WASHINGTON COUNTY SOIL CONSERVATION DISTRICT

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MINUTES
WASHINGTON COUNTY SOIL CONSERVATION DISTRICT
REGULAR MEETING
May 13, 2020 - 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

Others Present: Elmer Weibley, Denise Price, Lori Flook Bishop, Brent Cammauf (USDA, NRCS), and Josh Smith (Western MD RC&D)

CALL TO ORDER:

Meeting called to order by Harry Strite, Chair, at 10:34 a.m.

APPROVAL OF MINUTES:

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

J.D. Rinehart made a motion to approve the April Regular Board Meeting Minutes as submitted. Edward Wurmb seconded the motion. Motion carried.

TREASURER'S REPORT:

The April Treasurer's Report was submitted for review and approval.

All accounts in order.

J. Scott Shank, III made a motion to approve the April Treasurer's Report as submitted. J.D Rinehart seconded the motion. Motion carried.

District Board of Supervisors

Harry E. Strite *Chair* | J.D. Rinehart *Vice Chair* | J. Scott Shank, III *Treasurer* | Janet Stiles Fulton *Supervisor* | Edward C. Wurmb, D.V.M. *Supervisor*

Boyd Michael *Associate* | J. Tyler Harp *Associate*

MONTHLY BILL APPROVAL:

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

All in order. Nothing further to report.

J. Scott Shank, III made a motion to approve the April Monthly Bill Approval Report as submitted. J.D. Rinehart seconded the motion. Motion carried.

MACS MONTHLY COST-SHARE REPORT:

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

The Board reviewed and discussed the MACS Report. Not much activity at this time. The MACS Office has not been reporting updates as often due to COVID-19 and staff working from home.

J.D. Rinehart made a motion to approve the MACS Monthly Cost-Share Report as submitted. J. Scott Shank, III seconded the motion. Motion carried.

DISTRICT CONSERVATIONIST'S REPORT:

The Monthly Job Report was submitted for review and approval.

Brent Cammauf, District Conservationist, reported the following:

- Things are still slow during the COVID-19 pandemic.
- Planner Kristina finished a plan for applicant; qualified for EQIP/watering troughs.
- Actively checking on projects currently under construction, will be wrapped up soon.
- Going through Federal applications; rankings. Deadline June 5th.
- RCPP Agreements: MD approved for 2;
  - 1 with MDA for $10m - focus on backlog of BMP's for counties that can't get funding through EQIP
  - 1 with CPF $770,000 - Conversion to grazing
- Federal - Working on a Return to Work policy/plan, to get staff back in the office. Hope to have something in place within the month.
- District Planners will work together with FSA staff for obtaining operator signatures on CREP Plans.

The Board reviewed and briefly discussed.

J. Scott Shank, III made a motion to approve the District Conservationist Report as reported and Monthly Job Report as submitted. J.D. Rinehart seconded the motion. Motion carried.

REPORTS FROM OTHERS:

Josh Smith (Western MD RC&D) shared with the Board, Western MD RC&D received approval from USDA NRCS for (4) four job openings in the next two months. Two positions just posted are a Resource Conservationists (Planner) in Frederick County, and a new position, a Soil Conservation Technician in Carroll County. Both are NRCS funded.

Two other positions pending announcement within the next few days are with the Maryland DNR Forest Service in collaboration with the City of Frederick. One is a Seasonal Technician (approx. 3.5 month term), and the second is a Natural Resources Technician (one year term), both in Middletown, MD at the Washington Monument State Park.

Please contact the Western MD RC&D office for further information on postings.

OLD BUSINESS:

The Board discussed the following old business:

County Budget - Update - See Attached: Elmer reviewed attachments for the FY21 Expenses, and noted he had heard from the County, and a decision had been made for outside agencies. The proposed budget will remain at $218,180, and will be incorporated into the overall District budget.

Elmer also shared a chart, presenting numbers for FY21 District Budget for Staff 3% Pay Increase, Health Insurance Rate Increase Net Budget Effect. The chart was reviewed and discussed among the Board members. District Treasurer, J. Scott Shank, III, shared his review and thoughts regarding the numbers provided. The Board discussed.

Following discussion, J. Scott Shank, III made a motion to approve the request for the FY21 District Budget, 3% Pay Increase for District staff. J.D. Rinehart seconded the motion to approve the request for the FY21 District Budget, 3% Pay Increase for District staff.
Motion carried. None opposed.

Forest Conservation Easement Program - Update: Elmer updated the Board, presenting a summary of the Forest Conservation Act Program 2019 Projects. All paperwork for the Gary Beachley and C. R. Semler projects, has been submitted to the County through Attorney, Zachary Kieffer. Invoices are being submitted this date, for closing the easement. Final surveys and plats have been completed by Frederick, Seibert & Associates, Inc. The total earning for services for WCSCD is $78,777. These are permanent easements, with recorded plats and deeds. Elmer will look into a few more interest for the Forest Conservation Easement Program.

