

**INTERSTATE COMMISSION ON THE POTOMAC RIVER BASIN**

**FIRST QUARTER 2019  
BUSINESS MEETING  
DECEMBER 4, 2018**

**USGS LEETOWN SCIENCE CENTER  
KEARNEYSVILLE, WV**

**DRAFT MINUTES**

**CALL TO ORDER:** Chairman Kearney called the First Quarter 2019 Business Meeting to order at 9:58AM on December 4, 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)  
James Tsai (Alt. Commissioner)

**Maryland**

Virginia Kearney (Alt. Commissioner)  
Robert Lewis (Commissioner)  
Nancy Hausrath (Alt. Commissioner)

**Pennsylvania**

Jennifer Orr (Alt. Commissioner)

**Virginia**

Scott Kudlas (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)  
Claire Buchanan (Dir, Program Operations)  
Dorothy Hunter (Admin Coordinator)  
Renee Bourassa (Communications Specialist)

**Guests**

Tom O'Connell (Host, USGS, Leetown SC)  
Mary Kay Foley (USGS, MD-DE-DC)  
Heather Cisar (USACE, Baltimore, by phone)  
Valerie Cappola (USCOE, NAD)  
Rhonda Manning (PA, DEP)  
Jeff Seltzer (DC, DOE)  
Matt Kearns (WV, DEP)  
Pam Kenel (Loudoun Water)  
Chris Kimple (for D. Moul, PA)  
Robert Burgholzer (Presenter, VA DEQ)  
Mary Jane Bolle (Visitor)

Commissioner Karimi informed the Commission that he will be stepping down from being a Commissioner to Alternate Commissioner. All billings for DC should go to Jeff Seltzer from now on. The appointment letters should be arriving from the DC Mayor's Office.

**ADOPTION OF AGENDA:** Commissioner Kearney made an addition to the agenda, under New Business, as first item, broader regional cooperation strategies. **Commissioner Sussman made a motion to approve the agenda, which was seconded by Commissioner Lewis. All were in favor.**

**August 28, 2018 DRAFT MINUTES:** Commissioner Brakel asked for a correction on page 4, 3<sup>rd</sup> paragraph "Electon" to "Election." **Commissioner Lewis made a motion to approve the Minutes as amended, which was seconded by Commissioner Potter. All were in favor.**

**SUMMARY FROM EXECUTIVE COMMITTEE CONFERENCE CALL (Tab 2):** Mr. Haywood reported that there were no action items from the October 30 conference call. The Executive Committee met last night to discuss the topics to be covered in the business meeting.

### **EXECUTIVE DIRECTOR'S REPORT**

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

- Pennsylvania Commissioner, Tim Schaeffer, has taken on a new position and is no longer a commissioner. A new appointment will be forthcoming.
- There have been many staff retirements and new hires in the last month. Ross Mandel, Rebecca Wolf, and Sherry Zandieh retired in October. Rikke Jepsen, Aquatic Ecologist replaced Zachary Smith and Dorothy Hunter, Administrative Coordinator replaced Sherry Zandieh.
- Action Items:
  - The supplemental storage workgroup mission statement was sent to the commissioners today.
  - A revamping of the Strategic Plan was placed on hold until a new Executive Director comes on board. And at the last meeting it was decided that a minor technical update would be appropriate at this time. There has been no activity since the meeting. ED will follow up with Commission Tsai for the next step.
- Financial Activities:
  - There were no withdrawals from the Contingency Reserve account. It contains approximately \$600k. In the General account, there is a balance of \$1.29M.
  - The jurisdictions are up-to-date on signatory dues. Maryland has paid 90% of its dues. As of the meeting, Pennsylvania has paid in full for the current billing cycle.
- Grants and Contracts:
  - The Maryland Department of Environment has issued an umbrella contract to cover various jobs through Scope of Work orders in the amount of \$600k for a period of five years. The Corsica River project and the MS4 Permit Pilot Study have been executed under the umbrella contract.
  - A contract was executed with CliftonLarsonAllen (CLA), our auditing firm, to lock-in pricing for the next five years. We have switched to a new principal as a way of changing auditing groups without going to another firm. CLA has provided a competitive pricing for their services. Starting at \$20,500 and ending at \$21,500.
  - USGS contracts were executed for gage monitoring services for \$2,300 and \$28,765.
  - SiteImprove contract in the amount of \$3,240 was executed to perform website editing.
- Executive Director Activities are listed in Tab 6 of the meeting book.
- Project Report: There is not much project activity to report as it is early in the fiscal year. Reports are listed in Tab 7 of the meeting book. Commissioner Orr indicated that PA DEP would like to implement a continuation of the PA WIP project directly with ICPRB (the current project is a subcontract with SRBC (Susquehanna River Basin Commission)). **The Executive Director will follow-up with Commissioner Orr on a new agreement with DEP.**

**Commissioner Brakel asked for the supplemental information that was presented at the last meeting on the FY2019 program plan and budget. The Executive Director will provide that.**

