

CAPITAL REGION WATER BOARD
Minutes of July 18, 2007 Board Meeting
Held at the Susquehanna River Basin Commission Building
1721 N. Front Street, Harrisburg, PA 17102

Meeting Called To Order: 12:50pm

Present:

Marshall Goulding, CRWB Executive Director
Walter Lyon, Consultant
Randy Hurst, Mette, Evans & Woodside
John Seitz, York County Planning Commission
Mary Gattis-Schell, Lancaster County Planning
Hoss Liaghat, PA DEP
Betty Conner, CRWB
Roger Karsnitz, CRWB
Cindy Rock, SB Professional Enterprises Inc.

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Those present were introduced and their affiliations noted.

PREVIOUS MINUTES:

Minutes of the May 16, 2007 meeting were reviewed and approved as presented.

TREASURER'S REPORT:

Budget Revisions – The current budget status is good and not in any danger of running aground with the IRS regarding tax exemption status or income level, nor of exceeding budget for current and upcoming expenses. Marshall is working on incorporating expenses associated with the new administrative services, financial services, and meeting management services. A proposed new budget will be presented at the annual meeting.

Marshall proposed increasing the current budget amount for the upcoming workshops. The budget was \$4000 total for both. Marshall didn't feel an exact figure needed to be determined at this point but it is anticipated the first workshop will exceed that amount since the plan is to charge a minimal registration fee of \$20. Marshall will work on the line item costs and will prepare a proposed budget for the new fiscal year beginning October 1st.

Member Dues, 2007-2008 – Walter suggested the administrative person be given a special project to update the databases. Marshall is already reviewing outdated membership information that has already been identified, i.e., bad email addresses that have bounced back when mailings have been sent to the individuals in the current databases.

Audit/Review Status – Three members will be appointed to review the last two years of financial records. In order to remain impartial, the treasurer should not be part of this review. The review will go on record as an internal review.

Transfer of Financial Records – Marshall met with John Hollenbach to discuss the problems with the handling of the financial matters, i.e., timely payment of invoices. At last year's annual meeting it was John's feeling that he preferred to be the keeper and sole writer of checks. Betty and Marshall retained the ability to sign checks if necessary. But because of John's increasing commitments, his availability has been limited over the past 6-7 months. A decision was made to transfer financial responsibilities to SB Professional Enterprises, including processing invoices

and writing checks. Invoices will be sent to SBPE for processing and then forwarded to John and Marshall for approval before checks are issued. Other than emergency situations, Marshall, John and Betty will not need to be involved in the processing of checks. This will also include issuing invoices for member dues for the upcoming fiscal year.

Walter agreed with the changes however he didn't see why John would need to approve payments as long as those payments fall within the budget line items.

All financial records have been officially transferred to SBPE. Marshall expressed his satisfaction with the overall services provided by SBPE to date.

LOWER SUSQUEHANNA REGIONAL COMMITTEE ACTIVITY:

Betty Conner reported the next meeting will be held on the second Monday in August. The DEP has a contractor working on writing the state water plan. They are working to finalize goals and objectives in the priority areas in August. These are targeted to be reviewed and approved by the end of the year. There was some discussion about the water plan in that it provides recommendations but does not require those recommendations be followed. Walter asked if there was any connection between Act 220 and the state planning board.

COMMITTEE REPORTS:

Groundwater and Basin Conditions – No report since Paula could not attend. She will be asked to provide a report to be distributed with the minutes.

Planning – The Planning Committee met prior to the Board Meeting and that meeting was very productive. Walt reported that the committee is making progress in the planning stages for the two upcoming workshops which are designed to identify and analyze problems in the five topic areas outlined in the last set of minutes.

Membership – Marshall discussed the membership application and brochure. He is looking at updating them in order to advertise CRWB's purpose and to solicit new members. The workshop will be a big asset in that direction. Walter said discussions of the workshop topics will help to identify who might be interested in joining.

OLD BUSINESS:

The condolence letter was sent to Virginia Tech and an expression of appreciation was received.

NEW BUSINESS:

A letter was sent to the PA Fish & Game Commission inviting them to join the Planning Committee. No response so far. Marshall will try to make direct contact with the executive director.

Next Meeting:

The CRWB Annual Meeting will be held on Wednesday, September 19, 2007, in the _____ Room on the _____ floor of the _____ building. The Board of Directors will meet at 1:00pm, followed by the regular Member Meeting at 2:00pm.

The Planning Committee will meet on Wednesday, September 19, 2007, 10:00am in the _____ Room on the _____ floor of the _____ building.

Meeting Adjourned: 1:50pm