

John H. Kerr Dam and Reservoir Section 216 Study
Sponsors' Advisory Committee Meeting Notes
28 May 2003

The meeting was held at the McKimmon Conference and Training Center in Raleigh, NC from 10 AM to 11:30 AM.

Meeting Participants

Executive Committee Members

Sponsors' Advisory Committee Members and Interested Persons

Meeting Participants (continued)

USACE-W Team Members

Introduction and Opening Comments

- John Morris; Director, Division of Water Resources for the North Carolina Department of Environment and Natural Resources (NCDENR-DWR); welcomed all meeting participants and requested that all present review the list of members of the Sponsors' Advisory Committee which was passed around. Members were to put a check by their names after making any necessary changes to telephone numbers, e-mail addresses, etc.
- John Morris introduced Ron Fascher; Chief of the Planning Services Section for the US Army Corps of Engineers Wilmington District (USACE-W); David Paylor, Deputy Secretary of Natural Resources for the Commonwealth of Virginia; and Ben Wood, Acting Deputy District Engineer for Programs and Project Management for USACE-W.
- All meeting participants introduced themselves to the group.

Review of Project Management Plan/Process of Approving Work Elements for Funding

- Ron Fascher handed out notes on the tasks, schedule, and costs for phase 1.
These notes are attachment 1.
- During discussion it was agreed that if the phase 1 tasks are completed sooner for some elements than others, it may be appropriate to continue work beyond phase 1 for these more advanced elements. If these elements are considered a priority and resources are available at the end of phase 1, the working groups can proceed into phase 2.
- There was a question as to why Smith Mountain was not listed in the study area for the Project Management Plan (PMP). Sam Pearsall mentioned that Smith Mountain is already included in an existing model which is a tool listed in the PMP. It was also mentioned that the FERC relicensing process will begin in the Smith Mountain area soon. Ron mentioned the Philpott Section 216 Study is just starting. The Philpott 216 and the John H. Kerr 216 Studies have the same USACE-W team members. Ron stated that the Executive Committee will rely on

the advice of the John H. Kerr 216 working groups to determine how much these two studies will be linked.

- A question was asked as to why study element 11, Integration of Study Elements, was not included in the PMP. It was not included because it is not a phase 1 task. The group agreed to not include study element 11 in the PMP at this time.

Review Technical Work Group Membership List–Additions and Changes Needed

- Dave Paylor led this discussion. Several changes were made to the membership list which was handed out at the meeting. These changes are included in attachment 2.
- Ron suggested that within 30 days from the executed Feasibility Cost Sharing Agreement (FCSA), the team leaders will meet and get their working groups together.

Explanation of List Serve for Study Communications

- Charles Theobald from NCDENR-DWR provided copies of the names and e-mail addresses for those on the list serve. Jim Mead from NCDENR-DWR and Charles worked together to get the list serve working. It has been in use for a week. Charles provided his contact information to add new names to the list serve: charles.theobald@ncmail.net or (919) 715-5425.
- The NCDENR-DWR has a study website as well so Charles will have it linked to the USACE-W website. There should be no duplication of information since the USACE-W website will continue to contain document files and DWR will be a communication link for the Sponsors' Advisory Committee (SAC).
DWR's Roanoke Page: http://www.ncwater.org/river_basin_planning/roanoke
USACE-W's Page: http://www.saw.usace.army.mil/jhkerr_216/main.htm
- Charles will set up e-mail lists for each topic area.
Main e-mail list: kerr216@news.ncwater.org

Review of High Priority Study Elements

- John Morris mentioned that elements 1 (Downstream Flow Regime and Effects on the Riparian Ecosystem) and 10 (Operating Policies and Administrative Principles) are the high priority elements for the study. John Morris, Jim Mead, and Sam Pearsall from The Nature Conservancy discussed these two elements previously and Sam was asked to write a very rough set of RFP's for element 1. Sam stated he has completed this rough set of RFP's which include detailed steps

and work links. He mentioned that the first project for work group 1 should be to review the RFP. Sam stated that with the USACE-W's policy and technical review by their legal staff, the State can issue an RFP which could be placed on the website.

- John mentioned the team leaders would be a representative from NC, VA, or the USACE-W.
- Jim Mead and John Morris were suggested as possible team leaders for elements 1 and 10. It was stated that at this time no decisions as to team leaders have been made and that the Executive Committee (John Morris, Dave Paylor, and Ben Wood) will designate team leaders.

Next Steps in the Study Process

- The working groups list will be finalized by 6 June. Send changes to Dave Paylor by 6 June. This final list will be distributed to all SAC members on 6 June.
- USACE-W and DWR will link their websites.
- Ben emphasized the importance of an early start and that the USACE-W's intent is to get every work group together within 30 days from execution of the FCSA and to have a Scope of Work for phase 1 completed in 9 months.
- Ben stated the first task for the working groups should be a clear Scope of Work.
- Jean Richter from the US Fish and Wildlife Service (USFWS), Roanoke River National Wildlife Refuge, mentioned that the work groups will need to plan ahead to get proposals through so other funds, such as those from the USFWS, can be used.
- Sam Pearsall stated the best contracting approach is to contract by sole source justification when there is good reason to do so and to bid openly and fairly if bids are required.
- There was a discussion on contracting to universities. The State can contract with universities. The USACE-W will check into their legal steps to work with the State and tap into the services universities can provide.

Attachment 1.

**John H. Kerr Dam and Reservoir Section 216
Feasibility Phase 1
For 28 May 2003
Sponsors' Advisory Committee Meeting**

Tasks:

- Gather and evaluate existing relevant data.
- Identify gaps in the existing relevant data.
- Develop recommendations to fill gaps in the existing relevant data.
- Identify and evaluate existing methods and tools for study of the subject.
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- Develop a plan to keep models and data available to the public and in compatible formats.
- Develop an approach for combining individual models and investigations into an overall system evaluation.
- Develop a stepwise procedure to conceive and test alternatives to the existing condition.
- Identify and assess the risk associated with gaps in existing methods and tools for study of the subject.
- Develop recommendations regarding further study of the subject

Schedule:

12 months with an In-Progress Review in the twelfth month

Costs:

Individual tasks with associated time and costs in PMP

Attachment 2. Revised list of working group members
will be on this page.