

DRAFT
MONTGOMERY SOIL CONSERVATION DISTRICT
BOARD OF SUPERVISORS MEETING
MINUTES
May 19, 2017

The regular monthly meeting of the Board of Supervisors, Montgomery Soil Conservation District (MSCD) was held at Ag History Farm Park, 18410 Muncaster Road, Derwood, MD Friday, May 19, 2017.

People Present:

Robert Butz, Chair
Robert Stabler, Board Member
Wade Butler, Board Member
Tim McGrath, Associate Supervisor
Jeremy Criss, Office of Agriculture (OAG)
John Zawitoski, Office of Agriculture (OAG/MSCD)
Mike Scheffel, Maryland Department of Agriculture (MDA)
James Myers, District Conservationist
Karen Walker, Administrative Assistant

The Chair, Robert Butz called the meeting to order at 9:00 a.m.

AGENCY REPORTS

MDA

Mike provided the report for MDA and noted that MSCD staff plans on attending the MDA Area Meeting on May 25th and shared that the Cover Crop Program this year will involve a new online process and initially will take more time with working with cooperators. The program sign up will begin June 21st and additional Cover Crop training will be held on June 5th at the Prince George's SCD. Farmers are required to bring in their Nutrient Management Plan in order to sign up for the program. The Districts are required to have a hard copy with the application. The Board of Supervisors noted the MSCD needs to make an effort to inform the Cover Crop participants of the Nutrient Management requirement. Producers generally provide the AIR form in order to participate in the cover Crop Program. There was a big discussion on this matter and John Z will follow up with Assistant Secretary Hans Schmidt on how to address this new requirement. (Can producer sign up and provide the NM plan later?)

After the discussion on cover crop, Mike noted that aside from some minor issues with file documentation that was typical statewide, the QAR for MACs projects went well. Mike ended his report with good news noting that MDA has a PIN for a Technician position for Montgomery or Prince Georges SCD. Lastly, Mike shared that a long time member of the St. Mary's Board of Supervisors, Alfred Knott's passed away.

EXTENSION

Chuck Schuster could not attend the Board of Supervisors meeting but provided a report for Extension. John Z delivered the report on his behalf.

Extension is in the process of hiring to replace the second Frederick County Extension Educator (formerly held position of Terry Poole). This will be in addition to the new Tenure Track Educator, Matt Morris, who is focusing on livestock and weed related issues. Both educators will have pesticide and nutrient management certificates.

Extension is also in the process of hiring a Program Director for Extension. Chuck indicates that Dr. Jarboe, a candidate for this position has received a second interview. Dr. Jarboe has an extensive agriculture background in Iowa, but has interests in smaller scale production in areas of fruit and vegetables.

Chuck noted, that with very mild winter temperatures, Cicada's are already active this spring. They are about a month early, which means they will complete their life cycle earlier. While the female cicada will cut a slot into small branches to lay eggs, this can result in loss of these smaller branches. Its nature was to provide pruning.

Soil moisture levels are in a much better position finally after several periods of rain. Deep profile moisture is still low. Ponds and reservoirs are in much better condition today than a month ago. Temperatures have increased and this is helping with seed germination. The region was slightly behind on growing degree days.

Extension held its annual Volunteer Recognition program this past Wednesday. Fred Lechlinder was selected as the Agriculture recipient for the award.

After providing the Extension report, John noted that he reached out to FSA about providing input as part of the MSCD Board meetings to help promote their programs.

