

Bertsch-Hokendauqua-Catasauqua Watershed Association

Minutes from Membership/Directors Meeting, Monday, November 8, 2010

Pennsville Hotel, 3750 Lehigh Drive, Northampton (Lehigh Township)

The membership/directors meeting was called to order at 7:06pm, with the following directors & members in attendance: Chris Amato, Martin Boksenbaum, Louise Bugbee, Juanita Carra-Budzek, Bev Cole, Bud Cole, Bob Hosking, & Jim Wilson.

Introduction of Guests

Donna Honigman & Bill Kellner from Carbon County attended this evening's meeting after learning about BHCWA at its exhibit table during the Walnutport Canal Festival on October 17. Both attended to learn more about watersheds in general and water quality in particular.

Additions to Agenda

Under New Items, Jim added a self-assessment tool for watershed associations that was developed by the Foundation for PA Watersheds & Bob added the PowerPoint program "Our Changing Landscape" that he developed for a presentation at the Sigal Museum in Easton.

Acceptance of Minutes

In the absence of the secretary (Jim) at the October 11 meeting, Chris, Bev & Martin recorded minutes from that meeting. Martin provided copies of the minutes he recorded from the October meeting & Bev read aloud the minutes she recorded from that meeting. Bev will provide for the record copies of the October meeting minutes she recorded. The October 11 meeting minutes were subsequently accepted as presented & read.

Acceptance of the Treasurer's Report

The Treasurer's Report was accepted as presented. Chris indicated that he opened a checking account for BHCWA on November 8 with Lafayette Ambassador Bank.

Correspondence

None to report

Old Business

- A. Marcellus Shale Play Position Paper – Martin will relieve Bob of developing a succinct, one-page position paper on PA's Marcellus Shale Gas issues for eventual posting on the BHCWA website. He hopes to have a first draft ready for review by the December meeting.
- B. Nonprofit registration status – BHCWA is now registered as a charitable, nonprofit organization with the Commonwealth of PA. Jim provided Chris with BHCWA's official nonprofit kit from the Commonwealth, which was first delivered to the attorney who processed the registration paperwork for BHCWA. Chris has begun the process of registering BHCWA with the IRS as a nonprofit organization. He secured a federal Employer Identification Number for BHCWA & has downloaded the appropriate federal forms to be completed & submitted to the IRS. Jim will work with Chris on completing this task.
- C. Alternate membership contact coordinator – Juanita volunteered to serve as the alternate membership contact coordinator for those times when Rick is unavailable to disseminate meeting & program announcements & other information to the BHCWA membership. Jim will forward to Juanita the latest membership list (November 2010) from Rick for her to create an electronic membership distribution list.
- D. Operating as a committee vs. a board – It was agreed that while BHCWA has an executive board of directors in place (president, vice-president & secretary, minus a treasurer), there is no pressing need to nominate & elect directors-at-large at this time & that operating as such violates no

nonprofit organizational code or protocol. Aside from the current executive board of three (minus a treasurer), the six-eight people who regularly join BHCWA's monthly meetings are among the core group of people who have been meeting since BHCWA's inception (or shortly thereafter) 18 months ago. For the time being & until a more active membership base is established, these folks prefer to continue meeting as committee members rather than board directors.

- E. Municipal newsletter articles/columns – Jim suggested contacting the ten municipalities within the BHCWA Region to submit regular or occasional articles in their municipal newsletters promoting BHCWA & its mission in efforts to educate local communities within its stewardship region & solicit a larger membership base & meeting attendance. However, Chris indicated that only two of the ten municipalities (Moore & Hanover in Northampton County) produce newsletters for their residents. It was noted that there are three local newspapers (in addition to the daily Express-Times & Morning Call) that circulate throughout the BHCWA Region & that perhaps BHCWA could get some press through them. Juanita will contact each of these three newspapers to inquire about this possibility.

