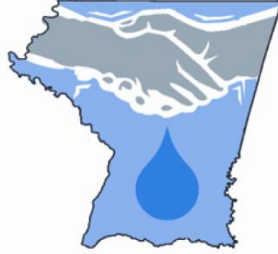


Carroll County Water Resource Coordination Council

Hampstead * Manchester * Mt. Airy * New Windsor
Carroll County Health Department



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Carroll County Government

WRCC Meeting Summary January 22, 2014

Attendees:

Gale Engles	Brenda Dinne	Steve Miller	Rose Mann
Jim Wieprecht	Frank Schaeffer	Tom Devilbiss	Sean Hartman
Marge Wolf	Dawn Ashbacher	Sheree Lima	Jeff Castonguay
Glenn Edwards	Jeff Glass		

The meeting was called to order by Frank Schaeffer at 2:30.

Minutes from the December 4th meeting were approved as written.

Frank Schaeffer sent comments on the Proposed Water Appropriation Permit Regulations (Brinkley Bill) to Maryland Department of the Environment (MDE) but has not received any response.

Updates

Accounting for Growth: MDE briefed the Senate Education, Health, and Environmental Affairs Committee on January 14 on the proposed regulations. MDE indicated it would not release draft regulations prior to the conclusion of the 2014 session. Two issues, the baseline and the possibility of including phosphorus in addition to nitrogen, are the sticking points of the proposed regulation.

Legislative Updates:

Stormwater Fee - Several bills have been introduced related to the stormwater fee:

- Repeal of the stormwater fee
- Exempt certain counties from the fee
- Require certain percentages of fee reduction for certain practices
- Prohibit fees from exceeding certain amounts related to taxes
- Define impervious surface or change its definition
- Place a moratorium on enforcement until July 1, 2015
- Exempt any county if program is adequately funded (resubmitted from last year)

Brenda said the Speaker of the House and the President of the Senate stated that they would not allow repeal of the bill. However, they wanted to see the issue of non-profits addressed.

Bay Restoration Fund (BRF) – A couple bills would expand uses of BRF funds:

- Allow BRF money to be used to pay for septic connections outside priority funding areas (PFAs)
- Allow BRF money to be used by Health Department for a portion of the BAT regulations administrative costs. (The Health Department is supporting both these bills.)
- Exempt BAT septic systems from having to pay the annual Bay Restoration Fee.

PlanMaryland – A bill to repeal PlanMaryland was also introduced but will probably not go anywhere.

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Legislative Schedule:

Bills can be introduced in the House through early February and through end of January for the Senate. The deadline for crossover from one house to the other is March 24.

Proposed Septic System Regulations:

MDE proposed modifications to on-site septic system regulations that will mainly impact development on commercial/industrial property on private septic. The BCC sent a letter to MDE regarding proposed regulations and requesting modification to the regulations and consideration of re-advertising for a public hearing. The new regulations would greatly increase the size requirement for septic drainage areas.

12SW Permit

On December 20th, 2013 Glen Edwards, Tom Devilbiss, Larry Bloom, and Jeff Glass attended a meeting/workshop at MDE to get an overview of the next generation stormwater permit. Glen distributed a print out of MDE's web page for the General Discharge Permit #12SW (general permit for stormwater discharges associated with industrial activities). Glenn said anyone having a permit or no exposure certificate would need to re-evaluate to determine if they qualify for a no-exposure, termination, or need to file a Notice of Intent (NOI) application for coverage under the new permit. Tom said that no exposures needed to be signed and certified by an engineer and that the County would not be able to perform that service for the municipalities. The submittal needs to be made by June 30th, 2014. Glenn also offered to give an overview to the business community if the municipalities would like to arrange a workshop. Handouts were given to each municipality that listed any NPDES Industrial permit and types registered within their zip code.

The Storm Water Pollution Prevention Plan (SWPPP) has commitments for periodic inspections and an annual evaluation of the facility. Tom stressed the importance of performing these inspections. When MDE and/or EPA do their inspections they will request to see the inspection reports. Fines can be levied for lack of proper inspection documentation. Glenn offered his assistance to the municipalities assessments of SWPPP and applications as needed.

WIP 2012 – 2013 Milestone Status Update Report

Brenda handed out two (2) draft tables: 1) Carroll County 2012 – 2013 Programmatic Milestones Status Update and 2) Carroll County 2014 – 2015 Programmatic Milestones. She sent the draft status update and new milestones out last week for everyone to review before today's meeting. Both are due to MDE by the end of January. The 2014 – 2015 Milestones are the same as the 2012 – 2013 with completed items removed. Any new projects should be reported to Brenda so they can be added.

Stormwater Fee Status

The town managers are working on a detailed proposal for cost sharing of stormwater management projects for the Mayors to present to the BCC. They are looking at cost share options and how projects and funds might be distributed – equal shares, impervious acres or accessible base – and implemented. Gale Engles prepared an updated projects list to assist the municipalities with cost estimates. Gale urged everyone to use the per acre cost as opposed to the individual project cost because projects can change for various reasons. A meeting with MDE, County, and municipal staff has been scheduled for January 29. The possibility of co-permitting is one of the items to be discussed.

