



January 13, 2010

SOUTHERN MARYLAND RC&D, INC.  
COUNCIL MEETING MINUTES – OCTOBER 15, 2009

Chair Patricia Pinnell called the RC&D Council meeting to order at 7:06 PM. The following members were in attendance:

**RC&D Members:**

Jim Bardsley, Anne Arundel Forest Conservancy District Board  
Stanley Boothe, St. Mary's Soil Conservation District  
Bill Clark, Calvert Soil Conservation District  
Luis Dieguez, Charles Soil Conservation District  
John Downs, Southern Maryland RC&D Board Appointed  
John Gray, Calvert County Commissioners  
Phillip Jones, Southern Maryland RC&D Board Appointed  
Michael Pellegrino, Charles County Commissioners  
Patricia Pinnell, St. Mary's Forest Conservancy District Board  
Jennifer Snoddy, Southern Maryland RC&D Board Appointed  
Olga Walter, Southern Maryland RC&D Board Appointed  
Tommy Wright, Southern Maryland RC&D Board Appointed  
Bruce Young, St. Mary's County Commissioners

**Others:**

Denitra Brawner, Southern Maryland RC&D Office Associate  
Jon Hall, USDA, NRCS, Maryland State Conservationist  
Franklin Holley, Southern Maryland RC&D Program Officer  
Mark Rose, USDA, NRCS, Assistant State Conservationist-Programs  
Jeremy West, USDA, NRCS, Former Southern Maryland RC&D Coordinator

## **INTRODUCTION**

Pat Pinnell welcomed everyone to the meeting; she mentioned that Jeremy West was there.

Bruce Young made a motion to have Tommy Wright serve as an RC&D appointed member. Bill Clark seconded. Motion was passed. Tommy is currently the NEPA and Archeology Historical Program Manager for Indian Head Navy Base.

## **OLD BUSINESS**

### **Treasurer's Report**

Denitra Brawner read the Treasurer's Report for the fourth Quarter. The Treasurer's Report will be filed for audit.

### **Review Previous Minutes**

Bruce made a motion to dispense with the reading of the minutes. John Downs seconded and the motion was passed.

Maryland State Conservationist Jon Hall and Assistant State Conservationist – Programs Mark Rose joined the meeting.

### **Anne Arundel County Support**

Mark said he had not contacted Anne Arundel County yet. He suggested that the Board wait until a new Coordinator is hired and make that visit together with Franklin. Mark said he would probably contact someone who is in the Planning Department. Jeremy said the guys name is Ron Bowen. Luis Dieguez offered to help in any way he could. Pat said that when they met with Ron before he wasn't against RC&D. Mark believes that the support is there.

### **Recap of RC&D Week**

Franklin Holley said that over 724 entries came in for RC&D Week's coloring contest. There were numerous sheets posted throughout the office for Board members to vote on. Franklin explained to the members that there was a ballot in their folders and for them to vote on the coloring sheets and posters before they leave tonight. There were a number of Public Services Announcements sent out announcing kick off week and the coloring contest. Franklin said that we were pleased with the response we had on the proclamations. We received proclamations from Calvert, Charles and St. Mary's County, Anne Arundel County Executive, Maryland Governor, Senator Barbara Mikulski and Senator Ben Cardin. She will show photos when she gets to the Program Officer items later in the agenda. The RC&D display board was set up at the North Beach Farmers Market. Olga Walter and John Gray was there representing the Board. Dick Myers presented a proclamation for Senator Mikulski and Calvert Commissioner Barbara Stinnett presented a proclamation. Charles County presentation went well. Franklin mentioned she wasn't here the week of RC&D Week but that Denitra did a good job getting everything together. Pat thanked the board members that were involved. Bruce attended the St. Mary's County presentation and Luis and John Downs attended the Charles County Presentation. Pat said next year it will be better and we will have a lot more input. She asked that after the meeting everyone walk around and cast their votes.

### **Monthly Board Meeting vs. Quarterly Board Meetings**

Pat said that the Board has spent some time discussing monthly and quarterly board meetings. She said that it seems that there are more and more things that we are doing now. There are a lot of emails going out asking if we can do this or do that. She asked how the board felt about monthly and quarterly meetings. Bruce stated that he prefers to stay quarterly. He doesn't mind the emails or phone calls. He said it's an hour each way for him to drive here. Jennifer Snoddy suggested bi-monthly. John Gray suggested quarterly and he said the emails are fine. Franklin said that for those members on the Executive Board it might be a good idea to have monthly teleconferences. She said they don't have to be long. Bill said he thinks the quarterly meetings are fine. He said that Jennifer David (who is not here) said that the July meetings are usually long because we don't do any business at the April Dinner. Her suggestion was to have the dinner separate from a board meeting in April. Luis said that monthly teleconferences are fine. Bill said we could have a set time for the monthly meetings. Jim said he supports the quarterly meetings and like the April idea as well.

