**MINUTES**

WASHINGTON COUNTY SOIL CONSERVATION DISTRICT

**REGULAR MEETING**

April 14, 2021 - 10:30 a.m.

**Via Zoom Conference**

**ATTENDEES:**

Supervisors Present: Harry Strite (Chair), J.D. Rinehart (Vice Chair), J. Scott Shank, III (Treasurer) Janet Stiles Fulton (Supervisor) and Edward C. Wurmb, D.V.M. (Supervisor)

Associate Supervisors Present: J. Tyler Harp and Kirk Winders

Others Present: Elmer Weibley, Denise Price, Lori Flook Bishop, Heather Hutchinson (MDA) and Brent Cammauf (USDA, NRCS)

**CALL TO ORDER:**

Meeting called to order by Harry Strite, Chair, at 10:30 a.m.

**APPROVAL OF MINUTES:**

The March Regular Board Meeting Minutes were submitted for review and approval.

J.D. Rinehart made a motion to approve the March Regular Board Meeting Minutes as submitted. Janet Stiles Fulton seconded the motion. Motion carried.

**TREASURER’S REPORT:**

The March Treasurer’s Report was submitted for review and approval.

All accounts in order.

J.D. Rinehart made a motion to approve the March Treasurer’s Report as submitted.

Edward C. Wurmb seconded the motion. Motion carried.

**MONTHLY BILL APPROVAL:**

The March Monthly Bill Approval Report was submitted for review and approval.

The Board reviewed. Some bills are now paid via Auto Pay or Credit Card and are shown accordingly on the report.

Janet Stiles Fulton made a motion to approve the March Monthly Bill Approval Report as submitted. Edward C. Wurmb seconded the motion. Motion carried.

**MACS MONTHLY COST-SHARE REPORT:**

The MACS Monthly Cost-Share Report was submitted for review and approval.

Elmer briefly reviewed the report with the Board and noted many new applications this month; (15) new applications, (4) funding approved, (1) claim submitted, and (4) claims approved. Some discussion.

Edward C. Wurmb made a motion to approve the MACS Monthly Cost-Share Report as submitted. J.D. Rinehart seconded the motion. Motion carried.

**DISTRICT CONSERVATIONIST’S & TECHNICIAN PROGRESS REPORT:**

The District Conservationist Report and Monthly Technician Progress Report were submitted for review and approval.

Brent Cammauf, District Conservationist shared the following:

* Planning/Completed Conservation Plans - (0) this month
* Implementation Federal Programs - (0) payments this month
* Number of plans completed for cost-share
* (3) Approvals for regular EQIP funding
* (3) Forestry Applications Funded - Control of Invasive
* (2) RCPP agreements accepted
* Friday, April 16, 2021 application deadline

J.D. Rinehart made a motion to approve District Conservationist and Monthly Technician Progress Report as submitted. Janet Stiles Fulton seconded the motion. Motion carried.

**REPORTS FROM OTHERS:** Heather Hutchinson (MDA) reported MDA has finished the hiring process and attempted to fill all new and existing positions for planners and technicians, however, they did not hire anyone for the planner position in Washington County. MDA plans to move forward with a second round of recruiting. Their thought process is to advertise for a Planner 1 position in time for graduations. Some discussion regarding new hire training, etc. No word on when/if MDA staff coming back to the office. Until then, they continue to telework.

**URBAN PROGRAM REPORT:**

Dee Price, Urban Program Director shared the following:

* Dee presented the Board with three (3) stormwater management ponds meeting pond standard of 378 and is seeking approval. They are, Ponds 1 & 2 at Creekside Logistics, and Pond 1 at Burhans Village. Janet Stiles Fulton made a motion to approve the Ponds 1 & 2 at Creekside Logistics, and Pond 1 at Burhans Village. Edward C. Wurmb seconded the motion.

Motion carried.

* An update, the District is now working live on the new Urban Database.
* Sediment Control Review Report:

The March Sediment Control Review Report was submitted for approval.

The Board reviewed and inquired about several larger projects.

J.D. Rinehart made a motion to accept the Sediment Control Review Report as submitted. Janet Stiles Fulton seconded the motion. Motion carried.

