



Carroll County Environmental Advisory Council

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Josh Hatkin, Chair
Sandra Zebal, Vice Chair

Brenda Dinne, Staff Liaison
Department of Land Use,
Planning and Development

Meeting Summary for December 17, 2014

Members

Josh Hatkin, Chair
Sandy Zebal
Melvin Baile
Ellen Cutsail
David Hynes
George Schooley
Karen Leatherwood - Absent
Kim Petry
Frank Vleck - Absent

County Government

Brenda Dinne, Special Projects Coordinator /
EAC Staff Liaison
Jennifer Quick, Recording Secretary
Glenn Edward, NPDES Compliance Specialist

Other Attendees

Janet Hatkin

1. CALL TO ORDER –

Mr. Josh Hatkin, Chair, officially called the December 17, 2014, meeting of the Environmental Advisory Council (EAC) to order at 3:02 p.m. in Room 105 of the County Office Building.

2. PUBLIC COMMENTS AND CONCERNS –

No public comments were offered.

3. APPROVAL OF MEETING MINUTES –

No corrections or additions were offered for the draft minutes.

APPROVAL OF MEETING MINUTES FROM NOVEMBER 19, 2014 - MOTION 208-14: Motion was made by Ellen Cutsail and seconded by George Schooley to approve the November 19, 2014, meeting minutes. Motion carried.

4. CHAIR & COMMITTEE REPORTS –

Solar Energy Subcommittee:

Ms. Dinne informed the Council that the committee to make recommendations regarding solar requirements for the Agricultural District, on which Ms. Petry volunteered to serve, has not yet met. Ms. Petry later commented that someone else on the Solar Energy Subcommittee would need to take her place if the meetings do not occur prior to February 1, as her term on the EAC will expire then. Ms. Zebal asked what happens to solar facilities that are already in place when code changes are adopted.

Ms. Cutsail responded that those facilities would be grandfathered and would not need to comply unless certain changes were made.

b. **Solid Waste Subcommittee:**

Ms. Cutsail informed the Council that the Solid Waste Advisory Council has not met since November 6. Therefore, there is nothing to report. The next meeting will be held in January 2015, at which time they will resume meeting on a quarterly basis.

c. **Energy Use & Cost Savings Subcommittee:**

Ms. Dinne will put this on the agenda for January, as Mike Whitson indicated that the subcommittee reviewing the Johnson Controls recommendations is not ready for the EAC review yet. Mr. Baile noted that Ray Prokop, Director of Facilities with Carroll County Public Schools (CCPS), made a presentation to a group Mr. Baile sits on about energy savings. It generated a lot of questions. Many people were skeptical about the energy audit and improvements until they saw the data. It would be useful for the general public, as well as those higher up in the CCPS organization, to see this information.

Since the EAC will be working on updating the 2014 Carroll County Environmental Stewardship booklet, Mr. Hatkin asked if some of these figures from Ray's presentation should be added to the booklet. He felt it would be good to show the Commissioners that the school system is saving money. Mr. Dinne suggested that, when we have the information from the County's audit, that information could be added later, when a larger scale update is completed. Mr. Hatkin asked if the booklet could be updated whenever the information changes. However, Ms. Dinne suggested that the booklet be updated no more than every 1 or 2 years. It would not be good to have too many versions that are constantly changing. This would also take into consideration staff workload. The information does not change that significantly in a short amount of time.

5. **TREE COMMISSION** –

Nothing to report.

6. **STAFF LIASION REPORT** –

Ms. Dinne introduced Jennifer Quick as the new recording secretary.

Ms. Dinne indicated that much of the updated information should be available for the Environmental Stewardship booklet by the January meeting. She will put this topic on the agenda to report on the status of the update, which the EAC would like to be completed before the annual joint meeting with the Board of County Commissioners (Board).

Ms. Dinne will request the joint meeting with the Board be scheduled late in February to 1) give the new members time to settle in and 2) give the EAC time to update the Environmental Stewardship booklet beforehand. She would request that meeting be held after the February EAC meeting.

A news release was sent by the Commissioners' office requesting interested persons to apply for vacant positions on various County boards and commissions. Ms. Dinne mentioned the news release and reminded the members that four members' terms expire in 2015. Ms. Petry's second term will expire Feb 1; Ms. Leatherwood's first term will expire July 31; Mr. Hatkin's first term will expire September 30; and the remainder of the term Mr. Schooley's is filling will expire September 30. The previous Board's policy was not to reappoint for more

than two consecutive terms. Therefore, Ms. Petry would not be reappointed unless the current Board changed the policy.

7. OLD BUSINESS –

a. *Review and Approve 2015 Work Plan*

The members discussed the draft work plan the November meeting. Ms. Dinne referred to the revised draft work plan she sent via e-mail with a few minor revisions. The scope of work for the Business Community MS4 Workshop also was attached. Ms. Dinne indicated that she looked into the priorities for holding the business community workshop prior to a workshop for the general public, as requested at the November 19 meeting. Since the greatest percentage of reported illicit discharges were attributable to business and industrial sites, the highest priority for staff from a compliance perspective is this audience. Therefore, she did not switch the order of the workshops included on the work plan.

