

MEMORANDUM FOR RECORD

SUBJECT: John H. Kerr 216 Feasibility Study Meeting Minutes from the 27 September 2004 Executive Committee and Work Group Leaders' Meeting

1. The subject meeting was held on 27 September 2004 at 1000 hours at the McKimmon Conference and Training Center in Raleigh, North Carolina. A list of attendees is Attachment 1.
2. The meeting was opened by Mr. Ben Wood who welcomed the attendees. Mr. Wood stated that Colonel Alexander had asked him to represent the U.S. Army Corps of Engineers (USACE), Wilmington District at this meeting and requested that Mr. Wood extend his apologies for not being able to attend this meeting. Mr. Wood then asked the Non-Federal Sponsor Executive Committee members to share their thoughts with the group. Mr. John Morris stated that we were at the point of seeing major Study success and we were on the verge of seeing the benefits of our efforts. Mr. Morris mentioned he is pleased with the knowledge brought in from Federal Energy Regulatory Commission (FERC) relicensing process and The Nature Conservancy. He stated that we have good study priorities and detailed scopes of work and he would like to see work get underway even though we do not have the whole study mapped out. Mr. David Paylor extended his appreciation to the resource teams for their efforts. He agreed with Mr. Morris and added that he felt the teams were making very good progress and that he expected to soon see the fruits of the labor thus far expended.
3. Team Reports
  - a. Team 1: Downstream Flow Regime and Effects on Riparian Ecosystem: Mr. Jim Mead reported that the team had completed the Scopes of Work (SOW) for Phase II of the study and that he was submitting the SOW for approval. Mr. Sam Pearsall pointed out that the SOW for Task 1.A.2, Evaluation of the Flood Model, was not the final SOW agreed to by the team. Mr. Mead agreed and indicated that he would provide the final Task 1.A.2 SOW to the Project Manager to forward to the Executive Committee by e-mail. It was also pointed out that there was no cost estimate provided for Task 1.B, Developing Baseline Information To Evaluate Impacts of Downstream Flooding on Agriculture, Timber Operations, and Road Access. Mr. Mead indicated that the team estimated that this task would cost \$30,000 - \$40,000 if undertaken by the USGS and would cost \$30,000 - \$40,000 if accomplished by a private contractor. Mr. Mead indicated he would provide a written estimate to the Project Manager via e-mail to forward to the Executive Committee for approval.
  - b. Team 2: Water Quality: Mr. Frank Yelverton reported that the team is currently reviewing the draft SOW and will be ready to finalize the SOW by November. The team will then submit the SOW to the modeling oversight team for review. Mr. Yelverton indicated that the SOW would be complete and ready for Executive Committee submittal in January 2005.
  - c. Team 3: Sedimentation and Channel Morphology: Mr. Hasan Pourtahari pointed out that the Bank Wasting Task had been transferred to Team 1 and that Team 3 agreed on the scope for just data collection. He indicated that the SOW for the remaining tasks had not been fully agreed to by the team. A meeting is scheduled for 26 October 2004 to work out the final details of the SOW. The final SOW should be ready for submittal by November 2004.

- d. Team 4: Reservoir Resources: Mr. Tom Fransen reported that this group was close to being done with their Phase II SOW, but one more meeting is required to finalize it. The SOW will be complete by the end of October.
- e. Team 5: Downstream Flow Based Recreation: Mr. Mead indicated that this group had submitted their final SOW and cost estimates for approval to the Executive Committee. Mr. Wood asked the group to consider the issue of safety when completing this study. Mr. Wood further indicated that the John H. Kerr staff would be a good source of information regarding recreation and navigation safety.
- f. Team 6: Salt Wedge: Mr. John Hazelton indicated that, because his team had a very low funding priority, they had not made any progress toward development of the Phase II SOW. He expressed his concern regarding the proposed combining of the Salt Wedge Team with the Water Quality Team because the modeling requirements for these teams were vastly different. The salt wedge model needs to be a two dimensional model and the water quality model would be a one dimensional model. Combining the two teams would complicate the modeling effort, cause confusion, and would not result in a cost savings. Mr. Yelverton, Co-Team Leader of the Water Quality Team concurred with this assessment.
- g. Team 7: Diadromous Fish and Riverine Aquatic Resources: Mr. Chuck Wilson reported that the team had completed drafts for two SOW's. The SOW for the diadromous fish portion of the work has not been completed. All of the SOW's will require review by the team prior to submittal to the Executive Committee. The team has a meeting scheduled for October 2004 to discuss these issues.
- h. Team 8: Water Supply: Mr. Tony Young reported that USACE, Wilmington had completed the analysis of the water withdrawal from John H. Kerr and determined that approximately half of the 50,000 acre feet which can be allocated for water supply had been allocated and that there were sufficient requests for water supply withdrawals to consume the entire allocation. He further indicated that all requests for water supply were on hold pending the outcome of the John H. Kerr 216 study. Mr. Terry Wagner and Mr. Tom Fransen indicated that future water supply withdrawal upstream of John H. Kerr Lake will affect inflows and because of this the entire Roanoke River Basin needs to be included in the study area. Mr. Morris requested that copies of the letters requesting water withdrawals be sent to him. Ms. Hetherman stated she would ensure that these letters were copied and the copies were mailed to Mr. Morris and Mr. Paylor
- i. Team 9: Operating Policies and Administrative Procedures: Mr. Morris reported that the SOW for Phase II was complete and this work would be an In-Kind contribution. The team is ready to assemble the Request for Proposal to have this task accomplished under contract. Mr. Morris requested help with the contracting aspects of this work.