Pat said from those suggestions it looks like we will stay with the quarterly meetings but set up a time for monthly teleconferences. We will set a date for a board meeting in April. Morning was preferred for the time of the teleconferences. The teleconferences could be also for any committee working on projects that the Executive board needs to be briefed on.

### **Company Credit Card**

Pat said that she filled out a few applications and could be approved but she would become responsible. So she didn't turn the applications in. She did go to Community Bank of Tri-County where RC&D does have an account and we could fill out one through them and it's tied to the account. Olga made a motion to complete application through Community Bank of Tri-County. Bruce seconded. Motion was passed.

(At this point during the meeting Pat asked Jeremy West and Jon Hall if they wanted to say anything to the Board)

Jeremy said he didn't get to say goodbye to everyone. He is now the National Plant Materials Center Manager. He looks forward to new partnership opportunities to share with RC&D.

Jon Hall told the board to let him know if he can support RC&D in any way. Let him know about any ideas for Maryland RC&D activities. He said NRCS might have Technical resources or funding that could help RC&D. He said to feel free to ask for help. He said he's sorry for taking Jeremy away from RC&D. Jon thanked the board for having him at the meeting.

Bruce asked for an update on the coordinator position. Mark said that the members should have received an email asking what they are looking for in a coordinator. He said a panel is being put together by the Human Resource person. There were 12 applications for Southern Maryland and 32 for Western Maryland. Applications will be reviewed. Mark said that by December we should have someone. Pat told the members to give Mark some qualities that we are looking for in a coordinator. Tommy said one quality would be good writing skills. Pat said oral communications skills and people skills are good qualities. John Gray said it would be good if they had a background in advertisement. Olga said the reason we didn't

advertise that much was because it was too expensive. Jon said to let him know if NRCS can help with marketing RC&D. He said you could talk with NRCS Public Affairs Specialist, Carol Hollingsworth. Mark asked Denitra to compile a list of qualities and email to him by the end of the day on Monday. Luis asked how long the process would be if it's an out of state person, Mark said about 30 days or less for in state and about 45 for out of state. Pat asked everyone to think about qualities over the weekend and email Denitra or Mark.

## **NEW BUSINESS**

### **Program Officer Items**

Franklin passed around an article that was in the Calvert Recorder on Dry Fire Hydrants. She thanked John Gray for getting the article in the paper.

Navy Update –

Franklin state that we have a new navy project and it's to remove fish blockages at Indian Head. It's a small project.

Phase II – We have requested advance funds from the Navy and are waiting for that. The Executives have seen the draft contract for Charles SCD. As soon as we have the funds we will be moving along with that project.

Theodolite – Meeting scheduled for early November. This project is a little tricky. There are two different sites. Meeting will be with Bruce, NAVFAC and a couple other folks.

Tommy made a quick comment. He said that NAVFAC had its highest number of deaths this year on construction projects nationwide. Seven people lost their lives. NAVFAC will be looking closely at safety. He said to make sure that the contractors have the right safety equipment and are following all the right rules.

Potomac Heritage National Scenic Trail – There is a meeting with the Potomac Allegheny Alliance. They just launched [www.potomacalleggheny.org](http://www.potomacalleggheny.org). As a coordinator for the Southern Maryland portion of the trail Franklin will be working with project partners to get itineraries to submit to [www.potomacalleggheny.org](http://www.potomacalleggheny.org). It would help to get people out on the trail and hook local businesses to the trail and advertising on the website. Charles County Planning and Growth Management have agreed to help print some GIS maps.

Franklin showed a slideshow. It consisted of photos from a bike ride she took on the trail in St. Mary's, a drive she and Jeremy took on the trail in Charles County, photos from National RC&D Week.

Mark asked Franklin to send Proclamation pictures and press release to him so he can get it to Carol. NRCS also shares this type of information with National Headquarters.

