

CAPITAL REGION WATER BOARD
Minutes of March 14, 2007 Board Meeting
Held at the Susquehanna River Basin Commission Building
1721 N. Front Street, Harrisburg, PA 17102

Meeting Called To Order: 1:00pm

Present:

Marshall Goulding, CRWB Executive Director	mmsgoulding@comcast.net
Walter Lyon, Consultant	walter.lyon@comcast.net
Randy Hurst, Mette, Evans & Woodside	rghurst@mette.com
John Seitz, York County Planning Commission	jseitz@ycpc.org
Jeff Hines, York Water Company	jeffh@yorkwater.com
Paula Ballaron, Susquehanna River Basin Commission	pballaron@srbc.net
Susan Boynton, SB Enterprises Inc.	sbpeinc@earthlink.net
Cindy Rock, SB Enterprises Inc.	cindy.l.rock@comcast.net

Those present were introduced and their affiliations noted.

PREVIOUS MINUTES:

Minutes of the January 17, 2007 meeting were reviewed and approved with one correction previously sent by John Seitz to Marshall regarding the Lower Susquehanna Regional Committee Activity report.

LOWER SUSQUEHANNA REGIONAL COMMITTEE ACTIVITY:

John reported the Commission is starting to write the draft. No critical area petitions yet. They went through the budgeting tool. John also noted the status of the Codorus Watershed. They need more data. This is a rough screening tool. Randy said it was quantity not quality. John also noted that they filled the vacant seats on the committee.

Walter asked if we could get a copy of the membership list with email addresses so we can invite members to Planning Committee activities. Marshall will check with Betty Conner.

Walter discussed a detailed presentation regarding recommendations on 1) Institutional Issues and 2) Water/Land Links, that was made on May 16, 2005 to the Lower Susquehanna PL 220 Committee by the CRWB but was never acknowledged or addressed by the Committee. There was some discussion among the Board about this issue. Marshall will check with Betty on what happened and why.

OLD BUSINESS:

Secretary Position – Marshall said the Board has been without consistent secretarial support for well over a year since Cindy Metzger retired. A person hired in the interim did not work out. Contacts were made with temporary employment agencies, and public advertising did not provide the type of candidate the Board required. Recently, contact was made with and a proposal to provide administrative secretarial services was received from Sue Boynton with SB Professional Enterprises. After several meetings involving Marshall, Walter Lyon and Cindy Metzger, Marshall negotiated a contract with which he feels comfortable. This contract proposes

administrative services would be provided by Cindy Rock. Details of the proposed contract were discussed at the last meeting. The Board was offered the opportunity to review the final contract.

Other Administrative Assistance – The CRWB accounting services are currently handled by Mrs. Tanya Pomeroy, located in Dauphin, PA. Due to increased family responsibilities and other demands, she has asked to be relieved of her duties as bookkeeper. Marshall discussed the possibility of SBPE Inc. taking on the accounting services, and this was added to the contract.

Cindy Metzger agreed to remain on call during the transition over to SBPE staff.

Contract Service – Marshall proposed the Board enter into a formal contract with Sue to transfer accounting and administrative services in order to fill the current deficiencies. Administrative services would include: attending Board and Committee meetings; drafting minutes; and sending out mailings, meeting notices and membership information. Accounting services would include: continuation of what was done previously—will not involve receiving monies directly, writing checks, or banking, which is all handled by the Treasurer. John Hollenbach, Betty Conner, and Marshall are the authorized signatures, but John is currently handling everything.

There was no further discussion by the Board members present. Marshall asked Sue if she felt comfortable naming one of her other clients who is in the same industry as the CRWB. Sue said that client is the Pennsylvania Water Environment Association. Sue serves as executive director and Cindy Rock is their meeting manager. Walter felt it was beneficial having someone already familiar with the industry. Jeff Hines mentioned the need to keep confidentiality between the two groups. Sue and Cindy assured him that would not be a problem.

Walter Lyon made a motion to accept/sign the contract with SBPE Inc. to provide administrative and accounting services; Jeff Hines seconded the motion; the Board members present voted unanimously in favor of the motion.