The meeting was adjourned at 4:10.

The next meeting is scheduled for February 26, 2013 at 2:30 in Room 105.

Carroll County Water Resource Coordination Council

Hampstead * Manchester * Mt. Airy * New Windsor
Carroll County Health Department



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Carroll County Government

WRCC Meeting Summary February 26, 2014

Attendees:

Gale Engles	Brenda Dinne	Steve Miller	Rose Mann
Jim Wieprecht	Frank Schaeffer	Tom Devilbiss	Sean Hartman
Marge Wolf	Dawn Ashbacher	Perry Jones	Kevin Hann
Glenn Edwards	Ed Singer	Ted Zaleski	
Monika Weierbach	Brad Plante	Steve Powell	

The meeting was called to order by Frank Schaeffer at 2:31.

Minutes from the January 22th meeting were approved as written.

County Commissioner Environmental Fund

The Board of Carroll County Commissioners (BCC) had allocated \$200,000.00 in the FY2014 Operating Budget to be used for the municipalities. Since the money is in the operating budget, the funds need to be used by the end of June. On February 20th in open session, the BCC asked the municipalities to make recommendations for the funds through the WRCC.

Discussion on how the funds could be used by the municipalities included:

- I & I Wastewater
- Water Meter Replacement
- Energy Audit
- One municipality to use money for a project (committee to select municipality)

This issue will be discussed with the Mayors at the March 6th MML meeting.

Steve Powell (Chief of Staff) and Ted Zaleski (Director, Management and Budget) attended the meeting. Steve discussed several ideas that the BCC had suggested for possible use of the funds. At least one member of the Board desires to provide relief from what is perceived as high water and sewer rates in the municipalities. One Board member suggested a study on cost-effective long-term solutions for infill & infiltration (I & I) and exploring alternative energy sources for treatment. Another Board member recommended the money be used to provide 50/50 matching funds with municipalities with a \$30,000 limit.

A meeting between the mayors and the BCC to discuss the environmental fund is to be scheduled. Steve would like the meeting scheduled sometime in March.

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Stormwater Fee Status

Frank gave out information on stormwater management fund distribution that will be presented to the mayors before they meet with BCC. He went over the figures and explained the rationale used to develop a 75% /25% cost share. Frank's figures were based on the taxes the County collects in the municipalities. Steve Powell suggested this approach may not be the best way to justify cost since the County provides services to the municipalities per the Town County Agreement. Dawn Ashbacher said when the Mayors met with the Commissioners on November 26th, economic development and working together to assure compliance was received well. Working together jointly would provide economies of scale that result in a more efficient use of tax dollars.

Steve Powell suggested that the benefits it may have on economic development since most of the economic development land is centered around the municipalities may be worth emphasizing.

The issue of joint projects was discussed. Frank said if the County and municipalities were under the same NPDES MS4 permit, joint projects, regardless of where they were, would keep everyone in compliance. Steve said the BCC may have concerns about accountability or liability for the BCC with a joint permit.

Ted Zaleski noted there is no money allocated in the budget to assist the municipalities. Any assistance the BCC decides to provide would result in funds being reallocated from other projects.

The meeting was adjourned at 3:55.

The next meeting is scheduled for March 26, 2013 at 2:30 in Room 105.

Carroll County Water Resource Coordination Council

Hampstead * Manchester * Mt. Airy * New Windsor
Carroll County Health Department



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WRCC Meeting Summary March 26, 2014

Attendees:

Gale Engles	Brenda Dinne	Steve Miller	Rose Mann
Jim Wieprecht	Frank Schaeffer	Tom Devilbiss	Janet O'Meara
Marge Wolf	Dawn Ashbacher	Perry Jones	Jeff Glass
Glenn Edwards	Ed Singer	Christy Collins	Sheree Lima
Monika Weierbach	Kevin Hann	Jeff Castonguay	Byron Madigan

The meeting was called to order by Frank Schaeffer at 2:30.

Minutes from the February 26th meeting were approved as written.

Environmental Fund

A draft memorandum "Proposal for Municipal Environmental Fund Use" from the WRCC to the Board of County Commissioners (BCC) was sent to everyone before the meeting for their review and comments. The memo gave recommendations from the WRCC on how the Environmental Fund (\$200,000) could be used to help the municipalities mitigate water and sewer costs. Frank said he would like to get the letter finalized and sent out by the end of the week. It was agreed that Frank could sign for the WRCC once language was added to the appendix to indicate that all of the municipalities have projects similar to Manchester's list of projects.