**Potomac Basin Comprehensive Plan:** The staff has been actively promoting the Comprehensive Plan at various meetings. Mr. Haywood has spoken about it before several groups and Curtis Dalpra has been presenting at river festivals over the summer. Dr. Moltz has made a presentation at the Interstate Council on Water Policy conference. There are other tasks in the Comprehensive Plan, but funding is necessary to pursue those items. **Chairman Kearney asked that generalized presentation material be sent to the commissioners to be used when opportunities arise.**

**Supplemental Storage Work Group:** Commissioner Sussman summarized the activities of the workgroup since last Commission meeting. The work group is a joint group between staff, utilities, and commissioners. There was an interest from the Commission to promote the development of Travilah and water storage in the region. At the last meeting, the utilities were interested in meeting with the owner of Travilah quarry for potential purchase and terms of sales. WSSC has retained a consultant in conjunction with the Washington Aqueduct to arrange an approach to get a dialogue started. In the meantime, WSSC is investigating the regulatory requirements to use the quarry as a storage basin. After the new year, there will be a feedback on the discussions with Travilah owner. At that time, recommendation for future plans can be made. The group will reconvene at the appropriate time. The goal is to proceed as planned then brief the local jurisdictions to seek out ways to gain support from the Congress.

## **NEW BUSINESS**

**Broader Regional Cooperation Strategies:** Commissioner Sussman gave an update on regional cooperation strategies. He began with the two agreements, Low Flow Allocation Agreement (LFAA) and the Water Supply Coordination Agreement (WSCA) that were created for drought management. The LFAA provides for mandated allocation of water from the Potomac River in the event of severe drought. The WSCA is an agreement among the utilities to provide for cooperation during drought operation and for sharing of the cost of developing additional storage when needed in the future. ICPRB's Alternatives Study identified options for addressing population growth and the impact of climate change on water demand. Among those options, the Travilah quarry was singled out as providing the most risk reduction benefit. The Metropolitan Council of Governments conducted their own study of resilience with respect to contamination of the Potomac River and it also found that Travilah provided more protection than any other new measure. In addition to the Supplemental Storage Workgroup addressed in the previous topic, a workgroup has been established to consider how to revise the WSCA to provide for new utility members, such as Loudoun Water. Another topic being considered by the workgroup is changing the formula for sharing costs among the utilities to account for additional members and, possibly, to account for changes in water use since the current formula was established in 1982. There are different perspectives among the utilities on these matters. Presently, the Commission is considering taking a more active role in moving this process in a constructive manner. Commissioner Kudlas commented that the nature of threats to water supply is evolving and it is important for this body to keep pushing for regional cooperation. Commissioner Brakel added that public education is important, and he mentioned the Alternatives Study and the Comprehensive Plan as examples of how we can build public awareness and diplomacy.

**Status of Executive Director Search:** Chairman Kearney gave a status report of the Search Committee. Five candidates have been selected for interviews, which will take place on December 10-11, 2018. After the interviews, the committee will compare notes and plan for next steps. The committee will keep the Commission informed throughout the process.

**Summary of October 4 Potomac Spill Exercise:** Mr. Haywood briefed on the Potomac River spill exercise conducted on October 4 which had participation by federal, state, and county water and emergency response agencies and by water utilities. With 50-60 participants who did not know the scenario, the exercise started with a report of a contaminant sighting in the river and proceeds, in near real time, with each participant responding as they would in a real event. A report of the event has been drafted and is currently in review. The draft's outcomes from the exercise include identifying regional laboratories capable of analyzing samples in an emergency, additional training to improve communications between health departments, emergency responders, and water utilities, and the need to improve communication between utilities and the federal-state unified command structure. The draft also suggests that the next exercise focus on regional response after utilities have had to close their intakes. **Commissioner Karimi asked for a list of participants from the District of Columbia government.**

**Advances in Low Flow Water Management:** Mr. Robert Burgholzer, Surface Water Modeler, VA DEQ, gave a presentation on their Hydro-Ecological Framework for Adaptive Management of streamflow.

**The Leetown Water Science Center:** Mr. Tom O’Connell, Director of UGS Leetown Science Center, gave an overview of the types of investigations that are on-going at the center. Ms. Mary Kay Foley, Director of USGS MD-DE-DC Science Center, gave an overview of the capabilities and science areas at the MD-DE-DC office. Both Mr. O’Connell and Ms. Foley expressed a desire to collaborate with ICPRB on projects of mutual interest.

**Next Meeting: March 5, 2019:** The next quarterly meeting will be held at the Rockville office location.

**FOR THE GOOD OF THE ORDER:** No comments were offered

**ADJOURNMENT:** Commissioner Kudlas made a motion to adjourn the meeting at 12:24am, which was seconded by Commissioner Lewis. All were in favor.

Following the meeting, Commissioners and staff enjoyed a tour of the Science Center that included briefings by scientists in each of the laboratories visited.

Minutes Draft By: Bo Park, Director, Administration

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