

**West Virginia Stream Gaging Council**  
**January 26, 2005**  
**10:00 AM - 12:30 PM**  
**West Virginia Department of Environmental Protection Offices**  
**Charleston, West Virginia**

*Meeting Notes*

**Agency Representation**

Agency	Present	Absent	Represented By
WV Water Research Institute			Tamara Vandivort
WV Division of Natural Resources			Danny Bennett
WV Department of Environmental Protection			Dave Bassage
WV Conservation Agency			Russ Campbell
WV Department of Transportation			Neal Carte
WV Office of Emergency Services			
National Weather Service			John Sikora
U.S. Army Corps of Engineers			Jim Schra

U.S. Geological Survey			Kim Miller; Ron Evaldi
Canaan Valley Institute			
WV Rivers Coalition			Liz Garland
Other: Michael Baker Corporation			Ramesh Chintala

**Points of Discussion:**

**Status of Memorandum of Understanding**

Signatures have been received from the following representatives of all 11 agencies authorizing creation of the Council:

- § Paul Ziemkiewicz, Director, West Virginia Water Research Institute
- § Ed Hamrick, Director, West Virginia Division of Natural Resources
- § Stephanie Timmermeyer, Cabinet Secretary, West Virginia Department of Environmental Protection
- § Truman Wolfe, Executive Director, West Virginia Conservation Agency
- § Fred VanKirk, Secretary/Commissioner, West Virginia Department of Transportation, Division of Highways
- § Stephen Kappa, Director, West Virginia Office of Emergency Services
- § Alan Rezek, Meteorologist in Charge, National Weather Service
- § Tim Curran, Chief, Water Management Section, U.S. Army Corps of Engineers, Huntington District
- § Catherine L. Hill, Regional Hydrologist for NE Region, U.S. Geological Survey
- § Kiena Smith, Executive Director, Canaan Valley Institute
- § Liz Garland, Executive Director, West Virginia Rivers Coalition

Tamara Vandivort with the West Virginia Water Research Institute (WVWRI) had the original signature pages delivered to the West Virginia University (WVU) Foundation January 26, 2006. The WVU Foundation will set up an account and assign an account number.

**Roles & Responsibilities**

The Council discussed a document, Roles & Responsibilities, drafted January 3, 2005 by Ms. Vandivort. This document outlines the responsibilities associated with chair, vice-chair, and membership roles of the Council. The Council made two changes to the draft document: 1) Page 2 - Under Permanent Members; fifth bulleted item; change to read "Permanent members are expected to attend the Council meetings; and 2) Page 3 - Under WVWRI; fifth bulleted item; change to read "The WVWRI also houses Water Gaging Council information and links to other agencies' stream gaging web sites on the WVWRI web site.

**Action:** Ramesh Chintala moved, Dave Bassage seconded, and the motion carried to accept the draft document with the two changes as the working Roles & Responsibilities document until the Council decides otherwise.

### **Elections for Chair and Vice Chair**

The Council nominated the following as nominees for Chair and Vice Chair of the Council:

Chair	Vice Chair
Liz Garland, WV Rivers Coalition	Russ Campbell, WV Conservation Agency
	Hugh Bevans, U.S. Geological Survey
	John Sikora, National Weather Service
	Dave Bassage, WV Department of Environmental Protection

The Council concluded that elections should be held in a public forum. Therefore, elections will be held at the next scheduled WV Water Gaging Council Meeting which will be open to the public.

**Action:** Ron Evaldi, USGS motioned, Neal Carte, DOT seconded, and the motion carried that Liz Garland and Russ Campbell will serve as Acting Chair and Acting Vice Chair respectively until elections can be held at the next meeting.

Additional nominations for both positions will be considered at the next meeting. In the meantime, those already nominated will determine if their respective agencies will allow them to serve in a Chair or Vice Chair capacity on the Council.

### **Seeking Private Donations**

There was discussion as to proper protocol for Council members to follow in soliciting donations. The Council determined that at each Council meeting, specific businesses will be selected and specific Council member(s) will be designated to approach those particular businesses. If an opportunity becomes apparent to a Council member between meetings, that Council member will notify the other Council members and discussion among the Council will take place to determine if a business should be approached and by whom prior to the next scheduled Council meeting. There was also discussion of being wary not to enter into agreements with private entities that include too many "strings attached" by the contributor such as specific deliverables, travel to meetings, etc.