Septic Regulation Briefing

Ed Singer gave an update on the new on-site septic system regulations. He said the last revision to these regulations was in 1984. New regulations went into effect on January 1, 2013, which required the Best Advanced Technology (BAT) systems to be installed on any new construction in the State of Maryland. Maryland Department of the Environment (MDE) has introduced additional septic regulations on application rates that were published in the Maryland Registry in December 2013 and should be final within the next several months. Comments on the proposed regulations were sent to MDE from the Carroll County Health Department and Board of County Commissioners (BCC).

The proposed regulations would impact commercial and industrial property on private septic. The septic systems will need to be twice as large as they are now to comply with the new application rates. On the up-side, Ed said, sand mound systems, normally used on lots not suitable for traditional septic systems, would be allowed to use "at-grade mound" systems that could be installed at about half the price of conventional sand mounds.

NPDES 12SW

The 12SW State/National Pollution Discharge Elimination System (NPDES) General permit for stormwater discharge from industrial facilities replaces the 02SW General Discharge Permit. Glenn Edwards gave out the

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“Important Notice Regarding the General Permit for Discharges from Storm Water Associated with Industrial Activities” notice from Paul Hlavinka, MDE Industrial and General Permits Division, dated November 1, 2013. He went over the major changes in the new permit and said an evaluation of all public works facilities will need to be done to determine the submittal option that’s best for each facility; Notice of Intent (NOI), No Exposure or NOT (Notice of Termination). Coverage for the permit depends upon the specific Industrial sector identified by Standard Industrial Classification (SIC) Code and MDE Criteria. Glenn and Tom stressed the importance of performing required inspections and maintaining appropriate documentation. If an audit is done of your facility, you will be fined if the inspections and records are not up to date.

Glenn sent out e-mail notifications to every municipality offering assistance with reviewing applicability of the new permit requirements. He has met with or talked to 7 of the 8 municipalities. Most of the municipalities are sending their submittal documents to Glenn for his review before submitting.

Field Excursion

A tour of several stormwater management facilities, similar to last year’s tour, will be planned in place of the May 28th WRCC meeting. Gale anticipated the tour would start at 8:00 and end around 3:00. Handouts, showing the cost associated with each project, will be given out for the tour. Mayors, council members and town managers are all invited to attend. Gale asked for a head count as soon as possible so she could make the necessary transportation arrangements and order lunch (to be provided).

Stormwater Fee Cost Share

Frank indicated that Steve Powell met with municipal managers on March 21 to discuss stormwater cost share. Steve said the BCC were willing to consider an 80%/20% cost share in conjunction with a joint permit. The WRCC was asked to work on drafting a Memorandum of Understanding (MOU) between the mayors and BCC on the general concepts of moving forward with joint funding and permitting. They were also asked to follow that up with drafting an “operating agreement” outlining the implementation of the MOU.

Brenda Dinne gave out a “discussion draft” of a general MOU regarding pursuing joint participation in the permitting process and funding for discussion. She explained the general MOU is the document the BCC and Mayors would be signing stating their intent to work together on MS4 requirements. The operating agreement would be a more detailed agreement that addressed how the general MOU would be implemented. County staff and town managers would work on crafting the operating agreement after the general MOU is signed. Brenda will make suggested changes to the general MOU by Friday and send a discussion draft to the municipalities so to be used for discussion with their Mayors before signing. The goal is to have everyone on the same page and in agreement on these general concepts before a meeting with the Mayors and BCC so that they would be ready to sign an MOU at the meeting. She also gave out a discussion draft of a table, “Municipal Share of Stormwater Projects Costs,” which gave an estimated cost for stormwater projects in each municipality based on a potential 80/20% cost share with the County, to be used for illustration purposes in showing the impact for the municipalities of such a proposal. Tom asked that the discussion draft be returned before leaving the meeting to help prevent any miscommunication about the potential proposed 80/20% cost-share numbers.

Tom Devilbiss met with MDE earlier today, on another issue, and brought up the possibility of a joint permit between the municipalities and the County. MDE had no problem with the joint permit and didn’t feel the U.S. Environmental Protection Agency (EPA) would either. MDE indicated that, if the County and municipalities were co-permittees, the municipalities would still be responsible for treating 20% of their impervious surface even though the County’s Phase I permit would have a 30% treatment requirement for impervious area. Tom said MDE anticipates Carroll County’s Phase I permit will be issued before the end of this year. If Carroll County and municipalities decide to request a joint permit, MDE suggested submitting something during the

comment period to request the addition of co-permittees. The Phase II permits are also anticipated to be issued by the end of this calendar year.

Open Discussion

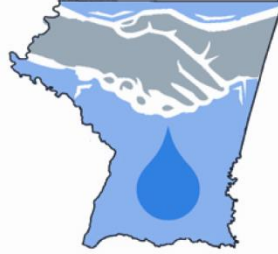
Glenn asked the municipalities to let him know if they are having any events where educational information/materials could be given out for credit toward outreach component of their permit. He can provide a packet of information or help man a booth.

The meeting was adjourned at 4:11.

The next meeting is scheduled for April 23, 2013 at 2:30 in Room 105.