TREASURER'S REPORT:

Account Summary – It was reported at the last meeting that the bookkeeper didn't have all of the bank statements and other transactions. She recently received everything needed in order to close out the year. The report will not show much change since membership dues was not solicited. The report will be completed in time for the May Board Meeting. The transition of bookkeeping services to Sue should be completed by the May meeting as well.

Member Dues – Once a budget is in place we will take up discussion of dues. Nothing is needed for balance of the year. Marshall may have recommendations for further action at the May meeting once we discuss the budget. A new budget for the next fiscal year will be presented at the September annual meeting.

Audit/Review Status – Marshall checked with accounting service in Hershey that previously gave a quote for a one-year review, asking if they could do two years for the same price. That was not possible. They quoted \$1200-1500 for a two-year review.

Cost to have a review is already budgeted. Marshall would like to get this set up to have the review done for the last two fiscal years. The Board opted to do a review rather than an audit.

Walter felt the review is appropriate since there was minimal activity for that period. Marshall asked Sue whether she could do the review. Walter felt this would be a conflict of interest since she will be providing accounting services to the Board. Non-profit requirements for an audit or review are that said audit/review is completed by an independent individual or organization. He mentioned possibly appointing a committee to look at the transactions. Since activity is minimal, this review could be handled by a group of laypersons. Marshall will check to see if reconciliations are available and on what can be done internally.

COMMITTEE REPORTS:

Groundwater – Paula Ballaron reported that there has been no activity recently, but that she will have committee members assembled by the May meeting. Walter asked when the Commission did the groundwater study; did they identify any critical areas in our area? Paula said they did and Walter asked if she could provide a list.

Basin Conditions – Paula reported that hydrological conditions are on the wet side of normal, trending down toward normal. The attention, most recently, has been related to ice and ice jams. These issues were avoided locally for the most part. There is concern in NY State over ice jams since they still have snow cover. Precipitation has been normal but there are deficiencies in snow fall and deficiencies in groundwater. Over the next two months, we will know for sure since spring is coming and vegetation will be coming back. Groundwater could be looking a lot better than it does now. Lower Basin is on the average side. Juniata is showing more deficiencies. Other than the Juniata, we are within normal range even for groundwater. Paula will provide the electronic version of information that was provided at the meeting today to be sent to everyone with the minutes.

Planning – Walter reported the Planning Committee met 4 times between the fall of 2005 and the fall of 2006, at which point they decided to suspend operations for the lack of secretarial services since communication is essential. We can now continue. At the committee's last meeting, they discussed two potential workshops: 1) to discuss the present situation in the Basin; and 2) to look at where we can go from here. Walter asked for names and email addresses of anyone who might be interested in joining the Committee. The Planning Committee will meet on the same day as the May Board meeting.

Membership – Marshall is thinking of putting together a membership committee to get member recruitment active again. CRWB had a brochure at one time to promote the organization. He will get back on that as well. Hopefully by the May meeting we will have something to move ahead with, i.e., membership drive, etc. Walter said we need to have the website become alive and put issues there to be discussed. This should help to bring members in.

NEW BUSINESS:

Walter discussed a presentation he made recently at the invitation of the Chesapeake Bay Foundation. He described his presentation and the reaction he received. It was decided he will make this presentation during the May Board Meeting. He will send information about the presentation to Jeff to put on the website.

Walter also discussed an effort to address the lack of engineers in DEP and other places within the field. Johns Hopkins is offering a one month course on what engineering is all about. Those

who pass will get credits for first year in school. Walter passed around a brochure describing the course. More information can be found at the following:

<http://engineering-innovation.jhu.edu/dates-locations/>

Walter discussed streamlining procedures with the treasurer so the Treasurer doesn't have to sign every check already approved in the budget. His main function should be to process a budget and worry about policy side of finances. Marshall will discuss this matter further with the Treasurer.

Next Meeting:

The Board will meet on Wednesday, May 16, 2007, 1:00pm in the Juniata Room on the first floor of the Susquehanna River Basin Commission building.

The Planning Committee will meet on Wednesday, May 16, 2007, 9:00am in the Juniata Room on the first floor of the Susquehanna River Basin Commission building.

Meeting Adjourned: 2:10pm