* Forest Conservation Easements - Update: The District and Attorney Zachary Kieffer held the closings for the three Forest Conservation Projects of Lescalleet, Beachly, and DeVault.
* Environmental Management Advisory Committee - Update: During the March Board meeting, it was voted on and discussion held concerning Dee’s involvement in the County’s Environmental Management Advisory Committee. Dee reached out to the County Clerk and Committee Leader, regarding difficulty finding the application link online. The application is now available online, however, the leadership has advised the committee is now full. Dee wanted to update the Board she will not be serving at this time.
* Office, Pollinator Habitat Project - Update: Dee provided an update on the butterfly/monarch garden conservation project at the office complex. There will be two test plots at the rear of the office, and if successful, the District hopes to work with the owner to do more habitats around the building. Dee has researched costs of rain barrels, mulch, and a variety of plants. Elmer had previously mentioned funds were available in the Forest Conservation Budget. Dee is seeking approval for up to $2,000 for supplies, plants, etc. for the garden. Some discussion. Dee would like to use this garden as an educational component. Edward C. Wurmb made a motion to approve up to $2,000 for supplies, plants, etc. for the garden. Janet Stiles Fulton seconded the motion. Motion carried.
* The District has received another complaint regarding the North Point development on Wesel Boulevard. WCSCD requested MDE to do an inspection, and MDE’s report states Valid Non-Compliance. Reviews for Building 2 Revision and Building 4 were just completed and returned. Dee and Elmer recommend moving forward with the reviews, however, withhold final approval of the Building 4 plan, as permissible by the statute, until the site is brought into compliance, and is seeking Board approval or concurrence to do so. Some discussion.

Janet Stiles Fulton made a motion to approve withholding final approval of the Building 4 plan until the site is brought into compliance. Edward C. Wurmb seconded the motion. Motion carried. J. Scott Shank, III abstained from voting on this matter.

**OLD BUSINESS:**

The Board discussed the following old business:

Grants - Update: The District finally received the (MOU) Memorandum of Understanding and contract documents from MDE for the Little Antietam Stream Restoration Project on the Mayo/Bumpers Property. The grant is for $488,286. The project is for 1760 linear feet of stream restoration along Little Antietam. Work can start May 1, 2021 and can go through October 15, 2023. Elmer is seeking approval for Harry Strite, Chair, to sign the grant agreement. J.D. Rinehart made a motion for WCSCD Chairman Harry Strite to sign the grant agreement. Edward C. Wurmb seconded the motion. Motion carried.

MASCD Quarterly Meeting - Update: Elmer provided the update. During the meeting, the decision was made to have a live and in person Summer Meeting, August 1-3, 2021 in Cambridge, MD. The committee is requesting a general idea of how many hotel rooms to reserve. Elmer had previously cleared with the Board and reminded he will not be attending this year. Elmer would like to see the District Staff of Dee, Lori, and Mark attend, as well as any supervisors who have interest. Janet Stiles Fulton noted will try to see if she could attend.

**OTHER OLD BUSINESS**:

* Elmer shared an attachment of SSCC and MASCD training needs. The chart provides Categories, such as SCD Governance, Work Planning, HR, Programmatic and Technical, and lists Training, Formats and who would be Leading the training. Elmer and Dee have reviewed and identified some top priority training. The Board reviewed. With the Board’s permission, Elmer will reply to MASCD with ones considered top priority.
* Harry Strite has been reappointed as Supervisor by the State Soil Conservation Committee (SSCC). He will need to be sworn in at the Washington County Courthouse.

**NEW BUSINESS:**

The Board discussed the following new business:

2020 District Budget - Discussion: The Board discussed items for the FY22 budget, beginning

July 1, 2021. There is always budgeting for travel and training for supervisors and staff. Supervisors travel budget is usually for State Meetings. Elmer shared, the NACD Annual Meeting will be a live meeting, February 2022 in Orlando, FL. Elmer does not plan on going, however, would like to send two (2) staff members. The National Meeting is always a great meeting to attend. Supervisors were asked if there was interest in attending. J. Scott Shank, III will decide and let Elmer know. The Board agreed to budget in for (2) staff members. Also in the future, the National Stream Restoration Training in Baltimore, and Elmer would like permission to budget in for (2) staff members to attend. The Board agreed to budget in for (2) staff members to attend. Harry Strite inquired if the Associate Supervisors were permitted to participate in the NACD Meeting in February 2022. The Board agreed it would be good for Associates to participate. Elmer noted he is still waiting to hear more on the State and Chesapeake Bay Trust Fund Budget.

MACS Program - Update: Elmer shared an update following a MACS teleconference. There was a recent change in leadership at the MACS office. They are working on making Customer Service a priority. Completed Applications and Claims should be processed within two (2) weeks, and then go to Fiscal Services. Each District will now receive an updated report every two (2) weeks that will list applications and claims. Cover Crop Program Spring Certification process has begun. Our District has had (3) out of (72) completed so far. Checks will be done by satellite this year, every two weeks. The Bill introduced to provide up to 100% of cost share has been passed.

**OTHER NEW BUSINESS:** None

**ADJOURNMENT:**

Janet Stiles Fulton made a motion to go into the Closed Session Meeting and adjourn the April Regular Board Meeting. J. Scott Shank, III seconded the motion to go into the Closed Session Meeting and adjourn the April Regular Board Meeting Motion carried.

The Closed Session Meeting topic for discussion is employee compensation.

Harry Strite adjourned the April Regular Board Meeting at 11:20 a.m.

The next meeting to be held, Wednesday, May 12, 2021, 10:30 a.m., via Zoom Conference.