Carroll County Water Resource Coordination Council

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Carroll County Health Department



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WRCC Meeting Summary April 23, 2014

Attendees:

Frank Schaeffer, Chair	Perry Jones	Ed Singer	Gale Engles
Dawn Ashbacher	Monika Weierbach	Jeff Castonguay	Sean Hartman
Christy Collins	Jim Wieprecht	Tom Devilbiss	Janet O'Meara
Kevin Hann	Michelle Wilder	Brenda Dinne	Tim Sandoval
Donnie Nott	Marge Wolf	Glenn Edwards	

The meeting was called to order by Frank Schaeffer at 2:30 PM.

Minutes from the March 26th meeting were approved as written.

The Chair began by indicating that the order of the agenda would be changed. The "Initial Discussion – County/Municipal Operating MOU" would be moved to the end to ensure no other agenda item would be held up or missed if the discussion went too long.

Mr. Schaeffer went on to announce that the Board of County Commissioners and all of the Mayors signed the Memorandum of Intent (MOI), dated April 22, 2014, regarding cost-sharing for municipal stormwater projects and pursuit of a joint National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) permit. He indicated the next task would be to develop the more detailed operating memorandum of understanding (MOU) to implement the MOI. He suggested this task may require some extra time to be put in along the way for those involved. He felt it was important to have the MOU wrapped up while the current Board is still in office to maintain some level of continuity. Frank stated that the MOU, once signed, would be a benchmark for municipal/County cooperation.

NPDES Report – Town Questionnaire

Glenn Edwards informed the town managers that they would be receiving their annual NPDES questionnaire in the first week or two of May. The questionnaire provides information needed to prepare the NPDES Annual Report. He asked that the questionnaire be returned by the beginning of June. Tom Devilbiss suggested that the municipalities are welcome to add more information that is requested if it would be helpful. The questionnaire represents the minimal reporting requirements.

Field Tour – May 28

Gale Engles announced that a tour of environmental restoration projects is scheduled for May 28. They will plan on visiting four locations, including various stages of construction/completion. Information regarding the before and after conditions would be provided, as well as cost figures. Lunch will be provided. She asked that, in addition to the town managers attending, the Mayors and Council members should be invited. Mr. Devilbiss requested that Gale be contacted ASAP with a participant count for each municipality so adequate transportation and lunches could be arranged. He also suggested if any municipalities have large-capacity vehicles they could offer, it might be helpful, as the County does not have many available. Rose Mann will be sending out more details. Ms. Dinne clarified that this field trip is in lieu of the regular WRCC meeting in May.

Open Discussion*Maryland Department of the Environment's (MDE) Carroll County 2013 Milestones Review*

Brenda Dinne gave some background on the draft "Carroll County 2013 Milestones Review" sent by MDE on April 18. She indicated these had been e-mailed to the WRCC members on Monday, April 23. She briefly described the purpose of the milestones and their relationship to the Maryland's Phase II Watershed Implementation Plan. She said the WRCC, as the local WIP team, submitted DRAFT milestones to MDE in November 2011 for 2012-2013. In January 2014, the WRCC submitted the MDE-requested progress report. MDE evaluated the progress reports that were submitted and is providing each county with a chance to comment on its draft before finalizing the document.

Ed Singer and Tom Devilbiss agreed that this document does not currently have a strong correlation to MDE's Maryland Phase II WIP Strategies for Carroll County. Mr. Devilbiss reminded the group that they have never agreed to the strategies MDE developed and submitted to the U.S. Environmental Protection Agency (EPA). However, they expressed concern that a hammer could be developed in the future using these progress reports. Ms. Dinne noted that the milestones currently focus on programmatic activities.

Ms. Dinne stated that comments are due to MDE by May 2. She requested direction regarding whether to provide comments, and if so, what comments should be provided. She said overall the evaluation was positive. However, there were areas that may be more positive if the evaluation had considered the progress included in the NPDES Annual Report. She also suggested that many of the points of progress she saw in other counties' milestone progress reports were things that Carroll County is already doing. Therefore, they are not included in an evaluation of further progress. Mr. Devilbiss pointed out that "county" in the context of this evaluation refers to the County plus the municipalities together.

Mr. Devilbiss commented that definitions of several items in the document were needed. The rating of "high, medium, and low" should be defined, as should the definition of each of the Review Subjects. Ms. Dinne indicated the Review Subjects did not directly correlate with the milestone categories, nor did they completely match the topics listed in the guidance given by MDE for the progress reports. Mr. Devilbiss also felt that Carroll's funding should receive a "high" report, as Carroll has fully committed through the Community Investment Plan to funding stormwater projects required by the permit. However, this funding commitment appears in the NPDES Annual Report rather than the milestones.