OAG

Jeremy Criss, Director of Office of Agriculture began his report indicating that Karen incorporated his report as part of the Board meeting handout packet. The items that were discussed are as follows:

1. The County Council recommended approval last week on the FY18 Operating Budget for OAG. No additional funding was allocated for FY18 and all adjustments are planned for FY19.
2. During the PHED Committee work session on April 26, 2017, Jeremy discussed the \$50,000 study for Agritourism (*See Summary Below*) that the Planning Board is proposing. The OAG web site shows how many farms are already conducting Agritourism and Agricultural Education events on their farms as approved by the County Department of Permitting Services-DPS. I explained how the AAC subcommittee conducted four meetings in calendar year 2015 and the recommendations were not submitted to the Full AAC. In calendar year Jeremy told the PHED Committee how the MNCPPC study will most likely propose ways to limit ag education and ag tourism events on farms from what DPS is currently approving.

April 24, 2017 PHED Committee Work Session on MNCPPC Budget Agri-Tourism Study - \$50,000.

This study land use and zoning strategies that would address common issues affecting agri-tourism, breweries, micro-distilleries, culinary tourism and the farm-to-table movement. The study would recommend strategic solutions rather than relying on ad hoc zoning text amendments to address the land use issues created by these uses. Stakeholder involvement from Visit Montgomery, the Office of Agriculture, MCEDC, and other organizations will be critical to the success of the project.

3. The Office of Human Resources and the Office of Management and Budget have approved the reclassification of the vacant MSCD manager to a Management Leadership Series MIII position. The OAG will be working with OHR on the announcement to fill this vacant position as soon as possible. *Jeremy noted that the reclassification is good news and the vacant District Manger position will offer a promotion opportunity for internal candidates. Robert Butz commented that with the reclassification, a candidate may be here for the long term. Jeremy shared that OHR will be assembling and forwarding qualified applicants for review. Jeremy, Doug Tregoning and J.G. Warfield will sort and make recommendations for the Supervisors to conduct interview of applicants. Jeremy would like the supervisors to be prepared for the interviews in June but more than likely July may be a more realistic timeframe.*
4. Both House Bills HB310 Sunday Hunting and HB 313 Archery Safety Zone to help reduce deer herds in the County were passed. The OAG met with the Deer Management Work Group to begin promoting the new hunting regulations.
5. Both Memorandum of Understandings MOUs with the University of Maryland-Extension and the Montgomery Soil Conservation District have been approved.
6. The Urban Agricultural Tax Credit applications for eligibility will be submitted by September 1, 2017 for this year only. In the future, the applications must be submitted by April 1st of each year. One application is pending so far.
7. We are still waiting for the Council to finish and approve of the FY18 budget so they can focus on other issues like the ZTA 16-02 regarding AR Zone-TDR requirements for Dwellings accessory to farming like Farm Tenant Dwellings.
8. On May 2, 2017, the OAG took the members of the Montgomery County Food Council, Visit Montgomery, and DPS staff on a tour of four farms. The OAG proposes to conduct three to four farm tours annually where different types of farms will be chosen. Tours of farms will help to educate the public on the good conservation work that farmers are doing as well as provide opportunities to further promote the Ag Reserve.
9. John Z and Jeremy will have met with the attorneys from (Whiteford, Taylor and Preston) handling the legal challenge that Pulte Homes filed against the County Government for Ten Mile Creek amendments to the Clarksburg Master Plan. *Jeremy provided to the Board the background information regarding the suit and indicated given our knowledge concerning the County's TDR program, the OAG may be more involved as the suit moves forward.*
10. 2017 Farmers Markets in Montgomery County.
http://www.montgomerycountymd.gov/agservices/Resources/Files/Farmers_Markets/2017farmersmarketflyerDRAFT.pdf
11. The OAG is working on the 2017 Farm Tour for July 22 & 23, 2017. We have 17 farms on the Farm Tour this year as compared to 21 farms last year. We are also working on a new marketing initiative to cosponsor with Visit Montgomery, a Self-Guided Farm Tour throughout the growing season for farms that are normally open to the public.