New Business

- A. Nominate treasurer to replace Colin – A brief discussion was had about officially replacing Colin, who resigned earlier this year, as treasurer. It was noted that in many organizations the secretary also functions as the treasurer. Jim (current secretary) indicated that he'd be willing to function as BHCWA's secretary/treasurer. But with minimal revenue & no BHCWA expenses to manage at the moment, Chris tabled this item for discussion at some future meeting.
- B. DEP 2011 Environmental Education Grant – Jim indicated he will apply through NCCD to DEP's Environmental Education Grants Program for funding to develop a tabletop exhibit for BHCWA to display & promote itself & its mission & to educate the public at the many events it has opportunities to participate in throughout the year. Discussions were had on the form & content of the proposed exhibit. Bob indicated the need for a BHCWA banner as an exhibit form & Louise stressed the need for a large BHCWA regional map graphic as a central part of the exhibit content. Martin mentioned the possibilities for brochure racks & information technology as part of the exhibit. Jim will research exhibit forms & share concepts with the board/committee via email. It was also noted that the BHCWA logo, which Debbie designed & which will be incorporated into the exhibit, needs some minor revisions. Bev will address these with Debbie. The maximum grant amount is \$7,500 & the grant application is due December 17.
- C. DEP 2011 Surface Water Assessment Grant – Jim indicated that he applied through NCCD to DEP for funding to conduct benthic macroinvertebrate sampling as part of the Hokendauqua Creek Coldwater Conservation Planning Project. The grant proposal was approved for \$5,280 & the grant contract is pending. The results of the study will help determine eligibility for upgrading the Hokendauqua Creek to Special Protection Waters, which is a goal of the overall coldwater conservation planning project. The sampling will take place throughout 2011.
- D. Self-Assessment Tool for Watershed Associations – Jim earlier emailed to the board/committee & had paper copies available at the meeting an eight-page assessment tool titled "Discovering all the Resources of Your Community: A Tool for Watershed Associations Seeking More Money & Hands to do the Work." This "tool" was developed by the PA Foundation for Watersheds in partnership with the Bayer Center for Nonprofit Management at Robert Morris University as part of a pilot project in western PA for developing capacity within community watershed organizations in that part of the state. Jim suggested everyone review & complete this "work booklet" to the best of each one's ability & then we can synthesize them all into one copy & decide what to do from there. No date was established for completing this suggested task.
- E. Our Changing Landscape – Bob mentioned a PowerPoint program he developed titled "Our Changing Landscape" for a recent presentation at the Sigal Museum in Easton. The 63-image program overviews local land use history from the arrival of William Penn to the present time. It was suggested that the presentation might make for an appropriate BHCWA community education & outreach program on local land use history sometime this winter or next spring.

Committee & Liaison Reports

- A. Strategic Planning Committee Report – The committee has not met in recent months, so there was nothing to report. Martin suggested that the committee members responsible for fleshing out objectives & activities for three of the five strategic plan goals provide draft copies via email for committee review by November 22 for online discussion & revisions & to produce a first draft for review & discussion at the December membership meeting. Bob & Bud are responsible for drafting Objectives & Activities under the Education & Outreach Goal, Jim is responsible for the same under the Planning & Programming Goal & Martin is responsible for the same under the Policy & Advocacy Goal. No one has yet volunteered or been assigned to develop objectives & activities for the remaining two goals: the Fundraising, Membership & Operations Goal & the Marketing & Communications Goal.
- B. Coldwater Conservation Planning Committee – This committee includes Bev, Debbie, Juanita, Bob & Jim & has not met in recent months, either. Bob suggested the committee review the Fry’s Run Coldwater Conservation Plan & “reverse engineer” it to develop the Hokendauqua Creek Coldwater Conservation Plan. Jim will email the Fry’s Run Plan to the committee members to begin this process.
- C. Watershed Coalition of the Lehigh Valley – The WCLV last met on September 29 & will next meet at 4pm, December 8 at the Lower Saucon Township Municipal Building. Jim reported that the planning committee for the 2011 Lehigh Valley Watershed Conference has proposed that WCLV administer the financial management of the watershed conference; this will be addressed with the WCLV board of directors at the WCLV meeting on December 8.