Mr. Devilbiss shared two additional items he felt are worthy of comment. The first was to reiterate that the WRCC does not agree with the quantitative numbers at this time, but still would like to provide comments. Second, he suggested that part of Carroll should be recognized, in the table on Page 2 of the document "Evaluating 2012-2013 Local Milestone Achievements," as having Limited Bay Impact due to the reservoir watersheds. Even the western half of the county has a low impact, as it drains to the Potomac. Ms. Dinne also

noted that the South Branch Patapsco watershed is the watershed that might be considered “closest” to draining to the Bay, and only one-tenth of the load from that watershed is delivered to the Bay. She also commented that something should be added to the evaluation to reference the NPDES report and consider it in the progress evaluation. Jim Wieprecht offered a comment to say that the milestone categories and evaluation categories should align to make it easier to reference.

Frank Schaeffer asked what MDE intended to do with this evaluation. Ms. Dinne stated that the evaluations will be finalized and posted to the MDE web site. MDE intends for these evaluations to acknowledge local successes while also identifying and encouraging more robust efforts where needed. However, no indication was provided as to other ways it might be used or if it would be provided to EPA.

The members agreed with the comments discussed thus far. No additional comments were provided. Ms. Dinne will draft up comments and e-mail them to the WRCC members for review. The comments are due to MDE by May 2, 2014.

Municipal Environmental Fund

Kevin Hann asked how the municipalities go about submitting a project application for funds. Ms. Dinne clarified that the WRCC submitted a proposal to the Board for how the funds might be used. However, they have not yet acted on the proposal or made a decision about the use of the funds. Ms. Wolf asked Mr. Devilbiss to bring this to the Board’s attention. Mr. Devilbiss shared that the Board is currently locked in budget discussions. However, he would try to do so. He also clarified that he thought these were operating funds. Therefore, they would not be available next fiscal year unless they are encumbered.

Initial Discussion – County/Municipal Operating MOU

The Chair thanked Ms. Dinne and Mr. Devilbiss for their work on the MOI and questions for the MOU. He shared that the WRCC has been discussing this issue for over a year. The WRCC has been persistent and kept moving, resulting in the issue being taken seriously.

Ms. Dinne e-mailed to the WRCC on Monday, April 21, a discussion draft of an initial set of questions that the municipalities and County need to ask when discussing and determining what should be included in the operating MOU and what the procedures should be. She noted that the outline used here was based on the outline provided at the March 26 WRCC meeting of potential topics to be addressed in the operating MOU.

Mr. Devilbiss went on to clarify that the discussion today is not meant to be a time to start answering these questions. Rather, we are looking for any additional questions that may not already be represented. His goal is to draft a “compact” MOU, keeping it as brief as possible while still covering all needed issues. He also stated that, now that the MOI is signed, he will be meeting with MDE to review some of the items again related to pursuing a joint permit.

Several questions were raised, some of which were pointed out as already included in the listed questions. Ms. Dinne reminded the group that the 80/20 cost-share split is only one component of the operating MOU. There are additional requirements and topics in the permit, that will need to be addressed in the agreement, that are not funded by the 80/20 funding split for municipal mitigation projects. Mr. Devilbiss further clarified that the operating MOU would include all of the things we do now. Ms. Engles suggested that the operating MOU be laid out consistent with the topics in the permit. Mr. Devilbiss agreed and suggested there would be additional items as well. He said this did not necessarily mean that the municipalities would have more costs, particularly if we maintain current responsibilities. However, the agreement would address how the funds are collected and distributed for projects. If it is decided that cost for each municipality will be based on the cost

to mitigate 20 percent of its impervious area, we can memorialize in the agreement that the dollars contributed by municipalities would go toward projects for municipal impervious areas.

Marge Wolf asked if questions related to items on which we already have agreement, such as the 80/20 cost-share, should be included in the operating MOU or eliminated. Mr. Devilbiss felt they should be included. It doesn't hurt to duplicate those agreements in this case. In addition, the MOI will only be implemented if an operating MOU is actually signed. It was agreed that the operating MOU should be consistent with those items on which agreement has already been reached.

In response to a question by Ms. Wolf, Mr. Devilbiss and Ms. Engles suggested that a project list might be referenced in the operating MOU. However, they did not recommend including the actual list of projects in the agreement, particularly because project priorities could and do change due to various circumstances. Ms. Engles added that her staff is continually applying for grants. If a grant is received for a specific project, this could move that project up in the priority list. Weather and contractors, among others, were offered as additional influences on priorities.

Topics for which questions will be added to the outline for discussion included:

- ! How the County will fund or commit to funding its share
- ! Application of "credit" when a greater percentage is mitigated than required
- ! How to address bankruptcy or major financial hardship
- ! Process and impact of receipt of grant on overall costs
- ! What services would continue if a municipality separates from the agreement
- ! Whether or not staffing would continue to be addressed through the Town/County Agreement

Mr. Devilbiss indicated that he could request the appropriate staff from other agencies, such as Budget, to participate in relevant discussions at future work sessions. The Chair asked that the group prioritize which topics would be addressed first. It was agreed that costs and fiscal procedures would be addressed first. Mr. Schaeffer suggested that staff could be working on some of the other issues at the same time the larger group was addressing costs and fiscal procedures. He felt the County staff and town managers should not wait until the end of May to begin meetings to discuss the MOU.