j. Team 10: Modeling Oversight: Mr. Young reported that the evaluation of the Roanoke River Basin Reservoir Operations Model (RRBROM) is complete and the contract is set up through HDR to have Mr. Brian McCrodden from HydroLogics facilitate the October workshop to discuss model enhancements. Mr. Wood suggested that we engage the Institute of Water Resources (IWR) to make sure that our modeling efforts are in line with Corps of Engineers requirements.

4. Mr. Bill Adams facilitated the general discussion following the individual reports. He summarized the recommendations and stated that the Downstream Flow Regime and Effects on Riparian Ecosystem Task 1.C.1 and 1.C.2 and all tasks for Downstream Flow Based Recreation and Operating Policies and Administrative Procedures Team were ready for submittal to the Executive Committee for approval. Mr. Pearsall noted that we needed to work closely with the FERC Process involving the Roanoke Rapids and Lake Gaston Dams to assure that we are efficiently considering their mitigation requirements during our analysis for the John H. Kerr 216 Study. Mr. Adams indicated that he was planning to attend the Dominion Inc. meeting scheduled for 28 September 2004 to ensure that appropriate consideration is given to the FERC mitigation requirements.

5. Mr. Richard Lewis gave a short presentation regarding the possible methods of accomplishment to complete the Phase II work. The following topics were discussed:

- a. USACE - In-House
- b. USACE - Funds Transfer - Other USACE (Labs, Other District, etc)
- c. USACE - Funds Transfer - Other Federal Agencies (USGS, USFWS, etc.)
- d. USACE - Contract
  - (1) Competitive Procurement
  - (2) Indefinite Delivery Indefinite Quantities Contracts
  - (3) GSA Schedules
- e. Non-Federal Sponsor - In-House
- f. Non-Federal Sponsor - Funds Transfer - Other State Agencies or University
- g. Non-Federal Sponsor - Contract with Private Firm

Mr. Lewis pointed out that USACE, Wilmington has a contract procurement staff that would be available to help the teams to get contracts in place, if USACE - Contract is the selected method of accomplishment. Mr. Lewis volunteered to act as the point-of-contact for contract work that would involve USACE contracting. Mr. Morris indicated that the State has the ability to transfer funds directly to Federal agencies. He requested that the following method of accomplishment should be added to the list:

- a. Non-Federal Sponsor - Funds Transfer - Federal Agency

6. Lisa Hetherman provided a financial report and an update of the project schedule. The financial update can be found as attachment 2. Ms. Hetherman indicated it is the intention of USACE to analyze the Phase II task schedules to determine if the overall project schedule can be

shortened. This analysis will take place prior to the next Executive Committee and Team Project Leaders' Meeting. Mr. Paylor observed that the breakdown of cost reflected in the John H. Kerr 216 Feasibility Study, USACE Expenditures for fiscal year 2004 (Through 17 September 2004) handout presented at the meeting did not reflect the percentage breakdown of costs agreed

to by the Commonwealth of Virginia and the State of North Carolina. Ms. Hetherman and Mr. Lewis agreed to prepare a new spreadsheet that reflects the correct percentages of non-Federal cost sharing which will be presented at the next Executive Committee and Team Leaders' Meeting.