Glenn Edwards, NPDES Compliance Specialist, gave background on the permit. He advised that staff already is reaching out to the general public at numerous events across the county, with the availability of a hotline for reporting discharges, and information provided on the County's website. Mr. Edwards indicated that the County follows up on complaints, but seeks voluntary compliance as much as possible. Roughly one third of discharges are actually discovered by staff, either County or municipal, but usually someone reports them. Mr. Edwards' position is funded 50 percent by the municipalities.

Mr. Edwards indicated that he would like to use the workshop as a launch point for a longer-term outreach strategy. Ms. Cutsail suggested using the Community Media Center and Cable TV for presentations, and information.

No additional changes were proposed to the draft work plan.

APPROVAL OF 2015 WORK PLAN - MOTION 209-14: Motion was made by Ellen Cutsail and seconded by Sandy Zebal to approve the 2015 Work Plan. Motion carried.

The work plan will go to the Commissioner's as the EAC approved/proposed 2015 Work Plan and they will receive it prior to the joint meeting. Ms. Dinne will add the date approved to the footer of the proposed 2015 Work Plan before it is sent to the Board.

Ms. Dinne reviewed the scope of work for the Business Community MS4 Workshop, which is briefly described in the EAC's proposed 2015 Work Plan. The scope of work, which is more detailed than the description in the work plan, will be attached to the work plan. Ms. Dinne said that there is not a budget for the workshop per se. However, many tasks that staff will have to do would fall under normal daily work duties. In addition, there are many facilities that would be available free of charge to the County. The educational topics to be discussed were listed in the scope of work, as taken from the Permit. The workshop will be a half-day workshop.

Ms. Dinne shared that the target audience will be identified and a mailing list developed. Businesses to be specifically invited will be identified as well. Roberta Windham, with the Commissioners' office, will work with the EAC and staff to employ

the County's social media outlets (such as Facebook and Twitter), the Carroll County's website, newsletters, etc. to get the word out.

Mr. Edwards will secure the guest/expert speakers from the County, State, or someone in the industry. Speakers will be responsible for providing any materials, such as PowerPoint. Mr. Edwards may also provide additional materials.

Some activities and work products can be covered under the normal daily operating budget, such as small mailings. Ms. Dinne mentioned that the item that would have a cost associated with it would be provision of refreshments. However, she suggested that the members pursue identifying a sponsor or donor for the refreshments. She said any businesses donating or sponsoring refreshments would be recognized in the workshop materials.

Ms. Dinne said the January agenda will include a discussion of the more specific tasks that will need to be completed and divvy the responsibilities up among the EAC members.

Josh wanted to know if this is something the EAC will continue to do on a regular basis. Ms. Dinne said it would depend on how this workshop goes and what the future needs are. However, a workshop would definitely not be held more than once a year. She indicated that any materials developed specifically for the workshop can be posted on the County website so they are available. Most of what Mr. Edwards has is already on the web.

b. ***Revise 2015 Meeting Dates – November & December***

The 2015 meeting dates were approved at the November meeting. After that date, some conflicts arose with other regular meetings that Ms. Dinne must attend. Therefore, she requested that the EAC consider rescheduling the November and December meeting dates to the following day. The Reagan Room is available those afternoons. The November 18, 2015, meeting will be moved to November 19, and the December 16, 2015, meeting will be moved to December 17. Both meetings will be at 3:00 p.m.

APPROVAL OF REVISED 2015 MEETING DATES - MOTION 210-14: Motion was made by Ellen Cutsail and seconded by George Schooley to approve the revised 2015 meeting dates. Motion carried.

8. **NEW BUSINESS –**

a. ***Review and approve the 2014 Annual Report***

Ms. Dinne provided the EAC at the November 19 meeting with an initial draft of the 2014 Annual Report for member review. She indicated that the revised version e-mailed to them prior to this meeting only contained a few revisions since last meeting, which are highlighted in yellow. She reviewed the contents of the draft report, including accomplishments, actions taken, citizen concerns, informational briefings, and changes in membership. At Ms. Cutsail's request, Ms. Dinne will add a sentence under the Solid Waste Advisory Group's work to mention that KCI, a consultant working with the county's DPW staff to evaluate the County's Solid Waste Management Plan, presented on the status of this project.

APPROVAL OF 2014 ANNUAL REPORT AS AMENDED - MOTION 211-14: Motion was made by Ellen Cutsail and seconded by Kim Petry to approve the 2014 Annual Report. Motion carried.

9. OTHER –

No other items were discussed.

10. ADJOURN REGULAR MEETING –

ADJOURNMENT - MOTION NO. 212-14: Motion was made by Ellen Cutsail and seconded by Sandy Zebal to adjourn the December meeting. Motion carried.

The meeting adjourned at 4:05 p.m. The next regular monthly meeting is scheduled for Wednesday, January 21, 2015, at 3:00 p.m. in the Reagan Room (003) of the County Office Building.