It was agreed that County and municipal staff would meet on May 21 from 1:00 to 3:00 (4:00 at latest) at a location to be determined. Additional meetings will be scheduled as we proceed. How to proceed with additional topics – including whether or not to create a subgroup to draft more "mundane" items, have staff draft those items, or have all town managers at all initial discussions – will be determined at a later time. Ms. Dinne felt the staff could possibly have some suggestions for answers to some of the questions related to distribution of responsibilities, but it would not be feasible to have that section actually drafted by May 21.

The group further agreed that each town manager would use his or her own discretion as to when and how the attorneys would review the draft agreement throughout the process. Each municipality has its own process and way of operating.

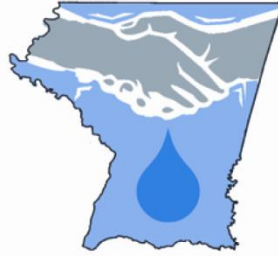
The Chair requested the town managers to e-mail Tom *and* Brenda if there are specific suggestions on how certain items should work. This would allow them to collect that information to distribute and discuss.

The meeting was adjourned at 3:54.

The next meeting is scheduled for June 25, 2013 at 2:30 in Room 105.

Carroll County Water Resource Coordination Council

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WRCC Meeting Summary June 25, 2014

Attendees:

Frank Schaeffer, Chair	Perry Jones	Tom Devilbiss	Gale Engles
Dawn Ashbacher	Monika Weierbach	Brenda Dinne	Sean Hartman
Christy Collins	Jim Wieprecht	Sheree Lima	Janet O'Meara
Kevin Hann	Marge Wolf	Steve Miller	Byron Madigan
Rose Mann			

The meeting was called to order by Frank Schaeffer at 2:30.

Updates:

2012 – 2013 WIP Milestone Update

Brenda Dinne provided background on the revised 2012-2013 WIP Milestones Status Update. In January, the WRCC submitted to MDE a status update on the 2012-2013 WIP milestones. In April, MDE sent a draft of their evaluation of our progress toward the milestones. The WRCC sent back comments on the evaluation in early May. Based on the comments MDE has been getting from various counties on their evaluations, on June 2, MDE asked that we revise our January status update by adding some of the items from our comments to the update. Also, now that we know how MDE structured its evaluation, they've asked that we briefly summarize any other additional things we think should be included. Brenda added items to the original status update. A draft cover letter and revised status update was sent to the WRCC for review prior to the meeting. There was general consensus on the changes. Brenda was directed to send the letter and revised status update.

EPA Audits

Tom Devilbiss said that EPA has audited about 80+ Phase II municipalities in Pennsylvania and there was a good chance Carroll County municipalities could be audited in the future. He said he would compile a list, for the municipalities, of things that EPA looked at during Carroll County's audit in 2012.

Work Session

Carroll County Operating Memorandum of Agreement (MOA) – Work Session

The Water Resource Coordination Council's (WRCC) May 21st meeting was cancelled and a work session on the draft MOA between the County and municipalities was held. Brenda Dinne drafted an initial set of

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questions for discussion and determining what should be included in the MOA. The following is the list of initial items to be discussed (additional questions can be added as needed) over the next several months:

1. Participating Parties
2. Authorization & Applicability
3. Coordination with and responsibilities of WRCC
4. Costs
5. Fiscal Procedures
6. Responsibilities of the County & Municipalities
7. Violations, Enforcement, Default
8. Duration, Termination, Separation, and Amendment
9. Responsibilities & activities not included in cost-share agreement
10. Miscellaneous
11. Legal
12. Other

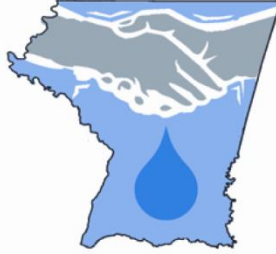
Discussions on the MOA began with a Work Session on May 21 (discussion on items 1, 3, 4 & 5 were discussed). The discussions continued at a Work Session on June 5, with items 2, 3, 4, 5, 6, & 11 were discussed. Items 4, 5, 6, 7, 8, & 11 were discussed at today's meeting.

The meeting was adjourned at 3:54.

The next meeting is scheduled for July 23, 2014 at 2:30 in Room 105.

Carroll County Water Resource Coordination Council

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Carroll County Health Department



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Carroll County Government

WRCC Meeting Summary July 23, 2014

Attendees:

Frank Schaeffer, Chair	Perry Jones	Tom Devilbiss	Gale Engles
Dawn Ashbacher	Monika Weierbach	Brenda Dinne	Sean Hartman
Christy Collins	Jim Wieprecht	Steve Miller	Byron Madigan
Rose Mann	Marge Wolf	Ed Singer	
Glenn Edwards	Jeff Glass	Ginny Siemer	

The meeting was called to order by Frank Schaeffer at 2:30.

