

**INTERSTATE COMMISSION ON THE POTOMAC RIVER BASIN  
CO-OP SECTION**

**FOURTH QUARTER 2018  
AUGUST 28, 2018**

**ICPRB OFFICE LOCATION  
ROCKVILLE, MD**

**DRAFT MINUTES**

**CALL TO ORDER:** Chairman Sussman called the Fourth Quarter 2018 CO-OP Meeting to order at 8:30 AM on August 28, 2018. The following Commissioners, staff, and guests were in attendance in whole or in part.

**Commissioners**

**United States**

Robert Sussman (Chair, Commissioner)  
Darryl Madden (Commissioner)

**District of Columbia**

Hamid Karimi (Commissioner)  
Willem Brakel (Commissioner)  
Tiffany Potter (Commissioner)  
Kimberly Jones (Alt. Commissioner, by phone)  
James Tsai (Alt. Commissioner)  
AnneMargaret Connelly  
(Alt. Commissioner, by phone)

**Maryland**

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

**Virginia**

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

**Guests**

Jennifer Orr (PA, DEP)  
Valerie Cappola (USCOE, NAD)  
Rhonda Manning (PA, DEP)  
Saeid Kasraei (MDE)  
Mary Jane Bolle (Visitor)

**ADOPTION OF AGENDA:** Commissioner Karimi made a motion to approve the agenda, which was seconded by Commissioner Lewis. All were in favor.

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

**OLD BUSINESS**

**Follow-up from June Action Items:** There were no action items from the last meeting.

**Section's Quarterly Report:** Dr. Schultz summarized the Section's notable progress for this year. The Revised Water Supply Coordination Agreement Workgroup was formed a year ago. The workgroup has focused on the cost share formula for the CO-OP utilities. At the last meeting on August 16, a table of nine cost share formulas, with rationales and pros and cons for each, were presented to the CO-OP utilities. It became apparent that each water supplier is primarily focused on its responsibility to provide cost effectiveness for its customers. The group is working on drafting a statement on areas of consensus. Another issue is finding agreement on a governance structure for a larger cooperative group, i.e. additional utility members. It has been suggested that the Commission could lend support for changes to the WSCA through a resolution. Commissioner Kudlas added that there could be an equitability problem if cost-share or governance is based on credit for contributed resources, since that would be difficult to quantify. It was noted that according to the riparian doctrine, everyone has equal rights to withdraw from the river. If there is no balance or equitability in terms of authority granted to individual utilities, there is no incentive for small utilities to join. Commissioner Kudlas said it would be helpful to consider payments for water on a contractual basis. Commissioner Brakel further added that the Commission should take a leadership role and a proactive approach to this matter. Chairman Sussman noted that a careful consideration is required and that more information from the CO-OP Section would be needed to flesh out the issues and he noted the cost share is a different issue from governance. **Chairman Sussman asked Dr. Schultz for information on options for broader consideration for the Commission to get more fully involved.**

**Planning for 2018 Annual Drought Exercise:** Dr. Schultz reviewed the plans for the Drought Exercise to be conducted on November 30 at Fairfax Water's Occoquan facility. A contractor, Policy Works, was hired to facilitate the process, including a final report. It will be a one-day exercise with participation by multiple departments, agencies, and organizations to simulate a drought so extreme as to require emergency allocations under the Low Flow Allocation Agreement (LFAA). A simulation model for the exercise is being constructed in Shiny to provide the audience with a visual display of the drought as it progresses in severity. The model also will display the various drought triggers of the LFAA, CO-OP, MWCOG, and the states. As triggers occur, there will be discussions by various groups on how and what would happen. Later in the afternoon, a spreadsheet or similar device will be used to explore how water would be allocated under the LFAA. This portion of the exercise will include a discussion on options for reducing demands, and implications for public health and safety. Mr. Haywood added that the LFAA Moderator would need to be present and involved at this stage of an actual drought, and that the moderator should be added to the script for the exercise. There will be about 60 participants in the exercise.

The results will be summarized in a written report which will be shared with the utilities. **Chairman Sussman asked that the report be made available to the Commission for discussions and for opportunity to engage in the next steps.** Mr. Haywood added that before it is released to the public, the utilities need to consent.

**Financial Statement:** Mr. Haywood reported that the Section is on track financially. There is a \$100k drawdown from the reserve for a contractor, which was set aside for Jennings Randolph Water Control study. That study will not occur this fiscal year, therefore, the money will not be spent.

## **NEW BUSINESS**

**CO-OP's New Online Precipitation Map:** CO-OP has recently added a new data product to its Data Portal website at [www.icprbcoop.org](http://www.icprbcoop.org): an interactive map showing recent 1-day, 3-day, and 7-day total precipitation values by Potomac basin sub-basin. The precipitation totals are sub-basin averages computed every morning by CO-OP's real-time Low Flow Forecast System, based on gridded precipitation data provided to CO-OP by the Middle Atlantic River Forecast Center.

**Election of FY2019 CO-OP Section Officers:** Commissioner Kearney, Chair of Nominating Committee, reported that there was a conference call with the committee members, commissioners Kudlas, Holland, Potter, and Madden. The Nominating Committee recommended status quo of the current officers, Commissioner Sussman for

Chair, and Commissioner Kudlas for Vice Chair. The reason for the status quo is to maintain continuity given the several ongoing initiatives the Commission has with the utilities. **Commissioner Madden made a motion to accept the status quo nominations, which was seconded by Commissioner Holland. All were in favor.**

#### **ADJOURNMENT**

**Commissioner Karimi made a motion to adjourn the meeting, which was seconded by Commissioner Lewis. All were in favor. The CO-OP Section meeting adjourned at 9:30AM.**

Draft Minutes written by: Bo Park, Director, Administration

Reviewed by: Cherie Schultz, Director, CO-OP Operations

Approved by: H. Carlton Haywood, Executive Director