NARC&DC Request for Proposal – Franklin stated that the National RC&D put out a Request for Proposal for up to \$5,000 to councils for area projects. The proposal is due October 28. She thought of the Mill Point Project. Due to the deadline and her time commitments on other projects she said that if anyone else is interested in taking on this request she would be happy to sit down and go through it. The grant can be used to increase

diversity to the board membership or for diversity on the projects and Mill Point is an underserved minority community. Franklin thought about a rain barrel demo or a demo project for stormwater management. Tommy said he is contact with some folks that are feeding the hungry. They process deer meat and distribute. Tommy will get more information and get back to everyone.

Southern MD Foods – A Rural Development Value Added Producer Grant just came back up again. RC&D helped Southern MD Foods get some funds for a feasibility study and business plan in the past. The next step is to implement the business plan by hiring a marketing business manager. A few days ago a few Southern MD Foods representatives came to the RC&D office for a meeting. The \$300,000 grant is due in mid November there is a 20% match from MARBIDCO. Franklin will be working closely with the group for the next few weeks so expect to see some emails.

Pamphlet – Prior to RC&D week we had worked on getting some kind of flyer or pamphlet printed. A draft was passed around. She received a \$700 quote from Kinko's for about 65 copies. Mark told Franklin to talk with him about getting copies made. Franklin needs the board to take a look at it for approval. The pamphlet will be used at various events to promote RC&D. Mark asked if NRCS could put their logo on the back page if they were to print copies. The board said that was fine.

Policies and Procedures – Franklin put together a draft of the Policies and Procedures Manual. There are a few policies and procedures manual out but we still need some others and they have to be compiled. She drafted the Roles & Responsibilities of the Board Members, Officer, Board of Directors, Committees, Staff and Coordinator. She also drafted some financial policies, conflict of interest, document retention schedule and whistleblower policy. There are a few more Franklin would like to get with the Executive Board to work on. A draft manual will go out to the full board after she meets with the Executive Board. Bill said his board actually had to go back through their minutes of meetings because every now and then the board would make a motion about something. They also added the date that the motion was made and passed. She asked that the board take the time to look through the draft.

Calvert Recorder – Franklin said that the Calvert Recorder was the only local newspaper we do not currently subscribe to. Olga made a motion that we subscribe to the Calvert Recorder. Bill seconded. Motion passed.

Budget – Charles County issued a budget cut of \$1600 for RC&D. A letter was drafted to send to Dr. Bridgett asking for an exemption from the budget cuts. It was emailed to board members to give their comments. Changes have been made, after approval by the board it will be sent out. Olga made a motion to send the letter. Olga suggested her and Mike show a power point presentation to the commissioners. Pat said the power point will emphasize all the points in the letter. Mark said that he would like to use Denitra as a program assistant if her hours were cut. Bruce made a motion to let Denitra work a few hours for Mark and depending on the outcome from the commissioners RC&D make up the shortfall from RC&D funds. John Downs seconded. Motion was passed.

### **Oxbow Scenic Overlook**

Jim Bardsley reported that this is one of the Anne Arundel projects that is active right now. It's from 2005. It is moving along. The design phase of the platform is finished. The design cost \$12,400. The design can be sent out to anyone interested in looking at it. An estimated \$2,600 is needed for permits. When Jeremy was here he thought he could get Anne Arundel SCD with the help of John Czajkowski to help with the permits for next to nothing. Jim is not sure if that is going to work out. We need to either hire the engineers, AMT to pursue the permits or get someone else to do it. There are multiple landowners involved and a wetland area to work with. The engineering firm will charge \$2,600 to get the permits. Tommy will contact Environmental Systems Analysis (ESA) to see if they can help with the permits. Olga told Jim that since Russett had the money to go ahead and contact the engineers and see if they will still do it for \$2,600. Luis suggested contacting the urban review staff in Anne Arundel. He gave Jim the names Chuck Henney and Chris Max. Mark gave him Bob Miller's name. Jim said he's estimating the construction cost to be over \$200,000. Someone mentioned going to AmeriCorps to get grants and help.

### **Maryland Big Tree Initiative**

Jim Bardsley said that this project is a statewide initiative. The board approved this project back in 2007. It's a partnership with three Universities, Salisbury, Frostburg and Towson. They have an interest in adding to the Hibernians. They are all trying to support the Maryland Big Tree Program. Jim is suggesting that Maryland do something collaboratively with Virginia Tech because they have a website with a very good database. There are opportunities with the National Plant Materials Center, and support from the three Universities and the Forest Association. Grant funds will be used to support equipment. The Universities will serve as the center in the state and the equipment will be signed out to groups. Virginia Tech is interested in hosting the Maryland website. Jim will finalize the scope. He is giving a presentation at the November Forestry Board Meeting. He will have the budget and scope for the RC&D board to see at the next board meeting. The Baltimore Zoo is interested in having an exhibit at the zoo also.