The Council discussed the possibility of soliciting Walmart. The Council agreed that Kim Miller, USGS, will approach Walmart. Ms. Miller stated that she had been in touch with Walmart representatives; that there is a chance for consideration of a \$100,000 donation to be disbursed in February/March, 2005 but that the deadline for consideration is January 31, 2005. Ms. Miller also mentioned smaller \$5,000-\$10,000 environmental green fund donations that Walmart makes outside of the larger yearly \$100,000 donation.

**Action:** Liz Garland, WV Rivers Coalition, motioned, Russ Campbell, WV Conservation Agency, seconded, and the motion carried that Kim Miller will pursue Walmart monies if it means a simple cover letter and a minimum update on previous materials submitted to Walmart. Ms. Miller is to report results to the Council at the next scheduled meeting.

The Council also discussed Toyota. Ms. Miller stated that she has a mid-February, 2005 appointment with Toyota to discuss the possibility of a donation. Ms. Miller had submitted a proposal to Toyota a few months previously but felt the amount requested might have been more than Toyota was willing to contribute at that time. There was some discussion of perhaps asking Toyota for \$100,000 per year over a five year period.

The Council agreed to have Soliciting Funds be a standard agenda item. The Council also discussed the possibility of have a Solicitation/Fund Raising Committee in future but for right now, to keep the entire Council included.

**Action:** The Council also agreed that Ms. Miller will approach Toyota as she has had some communications with them in the past and report to the Council at the next scheduled Council meeting.

However, should Ms. Miller have information the Council needs to know prior to the next scheduled Council meeting, Ms. Miller will forward that information to Ms. Vandivort who will distribute the information to the Council.

## **Promotional Materials and Activities**

The Council discussed having the following materials for use in promoting the Council:

- \$ Letterhead
- \$ Business cards
- \$ Single page fact sheet
- \$ Donation agreement memorandum
- \$ Press release
- \$ Presentation at National Institutes for Water Research Annual Meeting
- \$ Web page
- \$ Logo
- \$

**Action:** Tamara Vandivort, WVVRI, will draft a one page fact sheet on the Council for consideration at the next scheduled Council meeting.

**Action:** Tamara Vandivort, WVVRI, and Kim Miller, USGS, will work together to develop a press release on the Council.

**Action:** Paul Ziemkiewicz, WVVRI, will make a presentation at the National Institutes for Water Research Annual Meeting in Washington, DC, March 8, 2005 on how the Council was set up so that other states may use the WV Water Gaging Council as a model.

**Action:** Tamara Vandivort, WVVRI, will draft text for a web page on the Council to be housed on the WVVRI web site. This draft text will be presented to the Council for consideration at the next scheduled Council meeting.

**Action:** Kim Miller, USGS, will work with Tamara Vandivort, WVVRI, to draft a logo for Council consideration.

**Action:** Tamara Vandivort, WVVRI, will draft a mission statement for the Council's consideration to be discussed at the next scheduled Council meeting.

### **Expenses Incurred by the WVVRI**

The Council questioned the WVVRI's willingness to incur expenses related to the promotional action items. Ms. Vandivort stated a willingness to proceed with the action item tasks and record expenses to be reimbursed by the Council once a private donation is acquired.

**Action:** Ms. Vandivort will log expenses to date incurred by the WVVRI for Council business and distribute as part of the treasurer's report at future Council meetings.

### **Stream Gage/Flood Gage Status**

Ron Evaldi distributed a priority list of 65 National Weather Service 1 hour transmits. He indicated the top 18 to be especially important to the Weather Service and the remaining of importance to the U.S. Army Corps of Engineers.

### **Proposal Solicitation, format, review process, and evaluation criteria**

Tabled for future meeting.

### **Next Council Meeting**

The Council discussed having future Council meetings at regular intervals such as the 2<sup>nd</sup> Tuesday of each third month. The next Council meeting is tentatively set for March 17, 2005 at which time the Council will decide if a regular meeting schedule can be determined.

**Action:** Ms. Vandivort will follow up with Council members to determine if a sufficient number of members can attend a meeting on March 17, 2005 or if another date will have to be selected. Ms. Vandivort will also pursue making the public aware of and invited to the next scheduled meeting of the Council.