Upcoming Meetings and Events:

MARBIDCO-UM-Ext Upper Southern MD Ag Business Providers Forum-May 10, 2017
 Agricultural Advisory Committee-Tuesday May 16, 2017 @ 7:00pm
 UM-Extension-Volunteer Recognition Dinner-May 17, 2017
 Montgomery Soil Conservation Bd of Supervisors-May 19, 2017 @ 9:00am-**rescheduled**
 Stakeholder Gathering-Advance Composting in Frederick Co. May 22, 2017
 Montgomery County Farm Bureau Picnic-June 3, 2017 @
 Montgomery County Farm Bureau Board of Directors-June 6, 2017 @ 7:00pm
 Agricultural Preservation Advisory Board-June 20, 2017 @ 7:00pm

SECRETARY/ TREASURER'S REPORT

The minutes of the April 14th meeting were received and reviewed and there were no noted changes. A motion was made by Robert Stabler and was seconded by Wade Butler and passed approving the April Minutes.

Karen provided the financial report and noted that the financial spreadsheet for the 2017 Envirothon was included in the handout packet. To date MSCD has not received all the registration fees or the anticipated donation from Mike Rubin. Due to the Envirothon expense for the National Competition and the annual Envirothon dues the FY 17 Envirothon has a shortfall. Once MSCD receives the registration fees and anticipated donation, the FY17 Envirothon account will be back into balance. Karen noted that the bank statement and the checkbook have been reconciled and match. She noted that she has been working on the FY18 Chesapeake Bay Trust Fund and MDA Budget Request and these requested are ready to be submitted on time.

Karen also shared with the Supervisors that she will be preparing Supervisors payments for the June Board Meeting. These payments will cover Supervisor expenses for the period of January 2017 through May 2017. An email will be sent to each Supervisor that summarizes the anticipated amount that will be paid. MSCD plans on participating in the Montgomery County Fair and share the tent rental cost with OAG. The MSCD portion of this cost is \$105. Currently, MSCD receives the Bay Journal and the MSCD staff would like to continue receiving this publication. The Bay Journal renewal cost is a minimum \$15 donation. The last expense that Karen addressed with the Board was an expense for a staff member to attend the Nutrient Management Training. The Nutrient Management Training cost is \$125 and there are funds in the appropriate accounts to address this expense. Karen recommended that the Board approve the financial report and pay the upcoming expenses. A motion was made by Wade Butler and seconded by Robert Stabler and passed approving the 2017 Envirothon, the April Financial report and to pay the following expenses: Montgomery County Fair Tent Rental \$105; Renewal of the Bay Journal \$15 and Mike Weyand to attended the Nutrient Management \$125.

APPROVALS, RATIFICATIONS AND REQUESTS FOR ASSISTANCE

The activities report was in the handout packet and Jim noted that there are no conservation plans for the Board's approval and noted that several conservation plans are in progress. Jim noted the Charles Bergman was added to the list. Jim noted that he is working with Charles Carpenter and that the operation is close to Butler's Orchard. Jim shared that the engineer has approved the Ag Chem building for Windridge Farm. On the Activities Report under feasibility Jim shared information on the three items that were listed on the report. The first item that Jim shared

information on was in reference to MSCD working with WSSC on the field entrance off Clarksburg Road. The second item was the stream crossing that was listed on the report. John shared that the landowner needs to rescind the permit application for erosion and sediment control before Mark of MNCPPC will grant the FCE exemption letter. This then will allow the MSCD to provide technical assistance for this project. There was a big discussion on the matter and it was noted that the bridge is deteriorating and it represents the only in fee access to the ag fields. The third item involves the fill site for Stewart Walker. John shared that a site visit has been scheduled for May 24th to meet with the landowner and contractor. MSCD has been working on this project to provide permeant stabilization for the area. John shared that a \$600 invoice has been created for the services that MSCD has provided.

