSC's white paper on Travilah, which discusses such aspects as the benefits of the project, its cost, technical parameters, and public input. Also discussed was finding \$15M to complete an engineering design of the project. Approaching the Department of Defense or going directly to Congress were the two funding options that received the most attention. The group agreed to draft, in the next several weeks, a package of briefing documents to take to potential funders and stakeholders.

NEW BUSINESS

Virginia House of Delegates Commendation to ICPRB: Due to Del. Kory's inability to attend, this topic will be rescheduled.

FY2018 Budget Amendment #2: Mr. Haywood submitted a budget amendment to reflect budget adjustments that have accumulated, including new projects and expenses. On the salary line, the bonus pool that was removed at the beginning of the year has been restored due to an improved fiscal outlook. **Commissioner Potter made a motion to approve the budget amendment, which was seconded by Commissioner Kudlas. All were in favor.**

FY2019 Framework Budget: Mr. Haywood presented the framework budget for next fiscal year. This budget, when compared to the current FY2018 budget, shows that the Commission is in a good position to go into the new year. In most previous years, the framework budget presented in June showed a revenue shortfall in excess of \$100k but for FY2019 the shortfall is about \$52k. Ms. Cisar suggested there may be opportunities for technical projects with the COE in which the COE provides funding to ICPRB rather than cost-share. Further discussions will be made with the ED. **Commissioner Kudlas made a motion to approve the framework budget, which was seconded by Commissioner Holland. All were in favor.**

Initiating a Strategic Planning Process: Mr. Haywood asked if there was any interest in reviewing, refining, revising, updating the current ICPRB Strategic which was written in 2012 and subsequently modestly revised in 2015. Commissioner Tsai expressed interest in participating in a task force to look into a strategic planning process. Commissioner Sussman said he thought there is value in revisiting the plan. Commissioner Brakel added that it would be useful to revisit the plan, and recalled that the task force that proposed the 2015 revisions recommended that the plan be reviewed again in a few years. He would be interested in participating in the task force. **Chairman Karimi asked for a motion to form a Strategic Plan Task Force. Commissioner Sussman made a motion to form the task force, which was seconded by Commissioner Tsai. All were in favor.**

Commissioner Kearney suggested that, since not all the commissioners are present at the meeting, we should reach out to all commissioners for their interest in joining the task force. **Chairman Karimi asked Commissioner Tsai to reach out to the commissioners, and once the task force membership is settled, they should select a chair. He asked for an update at the next Commission meeting on the task force's membership and their recommendations for next steps for a strategic plan. Commissioner Kearney asked that level of effort and frequency of meeting be included in the communication.**

Nominations Committee for FY2019 Officers: Chairman Karimi asked for volunteers to be on the Nominations Committee to select the FY2019 officers. The next in line for chair is Maryland. The ED will send out the rotation information. **Commissioners Kudlas and Potter volunteered to be on the committee.**

Next ICPRB Meeting: The next Commission meeting will be on August 28, 2018. ED will discuss with jurisdictions for their interest in hosting.

The first quarter 2019 meeting will be on December 4, 2018.

FOR THE GOOD OF THE ORDER

Commissioner Kudlas informed that at the next annual American Water Resources Association conference in November, there will be an opportunity to highlight the work that interstate commissions have been doing in basin planning. As one of the board members on AWRA, he asked the mid-Atlantic river basin commissions, including ICPRB, to participate and make presentations at the conference. This would be an opportunity to highlight the Commission's Comprehensive Plan.

Virginia also will be presenting at the AWRA conference the results of a study with USGS and Virginia Tech on an alternative approach to identifying environmental flows based on data that are commonly available. This study came about as a result of the difficulty in applying the Nature Conservancy's ELOHA methodology which requires data that are often not available. **If time allows, Commissioner Kudlas would like to present this work at the next Commission meeting. The ED will follow-up with Commissioner Kudlas.**

ADJOURNMENT: Commissioner Jones made a motion to adjourn the meeting, which was seconded by Commissioner Potter. All were in favor. The meeting adjourned at 12:09PM.

Minutes Draft By: Bo Park, Director, Administration

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