7. The Executive Committee approved the following actions:
  - a. Obtain a contract to accomplish Task 1.C.1 - Development of a Comprehensive Vegetation Map
  - b. Obtain a contract to accomplish Task 1.C.2 - Bottomland Hardwood Productivity and Recruitment Study
  - c. Obtain a contract to accomplish all Tasks for Team 5: Downstream Flow Based Recreation
  - d. Obtain a contract to accomplish all Tasks for Team 5: Operating Policies and Administrative Procedures
8. The Executive Committee requested the following actions be taken prior to the next scheduled Executive Committee and Team Leaders' Meeting.
  - a. Add safety as a component of the Downstream Flow Based Recreation Study. Mr. Wood suggested that the staff at the John H. Kerr Project would have good information. Pete Kornegay indicated that information on safety issues was also available from the North Carolina Wildlife resources Commission. Mr. Wood agreed this would be a good source of information.
  - b. Mr. Paylor reiterated his concerns about the breakdown of funding and underscored his requested for the revised spreadsheet.
  - c. All Executive Committee members expressed that they were excited about accelerating the Study schedule and were looking forward to continued progress on this task.

Project Management Branch/Planning and Environmental Branch

30 September 2004

SUBJECT: John H. Kerr 216 Feasibility Study Meeting Minutes from the 27 September 2004  
Executive Committee and Work Group Leaders' Meeting

9. The next Executive Committee and Work Group Leaders' Meeting is scheduled for December 13, 2004 at 1000 hours. It was agreed that this meeting should be held at the McKimmon Conference and Training Center in Raleigh, North Carolina.

Lisa L. Hetherman  
Project Manager

Richard H. Lewis  
Lead Planner

William F. Adams  
Senior Advisor

**ATTACHMENT 1**  
**LIST OF ATTENDEES**  
**27 SEPTEMBER 2004 EXECUTIVE COMMITTEE AND TEAM LEADERS MEETING**

**LIST OF ATTENDEES**  
**JOHN H. KERR 216 FEASIBILITY STUDY**  
**TEAM LEADERS MEETING**  
**27 SEPTEMBER 2004**

Bill Adams	Environmental Resources Section, Chief USACE, Wilmington	<a href="mailto:William.F.Adams@saw02.usace.army.mil">William.F.Adams@saw02.usace.army.mil</a>	(910) 251-4748
Terry Brown	Hydraulics Operations Manager, USACE, Wilmington	<a href="mailto:terry.m.brown@usace.army.mil">terry.m.brown@usace.army.mil</a>	(910) 251-4761
Sam Colella	Project Management Branch, Chief	<a href="mailto:samuel.colella@saw02.usace.army.mil">samuel.colella@saw02.usace.army.mil</a>	(910) 251-4055
Allen Davis	USACE, Wilmington	<a href="mailto:allen.s.davis@saw02.usace.army.mil">allen.s.davis@saw02.usace.army.mil</a>	(910) 251-4640
Tom Fransen	NC Division of Water Resources	<a href="mailto:tom.fransen@ncmail.net">tom.fransen@ncmail.net</a>	(919) 715-0381
Joe Hassell	VA Dept. of Environmental Quality	<a href="mailto:jphassell@deq.state.va.us">jphassell@deq.state.va.us</a>	(804) 698-4072
John Hazelton	USACE, Wilmington	<a href="mailto:john.m.hazelton@saw02.usace.army.mil">john.m.hazelton@saw02.usace.army.mil</a>	(910) 251-4758
Lisa Hetherman	Project Manager, USACE, Wilmington	<a href="mailto:lisa.l.hetherman@saw02.usace.army.mil">lisa.l.hetherman@saw02.usace.army.mil</a>	(910) 251-4831
Pete Kornegay	NC Wildlife Resources Commission	<a href="mailto:kornegayjw@mchsi.com">kornegayjw@mchsi.com</a>	(252) 338-3607
Bud LaRoche	VA Dept of Game & Inland Fisheries	<a href="mailto:blaroche@dgif.state.va.us">blaroche@dgif.state.va.us</a>	(434) 525-7522
Richard Lewis	Planner, USACE, Wilmington	<a href="mailto:Richard.h.lewis@saw02.usace.army.mil">Richard.h.lewis@saw02.usace.army.mil</a>	(910) 251-4755
John Lindsey	VRRBAC <sup>1</sup>	<a href="mailto:j.lindsey2@portnet.net">j.lindsey2@portnet.net</a>	(434) 927-5972
Coleman Long	Planning & Environmental Branch, Chief USACE, Wilmington	<a href="mailto:coleman.long@saw02.usace.army.mil">coleman.long@saw02.usace.army.mil</a>	(910) 251-4505
Hank Maser	Technical Services Division, Chief USACE, Wilmington	<a href="mailto:henry.j.maser@saw02.usace.army.mil">henry.j.maser@saw02.usace.army.mil</a>	(910) 251-4039
Jim Mead	NC Division of Water Resources	<a href="mailto:jim.mead@ncmail.net">jim.mead@ncmail.net</a>	(919) 715-5428
John Morris	Director, NC Division of Water Resources	<a href="mailto:john.morris@ncmail.net">john.morris@ncmail.net</a>	(919) 715-5422
Jim Mulligan	NC Division of Water Quality	<a href="mailto:Jim.Mulligan@ncmail.net">Jim.Mulligan@ncmail.net</a>	(252) 946-6481
David Paylor	Director of Program Coordination, VA, Deputy Secretary of Natural Resources	<a href="mailto:dpaylor@gov.state.va.us">dpaylor@gov.state.va.us</a>	(804) 698-4240
Sam Pearsall	The Nature Conservancy	<a href="mailto:sam.persall@tnc.org">sam.persall@tnc.org</a>	(919) 403-8558
Hasan Pourtaheri	USACE, Wilmington	<a href="mailto:hasan.pourtaheri@saw02.usace.army.mil">hasan.pourtaheri@saw02.usace.army.mil</a>	(910) 251-4547
Jean Richter	US Fish and Wildlife Service	<a href="mailto:jean_richter@fws.gov">jean_richter@fws.gov</a>	(252) 794-3808