Next, Jim shared other information that was listed on the report i.e., he and Mel attended the NRCS statewide meeting; Jim participated in the Planner's Training; everything in the field looked good for the Montgomery QAR, however some of the documentation needs improvement. Jim shared information on the Regional Conservation Partnership Program (RCP P) agreement- The Chesapeake Bay Foundation and NRCS are entering into the agreement and the agreement should be ready by fall 2017. The emphasis of the agreement will be for assistance in grazing for livestock not horses. Tim noted that Shelly (the equine resource conservationist) should have a booth at the Potomac Hunt for FY 18. After presenting a couple of other items, Jim presented two Request for Assistance for the Board's Approval. A motion was made by Robert Stabler and seconded by Wade Butler and passed approving the two Requests for Assistance.

NEW BUSINESS

MASCD Summer Meeting- The MASCD Summer Meeting will be held at the Turf Valley Resort, Ellicott City on August 7-9, 2017. A copy of the draft agenda was included in handout packet. Due to the proximity of the meeting, the Board of Supervisors may consider commuting over staying at the hotel. Karen noted that the Chair, Robert Butz may want to stay so that he will be ready available for meetings. It was noted that the topics listed are good: Climate Change and Agriculture and the State of the Dairy Economy.

MASCD Education Endowment Auction Item –This item is due by July 31st and MSCD has provided a basket in the past with several items from Montgomery County farmers. Robert Butz wants the auction item to be nice and represents the MSCD well.

Need for District Credit/Debit Card- John shared that it was his understanding that the Board had previously approved obtaining a District credit card but for whatever reason this had not occurred. John explained that there is a need and securing a credit/debit card would be very beneficial especially for purchasing certain items needed for District operations. There was a great deal of discussion on the item and Karen shared that since she reconciles the banking information that the credit/debit card can be placed in her name. A motion was made by Wade Butler and seconded by Robert Stabler and passed approving the District to secure a debit card associated with Karen F. Walker with a \$5,000 limit.

Cover Crop Sign Up Dates-Sign up will begin on June 21st through July 17th. Staff will be able to participate in additional hands on training with the new system to be held at PGSCD on June 5th.

MASCD Grant Report Form C & F John is working with J. Harne and Karen to complete the MASCD Grant Report involving Form's C & F that will be due to MASCD on or before June 20th. John wanted to report on this item now because it will be due before our next Board meeting. Form's D, E and G will be due to MASCD by July 31st.

MSCD Display & Logo - In preparation for this year's fair as well as other events, we are developing three themed standalone panel style displays. Conservation, Equine and Educational Outreach. In discussions with staff and given the diversity of assistance and activities, individual custom vertical panel displays were more appropriate over a single large inclusive display. Portability and flexibility and the ability to target District information to appropriate groups was an important feature and consideration for the approach. John provided a color example of what one of the displays might look like. John discussed with the Board a new logo design for the District that can use to promote the District as well as on various promotional materials. We are looking at using a freelanced post market design that is simple and much less costly than custom logo design. John distributed a few examples to pass around but would like endorsement of the Board to move forward, select an appropriate logo so that we can get the display panels ordered and have them for upcoming events. The Board of Supervisors would like to keep the logo simple and asked to incorporate the word "Montgomery" into the design showing the wheat and leaf. The Board suggested adding a water droplet to the logo to further connect the soil and water connection. Given the time sensitivity for production materials and support of the design by staff, John asked and the Board granted latitude to move forward on the design so that the displays and promotional materials could be prepared. The cost for logo design would be under \$100 dollars.

MDA Budget – May 31st - John reported that he has been working closely with Jackie Arnold and Karen in preparing for the MDA Budget submission. The budget includes both General Fund (operating) and Chesapeake Bay Trust Grant funding. As of right now, the General fund portion amounts to about 9 thousand dollars in general funds that will be available on July 1st. The portion of funding from the CBT grant totals about 98K and is used fund (in part) the District Manager position and other administrative and technical staff expenses. We are prepared to submit the MDA Budget on time (May 31st).