Work/Office Schedule - MDA, Fieldwork Guidelines - Attached: The Board reviewed a Memo from MDA listing Guidelines for Resource Conservation District Operations Employees to Conduct Field Operations. This document highlights Un-authorized and Authorized Field Activities, and Procedures. The District State employees and Grant Planner are following these practices. Ginger is continuing with Cover Crop Spring claims, and is available by email and Tracfone.

WCSCD office has been operating with a limited days and hours schedule of Monday, Wednesday and Friday, 9-3. Elmer would like to return the office to coverage, Monday thru Friday, 8-4:30, with two people working per day and minimal overlap. This would also continue with no public access, and following the County Guidelines. The District continues Pre-construction meetings by phone, accepting and leaving plans, mail, etc., on a table in the hallway, and the use of hand sanitizer and wiping down the office counters, door knobs, etc., with disinfectant wipes as best possible.

J.D. Rinehart made a motion to approve Elmer's recommendation to reopen the office as stated, and continue to follow County Guidelines. J. Scott Shank, III seconded the motion. Motion carried.

Unfunded Cooperative Agreement, NRCS, Minor Changes - Attached: The Board reviewed a copy of the document with several edits requested by NRCS, such as inserting the memorandum number, and minor re-wording. Elmer recommended to approve the changes as requested, and is looking for approval of such.

Edward C. Wurmb made a motion to approve the changes requested by NRCS.
J.D. Rinehart seconded the motion. Motion carried.

Urban Database Upgrade - Update: Elmer noted the District is continuing to work with vendor Jack Jaeger, Data Control, LLC, on the Urban database. Mr. Jaeger is currently stuck in Nairobi, Kenya due to the COVID-19 and international flight restrictions, therefore, we have been conferencing with him via Zoom. Dee added it has been a pleasant experience working with Jack and he is making very good progress. She is confident the database will be a good product when finished.

OTHER OLD BUSINESS: Nothing reported.

NEW BUSINESS:

The Board discusses the following new business:

SWM Pond Approval/Dam Hazard Creep - Draft Memo Attached: Elmer provided for the Board to review, a guidance memo to be shared with County and City Government, Municipalities, Consultants, Engineers, Developers, etc., concerning Pond Approval. This memo was drafted with guidance from the MDE Dam Safety Division and includes the definition and criteria for Use Class III & IV Small Pond Permitting, Hazard Class & Hazard Creep.

SSCC, SCD Leadership Assessment - Memo and Assessment Form Attached: Provided for review from MDA State Soil Conservation Committee (SSCC), a Maryland Soil Conservation Districts Leadership Self-Assessment. This self-assessment tool is designed for the soil conservation districts to make an internal evaluation of four essential aspects of a District's functional capacity. The four areas are organization and governance, work planning, program delivery, and community engagement. Elmer would like the Supervisors and District staff to complete the rating and share thoughts. Once complete, return to Elmer via email or drop off at the office. All input will be put together for the June Board meeting for discussion. Final survey will be sent to Alisha Mulkey, Executive Secretary of SSCC by June 30, 2020.

OTHER NEW BUSINESS:

Thursday, May 21, 2020, is the State Soil Conservation Committee meeting via conference call. Elmer requested a supervisor call in to represent WCSCD.

The District received a Fee Waiver Request Form asking for fees to be waived for an incoming Urban project. After much discussion amongst the Board of Supervisors, Edward C. Wurmb made a motion not to waive the fee request submitted. J.D. Rinehart seconded the motion. Motion carried.

URBAN PROGRAM REPORT:

The Monthly Sediment Control Review Report was submitted for review and approval.

The Board reviewed and discussed several projects on the Urban report.

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

The Total County Fee Checks collected for April 2020; $2,025.

Dee presented details for three Stormwater Management Pond projects reviewed and approved, and is seeking Board approval of the completed pond letters for signature and mailing.

The SWM Pond Approvals are:

- Delivery Station Program, 16604 Industrial Lane (Amazon)
- North Point Development – Building #1, S/Wesel Boulevard (existing warehouse)
- Thomas, Bennett & Hunter – Hagerstown Plant, S/Hopewell Road (2 large ponds)

J. Scott Shank, III made a motion to approve the completed pond letters for signature and mailing. Janet Stiles Fulton seconded the motion. Motion carried.

Elmer added, he is appreciative of Dee, Mark, and Lori, doing a great job keeping the Urban Program going amid the COVID-19 office/work schedules. The review time average has been 2-5 days, which is below the District goal. Consultants have been appreciative of the turnaround time.

ADJOURNMENT:

J. Scott Shank, III made a motion to adjourn the May Regular Board Meeting. Janet Stiles Fulton seconded the motion. Motion carried.

Harry Strite adjourned the Regular Board Meeting at 11:55 a.m.
Next meeting to be held, Wednesday, June 10, 2020, 10:30 a.m.; location or via Zoom TBD.