<sup>1</sup> Virginia Roanoke River Advisory Committee

**LIST OF ATTENDEES**  
**JOHN H. KERR 216 FEASIBILITY STUDY**  
**TEAM LEADERS MEETING**  
**27 SEPTEMBER 2004**

Terry Wagner	VA Dept. of Environmental Quality	<a href="mailto:tdwagner@deq.state.va.us">tdwagner@deq.state.va.us</a>	(804) 698-4043
Greg Williams	Coastal H&H Section, Chief USACE, Wilmington	<a href="mailto:greg.l.williams@saw02.usace.army.mil">greg.l.williams@saw02.usace.army.mil</a>	(910) 251-4767
Chuck Wilson	USACE, Wilmington	<a href="mailto:charles.r.wilson@saw02.usace.army.mil">charles.r.wilson@saw02.usace.army.mil</a>	(910) 251-4746
Ben Wood	DDPM <sup>2</sup> USACE, Wilmington	<a href="mailto:ben.wood@saw02.usace.army.mil">ben.wood@saw02.usace.army.mil</a>	(910) 251-4478
Frank Yelverton	USACE, Wilmington	<a href="mailto:frank.yelverton@saw02.usace.army.mil">frank.yelverton@saw02.usace.army.mil</a>	(910) 251-4640
Tony Young	USACE, Wilmington	<a href="mailto:michael.a.young@saw02.usace.army.mil">michael.a.young@saw02.usace.army.mil</a>	(910) 251-4455

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<sup>2</sup> Deputy District Engineer for Programs and Project Management

**ATTACHMENT 2**  
**JOHN H. KERR DAM AND RESERVOIR SECTION 216 STUDY FUNDING REPORT**  
**27 SEPTEMBER 2004 EXECUTIVE COMMITTEE AND TEAM LEADERS MEETING**

**John H. Kerr Dam and Reservoir Section 216 Study Funding Report  
27 September 2004 Executive Committee/Work Group Leaders' Meeting**

Cost Shared Study: 50% Federal and 50% Non-Fed. (State of North Carolina and the Commonwealth of Virginia)

Date of Feasibility Cost Sharing Agreement Execution: June 17, 2003

**FEDERAL FUNDS (\$000):**

<b>FY Thru 15 Sep 2004</b>	<b>Unobligated Carry In</b>	<b>Work Allowance</b>	<b>Total Available</b>	<b>Total Obligated</b>	<b>Unobligated Carry Out</b>
2003	0	33	33	31	2
2004	2	163	165	165	0
2005	0	197	197	0	-
<u>Cumulative</u>		<u>393</u>		<u>196</u>	