Old Business

Jeffrey Shirazi – Stream Crossing Update: We have been working with MNCPPC to try to resolve the issue that has arose in connection with the agricultural Stream Crossing. Staff has received notification from the Mark Pferrele that an outstanding sediment control permit (permit number 282337) disqualifies this property from being exempt from forest conservation even though it is an agricultural activity.

John responded to Mark P. and indicated that the landowner was not aware that technical assistance was available from the District and erroneously applied for the permit. Mr. Shirazi was later advised by the tenant farmer that the MSCD could provide this assistance. We recommend that the permit be rescinded so that the District can provide the technical assistance and can provide any additional information needed to grant the exemption so that the project can be completed. Mark P. responded that he had not received a resubmission from Benning and Associates, the firm working on behalf of the property owner, detailing the rescinding of the sediment control permit. Once Mark knows the permit has been rescinded, it will provide him the ability to grant the FC exemption. John thanked Mark for the response and directed staff to follow up with Mr. Shirazi and his engineer.

Mendelson Terrace – Fill Assistance Update We have completed the technical assistance review and are scheduling a meeting with the cooperators and their contractor to discuss the plan of action to bring the site into compliance. This written guidance provides the details concerning the technical assistance being requested from the MSCD in order to bring the property into compliance with County sediment control requirements.

Based upon the briefing by staff, the MSCD Board of Supervisors have recommended approval of technical assistance request with conditions. These conditions are outlined in the letter of assistance to be provided to the landowner and their contractor.

Finalize MSCD comments on DPS Fill Issue -Following the April MSCD Board meeting, John transmitted the draft DPS letter to Chairman Butz as he requested. Shortly thereafter, Robert sent his edits and asked that they be shared with the other Board members for comments and concurrence. John received positive comments from Supervisor Saul in support of the Butz amendments. John indicated that he had not received any additional comments or edits from other Board members. He would like the Board to review the Butz amended letter again and obtain support from the Board to finalize and submit the letter to DPS. The Board members reviewed the letter and a motion to approve was made by Wade, and seconded by Robert S. The Board called for a vote and was unanimously approved finalizing and transmitting the letter. John asked if Chairman Butz electronic signature was appropriate and Chairman Butz responded yes.

Update on MSCD – Farm Bureau Appointment - John reported that we have transmitted all the required documentation to the SSCC for considering the Farm Bureau appointment to the MSCD. John followed up with Louise Lawrence to get an update from the SSCC on the appointment process. She verified that she has everything she needs from the District. She also indicated that the SSCC meeting for May had to be cancelled and that this appointment would be taken up by the SSCC on June 15th.

Follow Up: 2017 Cooperators Dinner Location- As a follow up from the April Board meeting, Karen confirmed that the Damascus Community Fair would not conflict with 2017 Cooperators Dinner. Robert Butts shared that Waredaca has the 7th reserved for the MSCD Annual Cooperators Dinner.

MDA – Status Reviews – Harrison Island - We have completed the outstanding status review for Harrison Island (CREP). Staff indicates that the practice is in compliance and we transmitted the report to MDA thus completing our 2016 Status Reviews for the MACS program.

Executed MOU Between the MSCD and Montgomery County- This item was discussed as a part of Jeremy's report, please refer to page 3 of the minutes for details.

Secretary Bartenfelder/MACS -Thank You Letter - Mrs. Leak's cost share application has been approved and John indicated that once Ms. Leak's cost share payment has been remitted the Thank You letter to Secretary Bartenfelder and the MACS staff will be sent.

CHAIR REPORT

Robert Butz had no additional information to share.

ADJOURNMENT AND NEXT MEETING

The meeting adjourned at 10:35 and the next scheduled meeting will be held on June 23rd at the Ag History Farm Park.

Respectfully submitted,

Karen Walker, Secretary

<u>MEETINGS ATTENDED</u>	<u>PERCENTAGE</u>
Butz	100%
Butler	100%
Saul	83%
Stabler	92%
*McGrath	100%
*Butts	83%

*Associate Members