

INTERSTATE COMMISSION ON THE POTOMAC RIVER BASIN

FOURTH QUARTER 2015  
BUSINESS MEETING  
SEPTEMBER 1, 2015

HOLIDAY INN & CONFERENCE CENTER  
FREDERICK, MD

DRAFT MINUTES

**CALL TO ORDER:** Chairman Zemba called the Fourth Quarter 2015 Business Meeting to order at 9:52AM on September, 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)

Maryland

Herb Sachs (Alt. Commissioner)

Robert Lewis (Commissioner)

Virginia

Scott Kudlas (Vice Chair & Alt. Commissioner)

Brock Bierman (Commissioner)

Pennsylvania

Andrew Zemba (Chair, Commissioner)

Ron Stanley (Commissioner)

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)

Sherry Zandieh (Administrative Coordinator)

Guests

Amy Guise (U.S. Army Corps, Baltimore)

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

Carla Quinn (U.S. Army Corps, Baltimore)

Hank Gruber (NAD, USACE)

Chris Kimple (for Commissioner Moul)

John Wirts (WV, DEP)

Nancy Hausrath (Hagerstown)

**ADOPTION OF AGENDA:** Chairman Zemba made a modification to the agenda under New Business, #7, F, to read "Nominations for FY16 Elections and Officers." **Commissioner Kudlas made a motion to adopt the agenda with the edit. Commissioner Sachs seconded the motion. All were in favor.**

**MARCH 3, 2015 MINUTES:** Commissioner Bierman asked for a modification to the final Minutes to include his attendance at the March 3, 2015 meeting. **Commissioner Sachs made a motion to change the final Minutes. Commissioner Kudlas seconded the motion. All were in favor.**

**APPROVAL OF JUNE 2, 2015 MINUTES:** **Commissioner Sachs made a motion to approve the Minutes, which was seconded by Commissioner Drucker. All were in favor.**

**EXECUTIVE COMMITTEE MEETINGS UPDATE:** Chairman Zemba summarized the Executive Committee (EC) call attached in Tab 2 of the meeting. There are no additions to the notes.

## OLD BUSINESS

**Executive Director's Report:** Mr. Haywood summarized the follow-up items from the June meeting:

1. Staff to inquire on the status of new Commissioner appointments in DC – inquiry made but no definitive information was provided by the relevant DC office.
2. Communications Manager to inform Commissioners of changes to website – there were no changes until last week (posting of the ICPRB history slide show) and Commissioners were informed.
3. Staff to develop ideas for commemorating ICPRB's 75<sup>th</sup> anniversary – Staff ideas to be discussed in this meeting.
4. The ICPRB Strategic Plan to be put on the Commission's website - Done.

The ICPRB 75<sup>th</sup> anniversary will be promoted through the social media. Commissioner Brakel, via Commissioner Wennerston, has expressed that he would have liked to see a larger celebration. Commissioner Bierman added that with limited resources, utilizing the social media is practical. He suggested developing a web page highlighting the 75<sup>th</sup> anniversary. He also suggested putting together a workgroup consisting of commissioners and staff to explore opportunities that can be collaborated with existing efforts. He volunteered to be part of this group. Other interested Commissioners are to call the ED. Commissioner Campbell suggested having a forum to include all the appropriate federal players in the basin. He also volunteered to be in the group. Since Commissioner Brakel could not attend this meeting but he will be asked at a later time if he would like to participate. Ms. Guise added that defining a key theme for ICPRB could be a catalyst for federal agencies to come together. The Corps may be interested in being part of this workgroup and will get back at a later time.

**Financial Report:** Mr. Haywood gave an overview of the current financial status. There were no withdrawals from the contingency account. The Accounts Receivables as of July 31, 2015 is \$14,700. All jurisdictional dues are up-to-date with the exception of the District of Columbia, and Commissioner Karimi indicated that the check has been cut.

In grants and contracts, the proposal project for forest evaluation with the Water Research Foundation was awarded for \$200k, which will start on October 1, 2015. The SmithPilot compensation study has been completed, which was done with the guidance of the Executive Committee. For the most part, the study found that the salaries were below the peer organizations compensation levels. The pay adjustment is recommended to start on October 1 to close the gap, which is already reflected in the FY16 budget that is included in the meeting packet. Even with the salary adjustments, the FY16 budget shows revenue exceeding expenses. SmithPilot also recommended that the compensation be reviewed periodically. Commissioner Kudlas commended the effort by the Executive Director and the consultant.