June minutes were approved with correction of date for the next meeting reflecting July 23 as the next meeting.

Frank introduced Jenny Siemer from Maryland Rural Water Association. She said she lived in Carroll County and was looking forward to working with the municipalities.

Updates:

NPDES 2014 Annual Report

Tom Devilbiss reported the 2014 NPDES Report was completed and sent to Maryland Department of the Environment (MDE) on July 14. Tom said Appendix C; Historical Impervious Report was included in this year's report which increased the volume of the report. No response has been received, from MDE, on the 2013 annual report; he was told they were waiting for Carroll County to resolve the stormwater fee issue. A Watershed Protection and Restoration Fund was established in the operating budget. Detailed information on this was included in the financial section of the 2014 report. (Copies of the report were given out to all the municipalities).

Glenn Edwards talked about illicit discharge issues in the 2014 NPDES Report. He stated that there were 8 instances in the county and municipalities combined. Two of the incidents were reported to MDE; all cases were addressed and are closed. One hundred illicit discharge inspections were performed; with 1 (one) potential pollution issue (with additional testing being done). A detailed summary will be provided to each municipality. He also briefly discussed Table 3 on page 9 Carroll County NPDES Phase II Municipalities NPDES MD Industrial General Permit. Glenn stressed the importance of knowing what was in the new 12SW permit and implementing their stormwater pollution prevention plan. He suggested using a check list and spreadsheets to ensure everything was getting done (i.e. best management practices, employee training, inspections, and recording corrective actions). The most important thing is to keep good records; that's what MDE will focus on if you get audited.

NPDES Annual Training

Glenn asked everyone to hold November 7 as the tentative date for the annual training for management; public works supervisors and other key staff you feel need to attend. Anyone with topics you would like covered at the training can contact Glenn.

Tentative Determination MS4 Permit

Carroll County's Draft Tentative MS4 Phase I Permit has been published and is available. County staff submitted a request to extend the comment period to the end of September and for a public hearing at the end of August. Tom said county staff is preparing comments for the Phase I Permit to be submitted after the public hearing, so any public comments can be included. He asked if any municipalities would be interested in reviewing the comments and providing any comments they may have. If everyone, county and municipalities have a joint permit this permit will be their permit. Tom stated that the County has secured the assistance of a legal firm AquaLaw for this process to make sure everything is being done legally and for reviewing our comments to make sure nothing was missed. A meeting with AquaLaw has been scheduled for the first week in August to go over the draft comments. Discussion with the municipalities on the draft either individually or as a group can take place before the September 30th due date.

Status on Town Projects

Gale Engles provided information on two (2) municipal projects; Manchester Skate Park (Town of Manchester) and Langdon Property (City of Westminster). She also discussed tree planting projects planned for the fall of 2014 in the City of Taneytown and Westminster, Town of Hampstead and Manchester, and the Rescue Mission. The plantings totaling 27.02 acres at the cost of \$137,376.00 were 100% grant funded by Department of Natural Resources (DNR). She said the maintenance of these plantings will be the responsibility of the municipalities and the Rescue Mission.

The remaining funds from the DNR grant will be used for plantings in the Liberty and South Branch watersheds in the spring of 2015. Gale asked the municipalities to look for any stream buffer planting opportunities to utilize the remaining funds. Byron Madigan said the watershed assessments were used to select most of the tree planting sites in the South Branch, Liberty and Prettyboy watersheds.

2012 – 2013 WIP Milestone Update

The WRCC, as our local WIP team, approved the revisions at the June 25 monthly meeting. After submitting comments to MDE on the agency's draft evaluation of the Carroll County 2012-2013 Milestone Progress Report, MDE had requested that we revise the progress report to include the items in our comments. Brenda Dinne said the letter and revised Status Update on the 2012 – 2013 WIP Milestones were sent to MDE on June 26, 2014. She said all the comments that the WIP team made were reflected in MDE's evaluation. She briefly went over the minor changes made to the evaluation. The ratings did go up as a result of the revisions. The evaluations for all the counties that submitted are posted on MDE's website.

Work Session - Carroll County Operating Memorandum of Agreement (MOA)

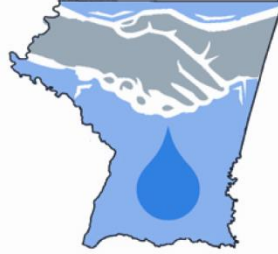
The WRCC went into work session at 3:00 for discuss on the MOA.

The meeting was adjourned at 4:23.

The next meeting is scheduled for August 27, 2014 at 2:30 in Room 105.

