

The Potomac Aquifer Recharge Oversight Committee
11:00 A.M. – Monday, March 30, 2026
In-person in the 3rd Floor Conference Room, DEQ Offices
1111 East Main Street, Richmond, VA 23219
And Electronic on Teams (see link below)
AGENDA

11:00 Welcome – Introductions – Whitney Katchmark, HRPDC

11:05 Approval of minutes from December 12, 2025

11:10 Discussion and vote on an Electronic Meetings Policy for the committee

11:15 Updates on communications planning and expanding private well testing outreach

11:45 Review of SWIFT Critical Control Points (CCPs) – Germano Salazar-Benites, HRSD

Working Lunch

12:05 PARML Updates – Gary Schafran & Mark Widdowson, PARML

1:15 Roundtable discussion & PAROC members’ comments

1:25 Public comment

A request to make public comments in person or via Teams during the meeting must be submitted to Whitney Katchmark by email to wkatchmark@hrpdcva.gov or by phone to 757.420.8300 and must be received by 10:00 AM, Monday, March 30, 2026.

1:30 Adjournment

Microsoft Teams

[Join the meeting now](#)

Meeting ID: 255 454 049 591 33

Passcode: Ep9Hg38i

Dial in by phone

[+1 972-301-8039,,924322010#](#) United States, Richardson

[Find a local number](#)

Phone conference ID: 924 322 010#

For organizers: [Meeting options](#) | [Reset dial-in PIN](#)

Committee Members:

Mike Rolband, Director of Virginia DEQ

Dr. Cameron Webb, Virginia State Health Commissioner

Dr. William Mann, Governor Appointee

Doug Powell, Governor Appointee

Whitney Katchmark, HRPDC

Stanley Grant, Director, Occoquan Watershed Monitoring Laboratory

Mark Widdowson, Co-Director, Potomac Aquifer Recharge Monitoring Lab

Gary Schafran, Co-Director, Potomac Aquifer Recharge Monitoring Lab

Non-Voting Members:

Mark R Bennett, Center Director, Virginia and West Virginia Water Science Center

Greg Voigt, Deputy Director, Water Division, US EPA Region 3

ELECTRONIC MEETINGS POLICY

ARTICLE I. ELECTRONIC MEETINGS POLICY – GENERAL PROVISIONS

Section 1. Authority and Scope

A. Authority. This Electronic Meetings Policy (the “Policy”) consisting of Articles I through II is adopted pursuant to the authorization of Va. Code § 2.2-3708.3 and is to be strictly construed in conformance with the Virginia Freedom of Information Act, Va. Code §§ 2.2-3700—3715. This Policy supersedes any prior policy of the Potomac Aquifer Recharge Oversight Committee on electronic meetings.

B. Distinction from States of Emergency. This Policy shall not govern an electronic meeting conducted to address a state of emergency. Any meeting conducted by electronic communication means under such circumstances shall be governed by the provisions of Va. Code § 2.2-3708.2.

C. Readoption. This Policy shall be readopted at least once annually.

Section 2. Definitions.

As used in the two articles comprising the Policy, unless the context requires a different meaning:

“All-virtual public meeting” means a public meeting conducted by the Potomac Aquifer Recharge Oversight Committee using electronic communication means during which all members of the public body who participate do so remotely rather than being assembled in one physical location, and to which public access is provided through electronic communication means, as defined by Va. Code § 2.2-3701.

“Committee” includes any group of members of the Potomac Aquifer Recharge Oversight Committee, however labeled or designated, created to perform delegated functions of the Potomac Aquifer Recharge Oversight Committee or to advise the Potomac Aquifer Recharge Oversight Committee, regardless of where or how the committee meets, whether or not votes are cast in any meeting of the committee, or how many Potomac Aquifer Recharge Oversight Committee members are part of the committee. The term “committee” includes subcommittees.

“Meeting” means a meeting as defined by Va. Code § 2.2-3701.

Section 3. Committees

A. Committee Meetings to Be Public. Committees of the Potomac Aquifer Recharge Oversight Committee (however labeled or designated) are public bodies under the Virginia Freedom of Information Act; and therefore, committee meetings (like meetings of the Potomac Aquifer Recharge Oversight Committee itself) must be publicly noticed, publicly accessible, and memorialized by the taking

of minutes, as required by § 2.2-3707 of the Code of Virginia.

B. Quorum. The quorum for a committee meeting (like meetings of the Potomac Aquifer Recharge Oversight Committee itself), whether held in-person or otherwise, shall be a majority of the committee members, or three members of the committee, whichever is more.

Section 4. Strict and Uniform Application of this Policy

This Policy shall be applied strictly and uniformly, without exception, to the entire membership, and without regard to the matters that will be considered or voted on at the meeting, and without regard to the identity of any member.

Section 5. Recording of Minutes

As with all meetings, minutes shall be taken for every all-virtual public meeting. Meeting minutes for all-virtual public meetings must clearly state that the meeting was held by electronic communication means and the type of electronic communication means.

ARTICLE II. ALL-VIRTUAL PUBLIC MEETINGS

Section 1. When an all-virtual public meeting may be authorized

An all-virtual public meeting may be held only when:

- (a) The Potomac Aquifer Recharge Oversight Committee has not had more than two all-virtual public meetings, or more than 50 percent of its meetings rounded up to the next whole number, whichever is greater, during the calendar year; and
- (b) The Potomac Aquifer Recharge Oversight Committee's last meeting was not an all-virtual public meeting.

Section 2. All-Virtual Public Meeting Requirements

The following applies to any all-virtual public meeting of the Potomac Aquifer Recharge Oversight Committee that is scheduled in conformance with this Policy:

(a) The meeting notice shall indicate that the public meeting will be all-virtual and that the Potomac Aquifer Recharge Oversight Committee will not change the method by which the Potomac Aquifer Recharge Oversight Committee chooses to meet without providing a new meeting notice that comports with § 2.2-3707 of the Code of Virginia.

(b) The Potomac Aquifer Recharge Oversight Committee shall provide public access by electronic communication means that allows the public to hear all participating members of the Potomac Aquifer Recharge Oversight Committee.

(c) Audio-visual technology, if available, shall be used to allow the public to see the members of the Potomac Aquifer Recharge Oversight Committee. When audio-visual technology is available, a member of the Potomac Aquifer Recharge Oversight Committee shall, for purposes of a quorum, be considered absent from any portion of the meeting during which visual communication with the member is voluntarily disconnected or otherwise fails or during which audio communication involuntarily fails.

(d) A phone number, email address, or other live contact information shall be provided to the public to alert the Potomac Aquifer Recharge Oversight Committee if electronic transmission of the meeting fails for the public, and if such transmission fails, the Potomac Aquifer Recharge Oversight Committee takes a recess until public access is restored;

(e) A copy of the proposed agenda and all agenda packets (unless exempt) shall be made available to the public electronically at the same time such materials are provided to the Potomac Aquifer Recharge Oversight Committee.

(f) The public shall be afforded the opportunity to comment through electronic means, including written comments, at meetings where public comment is customarily received.

(g) There shall be no more than two members of the Potomac Aquifer Recharge Oversight Committee together in one physical location.

Section 3. Closed Session

If the Potomac Aquifer Recharge Oversight Committee goes into closed session, transmission of the meeting to the public will be suspended until the public body resumes to certify the closed meeting in open session.

Section 4. Policy Adoption History

This policy was adopted by the Potomac Aquifer Recharge Oversight Committee as outlined below.

Meeting Date: _____ Committee Chair: _____

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