## NEW BUSINESS

**Forest Protection Opportunities Project:** Dr. Moltz gave an overview of the project due to start on October 1. The project was approved through the Water Research Foundation with various funding partners. The project involves determining whether the forest plays a role in source water quality condition in the Potomac basin.

**FY14 Audit:** Commissioner Kudlas report on behalf of the Audit Committee that the audit was a clean audit and he also commended the staff for job well done. **Commissioner Kudlas made a motion to approve the FY14 audit, which was seconded by Commissioner Stanley. All were in favor.**

**FY15 Budget Amendment:** Mr. Haywood presented a revised budget for FY15 and answered questions. **Commissioner Kudlas made a motion to approve the budget amendment as presented in the meeting book. Commissioner Karimi seconded the motion. All were in favor.**

**FY16 Program Plan and Budget:** Mr. Haywood presented the FY16 budget with firm projects in the next year. This budget includes a salary adjustment to close the compensation gap, plus the hiring of a biologist for a one-year term and 0.8 FTE for a new hire to work on watershed education, and several temporary intern positions. **Commissioner Stanley made a motion to approve the FY16 Budget as presented. Commissioner Kudlas seconded the motion. All were in favor.**

**Amendments to the Manual of Operations:** In advance of the meeting, Commissioner Brakel asked for a more detailed paragraph concerning Equal Employment Opportunity in Section C, #2. Mr. Haywood handed out a new paragraph to replace the existing paragraph in its entirety. The new language is to read, "It is the policy of ICPRB to comply with all applicable federal and state laws that exist according to the employment location. As a Maryland employer, ICPRB prohibits employment discrimination to all applicants and to all its employees without regard to a person's age, ancestry, color, creed, gender identity and expression, genetic information, marital status mental or physical disability, national origin, race, religious affiliation, belief or opinion, sex, sexual orientation or any other protected status." The second paragraph is to read, "Individuals shall be considered for appointment and advancement solely on the basis of qualifications and abilities for specific positions. All personnel actions including, but not limited to, employment, advancement, and termination will be administered without regard to any of the above listed protected status categories."

Commissioner Wennersten offered his opinion that the telework program should be available to all employees rather than a privilege approved by the Executive Director. He also commented that the Disciplinary Action section on page 16 of the Manual be reviewed again to incorporate a better process to deal with a struggling employee. Commissioner Kudlas suggested looking at other sections of the Manual throughout the next year and make improvements are necessary. **Commissioner Kudlas made a motion to approve the Manual of Operations with the changes in Section C, #2 as stated, and for staff to review and improve other processes within the Manual of Operations. Commissioner Stanley seconded the motion with all in favor.**

**Nominations for FY2016 Elections and Officers:** Chairman Zemba led the Nominations Committee consisting of Commissioners Lewis, Campbell, and Madden. The traditional rotation would have had the Federal nominated for the Vice Chair last year. With the absence of federal commissioners at the time, the rotation was given to Virginia. Since then, federal commissioners have come on board. For this election, the Nominating Committee would like to give the Federal government an opportunity to come back to the rotation with the Vice Chair position. The Nominating Committee nominated Commissioner Kudlas as the new Chair and Commissioner Sussman as Vice Chair. **With no other nominations, Commissioner Karimi made a motion to accept the nominations in place. Commissioner Stanley seconded the motion with all in favor.**

**FY2016 Holidays and Business Meeting Dates:** There were no changes to the meeting dates.

**COMMISSIONER'S TIME:** Chairman Zemba invited the commissioners to make any comments for the good of the order. None were made.

**DATE & LOCATION FOR DECEMBER MEETING:** Traditionally the December meetings are held at the ICPRB Rockville Office. More information on agenda and location will go out prior to the next meeting timeframes.

**ADJOURNMENT:** Commissioner Bierman made a motion to adjourn the meeting, which was seconded by Commissioner Sachs. All were in favor. Meeting adjourned at 12:22PM.

Minutes Draft By: Bo Park, Director, Administration

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