Project & Program Reports

- A. Bacteria Sampling Project Report – Louise, Deb & Bev completed the last round of DEP-funded bacteria sampling at four sites on the Hokendauqua & Indian creeks on September 29. Based on the lab results for fecal coliform from Benchmark Analytics in Center Valley, the two upstream sites on the Hokendauqua & Indian creeks are impaired. The stream segments, the extent of which is yet to be determined by DEP, will be listed on the 2011 Integrated Report as impaired for recreational use by DEP & EPA. This impairment will require the development of a Total Maximum Daily Load (TMDL) to be developed in time by DEP. The purpose of the TMDL will be to determine the source of the pathogens & reduce the source through permit limits for point source discharges, such as wastewater treatment plants &/or the development & implementation of best management practices for nonpoint discharges, such as agricultural operations & urban/suburban stormwater runoff. Chris commended Louise, Deb & Bev for their efforts, after which time discussions were had on what, if any, obligations BHCWA has in sharing this information with the public. Jim will email to the board for consideration narrative that he & the Fry’s Run Watershed Association produced & shared with that watershed community as a result of the same impairment status resultant from DEP-funded bacteria sampling in 2009.
- B. Surface Water Quality Assessments Project Report – Jim reported that he conducted the last of four rounds of DEP-funded surface water assessments at five sites on the Catasauqua Creek on October 4. All samples were analyzed by Benchmark Analytics in Center Valley for 18 agricultural & urban stormwater parameters as directed by DEP in order to gain accurate surface water quality information for this waterway, pinpoint potential sources of impairment & develop future remediation & restoration measures. The results will be interpreted by DEP over the winter. The project also includes sampling & identifying one round of macroinvertebrates at each of the five sites, which Jim has scheduled with a professional consulting firm EcoAnalysts for November 11.
- C. Hokendauqua Creek Stream Bank Restoration Project – Jim & Bud reported that the stream bank restoration project on the Hokey at Covered Bridge Park in Allen Township was started & completed on September 25. Managed by the PA Fish & Boat Commission, 105 linear feet of mud sill cribbing was constructed to reclaim several hundred square feet of eroded stream bank at the park. In addition to PFB&C, other project partners included Hokendauqua Chapter of Trout

Unlimited, BHCWA (represented by Bud & Jim), Martins-Jacoby Watershed Association, NCCD, Allen Township, Mauser Bros. Construction Co., Essroc Cement Corp., & Ruggiero Trucking Co. In-kind & donated services allowed the project to be constructed for less than \$3,000, all of which paid for construction materials & which was donated by MJWA. Chris mentioned that in the end, MJWA did not donate \$3,000 to BHCWA to pay for construction materials, as was earlier planned. This was due to the fact that BHCWA does not yet have its fully executed nonprofit registration status, which MJWA required in order to donate to BHCWA. The project plan, scope & MJWA's offer to donate money to BHCWA for the project were all bones of contention among some BHCWA members since BHCWA was first invited to partner on the project earlier this year. A brief debate was had between Jim & Bob in retrospect over the project & in prospect of its success before Chris called the meeting back to order to wrap up final business.

News & Announcements

It was noted that Bob's first in a series of informational articles on invasive plants was emailed out to the membership distribution list along with this evening's meeting announcement & agenda. This first article was on Japanese stilt grass & Bob plans to address Ailanthus (tree-of-heaven) in the next article. Bob was commended for taking the initiative to coordinate this series for the BHCWA membership. No other news or announcements were reported.

The next meeting of the Bertsch-Hokendauqua-Catasauqua Watershed Association is scheduled for 7pm, Monday, December 13, 2010 at the Pennsville Hotel, 3750, Lehigh Drive (PA 248), Northampton (Lehigh Township).

The meeting adjourned at 9:12pm.

Submitted by Jim Wilson, Northampton County CDWS & Secretary, BHCWA