**NORTH CAROLINA NON-FEDERAL CASH (\$000):** NC check for \$76,000 received on 13 May 04

<b>FY Thru 15 Sep 2004</b>	<b>Unobligated Carry In</b>	<b>Work Allowance</b>	<b>Total Available</b>	<b>Total Obligated</b>	<b>Unobligated Carry Out</b>
2003	0	0	0	0	0
2004	0	76	76	0	31
2005	31	0	31	0	-
<u>Cumulative</u>		<u>76</u>		<u>0</u>	<u>31</u>

**VIRGINIA. NON-FEDERAL CASH (\$000):** Virginia check for \$81,500 received on 15 Mar 04

<b>FY Thru 15 Sep 2004</b>	<b>Unobligated Carry In</b>	<b>Work Allowance</b>	<b>Total Available</b>	<b>Total Obligated</b>	<b>Unobligated Carry Out</b>
2003	0	0	0	0	0
2004	0	81.5	81.5	81.5	0
2005	0	0	0	0	-
<u>Cumulative</u>		<u>81.5</u>		<u>81.5</u>	

**NORTH CAROLINA NON-FEDERAL WORK-IN-KIND (\$000);**

<b>FY Thru 15 Sep 2004</b>	<b>Estimated W-I-K Provided Jun 2003</b>	<b>Credit &amp; Date <u>Requested</u>  1<sup>st</sup> Quarter</b>	<b>Credit &amp; Date <u>Requested</u>  2<sup>nd</sup> Quarter</b>	<b>Credit &amp; Date <u>Requested</u>  3<sup>rd</sup> Quarter</b>	<b>Credit &amp; Date <u>Requested</u>  4<sup>th</sup> Quarter</b>	<b>Total</b>
2003	-	-	-	.9	1.4	2.3
2004	-	5.1	3.2	0	0	8.3
<u>Cumulative</u>	<u>120</u>					<u>10.6</u>

Estimated W-I-K provided Jun 2003: \$120,000

Estimated W-I-K provided Sep 2004: \$98,500

W-I-K credit available in FY 05: \$44,700 (will be used if additional Fed. dollars become available)

**VIRGINIA NON-FEDERAL WORK-IN-KIND (\$000):**

<b>FY Thru 15 May 2004</b>	<b>Estimated W-I-K Provided June 03</b>	<b>Credit &amp; Date <u>Requested</u>  1<sup>st</sup> Quarter</b>	<b>Credit &amp; Date <u>Requested</u>  2<sup>nd</sup> Quarter</b>	<b>Credit &amp; Date <u>Requested</u>  3<sup>rd</sup> Quarter</b>	<b>Credit &amp; Date <u>Requested</u>  4<sup>th</sup> Quarter</b>	<b>Total</b>
2003	-	-	-	0	0	0
2004	-	-	7.1	0	0	7.1
<u>Cumulative</u>	<u>0</u>					<u>7.1</u>

**PHASE 1 FEASIBILITY FEDERAL SPENDING BY FY (\$000):**

FY 2003-2004 Actual                      FY 2005 Estimated

<b>FY</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Totl</b>
2003	0	0	0	0	0	0	0	0	0	2.0	12.0	17.0	31.0
2004	21.0	19.0	28.8	22.2	27.8	34.5	12.0	30.0	29.0	22.5	20.0	24.7	291.5
2005	29.0	19.0	27.0	23.5	28.0	33.0	35.0	40.0	40.0	40.0	40.0	39.5	394.0

**EXPLANATION OF ESTIMATES AND EXPENDITURES****Federal**

By Apr 04 out of Fed. funds, \$165.3 Fed. funds used

Late Apr 04 began spending \$81.5 from Virginia - By Jul 81.5 spent

FY 04 Total Fed. Spending (Fed. labor, travel, and per diem): \$291.5

FY 2005 Available Fed. dollars to this point = \$98,500

NC's \$98,500 W-I-K estimate will allow the USACE to spend \$98,500 Fed. dollars

It is estimated that \$98,500 will be spent by late Jan 05

**Non-Fed.**

Work-In-Kind estimates can exceed Federal spending. However, once funds are requested, they are added to the Sponsors cash and will limit the amount of Federal spending as we need to keep cash balanced 50/50 between the Sponsors and the Corps. The Sponsors' cash cannot exceed Fed. spending.

Work-In-Kind credit can only be provided for work that was done during the feasibility study period. Any work performed for a purpose other than the specific study will not be creditable. Work-In-Kind credit can only be given for work that the Executive Committee approved as necessary for the Study prior to the start of that work.

**Maximum Fed. and Non-Fed. Dollars Available for the Study in FY 05**

\$197 Fed.

\$197 N Fed

\$394 Total