Jon asked what kind of equipment is needed. Jim said pole clippers, plant press, laser range finder, measuring tapes. Jon suggested writing to the corporate offices of Home Depot or Forestry Suppliers and explaining to them what you are doing and ask them to donate. Also mention that their company name will be put on the supplies that are donated.

### **Millbrook Farm Grist Mill**

John Downs reported on the Millbrook Grist Mill. He said it's the last standing grist mill in the county. The landowner is interested in restoring the mill, using it for educational tours. He said way back when he first started working on this project he came to RC&D and they went to Maryland Historical Trust (MHT) for a grant. MHT said that the grant could not go to a landowner so MHT wanted the landowner to cut about an acre of land to put the mill into its own entity. John said that he and Mark advised the landowner against doing that. So the mill has been sitting for the last 10 years or so. There are a couple of people working on it now to keep it from falling in. NRCS folks back then said that the watershed was too big for the district to approve and the cost was too high to repair the dam. The County and RC&D as sponsor, is trying to get the mill on the Preservation Maryland Endangered List. John would like to ask the RC&D to fund the mill if the mill does not make it on the Preservation Maryland Endangered List. It will cost \$23,000 to do the interior work.

Franklin will talk to Roz at Southern Maryland Heritage Area Consortium about grants. Tommy suggested calling the Trust and talk to Amanda to see if there are any projects going on in the county that would need some sort of mitigation that could cut the cost. Franklin said that she and Cathy, from the County, have spoken briefly about them getting together for a site visit.

### **Statewide Rural Roundtable Registration**

Franklin said that Jeremy was previously the representative for RC&D on the Rural Maryland Council Board. Jeremy asked the Rural Maryland Council if Franklin could take his place. They said yes. Franklin said that her first meeting is coming up and the day after the meeting is a Rural Maryland Statewide Rural Roundtable. Franklin asked the board for permission to attend the Rural Maryland Statewide Rural Roundtable. John Downs made a motion for Franklin to attend. Jim seconded. Motion passed.

### **Nominating Committee for New Executive Board**

Pat Pinnell said the nominating committee will consist of:

- Bruce Young – St. Mary's
- Jim Bardsley – Anne Arundel County
- Olga Walter – Charles County
- John Gray – Calvert County

Bruce will be the chair of the committee.

### **Special Olympics Request**

Pat said a letter came into the office asking for sponsorship. Bruce made a motion not to pay.

### **Small Farm Conference**

Pat mentioned that there is a Small Farm Conference being held at the University of Maryland –Eastern Shore. It is sponsored by the Maryland Cooperative Extension Service. Registration is \$25 per person or \$40 per couple. Mark said that NRCS will have a display there if RC&D wants to add some material. Olga and Jennifer Snoddy would like to go. Bruce made a motion to send Olga and Jennifer and pay for room for one night and meals. Luis seconded. Motion was passed.

### **For the Good of All**

Pat said that article for National RC&D Week and the National Conference will be submitted to newspapers soon so look out for them.

Bill said the Southern Maryland SCD dinner will be held at Kings Landing Park next week. He said two slideshows will be shown. One was created in 1957 by SCS and the other in 1968 by SCS. Bernie Fowler read the script and everything was put on DVD. Each District will give a short update on their area.

Bruce said that the fall training for the Envirothon will be on October 29<sup>th</sup> in Redgate which is in St. Mary's County. It will start at 8:00am and end at 1:30pm.

Bill mentioned that there was a navy project that was approved. The navy approved a \$1.5 million dollar project that was called Embankment Stabilization 3 at Solomons Rec Center. The plans are done. Bill said he has to get with Franklin and the Navy folks. Money was allocated October 2009. Franklin said it will all have to be discussed with NAVFAC and it will be posted on GRANTS.gov.

Luis thanked Franklin for the fish passage grant application.

Mark said to think about the WHIP Program when working with living shorelines. He said money might be available. Mark told Bruce to contact Terry Heinard for more information.

Jennifer Snoddy commented on the pamphlet. She thought that more colorful photos could be put on the front and back.

Pat thanked everyone for coming.

The meeting was adjourned at 9:33 PM.

The next meeting will be January 21, 2010. More information will be sent out later.

Reviewed and Submitted for  
Council Approval By

Olga Walter  
Treasurer/Secretary

*Prepared by Denitra Brawner, Office Associate*