Carroll County Water Resource Coordination Council

Hampstead * Manchester * Mt. Airy * New Windsor
Carroll County Health Department



* Sykesville * Taneytown * Union Bridge * Westminster
Carroll County Government

WRCC Meeting Summary August 27, 2014

Attendees:

Frank Schaeffer, Chair	Perry Jones	Tom Devilbiss	Perry Jones
Dawn Ashbacher	Monika Weierbach	Brenda Dinne	Kevin Hann
Christy Collins	Jim Wieprecht	Steve Miller	Sean Hartman
Rose Mann	Gale Engles	Tammi Ledley	Glenn Edwards

The meeting was called to order by Frank Schaeffer at 2:30.

July 23 minutes were approved as written.

Work Session - Carroll County Operating Memorandum of Agreement (MOA)

The WRCC went into work session at 3:00 for discuss on the MOA.

The meeting was adjourned at 4:40.

Work Session is scheduled for September 9, 2014 at 12:00 at Bear Branch Nature Center

The next meeting is scheduled for September 24 in Room 105

Carroll County Water Resource Coordination Council

Hampstead * Manchester * Mt. Airy * New Windsor
Carroll County Health Department



* Sykesville * Taneytown * Union Bridge * Westminster
Carroll County Government

WRCC Meeting Summary October 1, 2014

Attendees:

Frank Schaeffer, Chair	Perry Jones	Tom Devilbiss	Marge Wolf
Dawn Ashbacher	Monika Weierbach	Brenda Dinne	Kevin Hann
Christy Collins	Jim Wieprecht	Steve Miller	Sean Hartman
Rose Mann	Gale Engles	Tammi Ledley	Glenn Edwards
Janet O'Meara	Sheree Lima	Dick Swanson	

The meeting was called to order by Frank Schaeffer at 2:30.

August 27, 2014, minutes were approved as written.

NPDES – Carroll County Tentative Permit Comments

A public hearing was held on September 8 where Phil Hager and Tom Devilbiss gave testimony for Carroll County. Comments were sent to Maryland Department of the Environment (MDE) on the Draft Carroll County NPDES MS4 Stormwater Permit (No. 11-DP9MD0068331) on September 29, 2014. Copies of the comments were given out to the municipalities. Tom said there was a paragraph on page 9 requesting MDE delay the issuance of the final Phase I Permit so the municipalities could be added; should the MOA come to fruition by the end of 2014. Marge asked when the Phase II permits would be issued. Tom said he spoke to Jay Sakai, Director, MDE Water Management Administration, who indicated a draft permit would be issued sometime after the general elections in November.

Water Appropriation “Brinkley Bill” Revised Regulations

SB674 “Brinkley Bill” required that a method be developed to allow public water supplies in Washington, Frederick, and Carroll Counties to be able to obtain additional water appropriation to accommodate planned growth. Draft regulations were originally released in November 2013, and comments on the draft were sent to MDE from the WRCC on December 6, 2013. A revised draft of the regulations was released on September 19. We didn't receive the guidance document referenced in the proposed regulation until September 29. Comments on the draft regulations are due to MDE on October 20. Since the WRCC is not scheduled to meet before the due date, Tom Devilbiss will contact MDE and request an extension. If the extension is granted, the revised proposed draft will be discussed at the October 22 WRCC meeting, with comments subsequently prepared. If, for some reason, the extension is not granted, Frank Schaeffer was given the authority to sign and send to MDE. Comments on the draft can be sent to Brenda Dinne; she will compile the comments and send out e-mail them to everyone to review. Tom said that, if any municipality wanted to send separate comments, they could do so.

Town Project Status

Gale Engles gave out a list of municipal projects she is currently working on with the municipalities. A status update on the municipal projects will be provided at the monthly WRCC meeting, along with a list of municipal projects. She gave an update on status of the three projects; Willow Pond/ Eden Farm, City of Westminster; Langdon Property (Jantz Property), City of Westminster; and Manchester Skate Park, Town of Manchester.

Gale also discussed municipal tree plantings in the City of Taneytown, City of Westminster, Town of Hampstead, Town of Manchester, and at the Westminster Rescue Mission (26.42 acres). These projects are funded through a grant from Department of Natural Resources (DNR). All the plantings will take place in October. A letter was sent out to the municipalities requesting sites for 2015 spring and fall plantings. Any money remaining will be used for planting on private property throughout the watersheds.

Work Session - Carroll County Operating Memorandum of Agreement (MOA)

The WRCC went into work session at 3:00 for discuss on the MOA.

The meeting was adjourned at 5:00.

**The next meeting is scheduled for October 22 at the
Carroll County Health Department, Administration Library**

Carroll County Water Resource Coordination Council

Hampstead * Manchester * Mt. Airy * New Windsor
Carroll County Health Department



* Sykesville * Taneytown * Union Bridge * Westminster
Carroll County Government

WRCC Meeting Summary October 22, 2014

Attendees:

Frank Schaeffer	Perry Jones	Tom Devilbiss	Ed Singer
Dawn Ashbacher	Monika Weierbach	Brenda Dinne	Glenn Edwards
Rose Mann	Jim Wieprecht	Steve Miller	Dick Swanson
Janet O'Meara	Gale Engles	Tammi Ledley	Byron Madigan

The meeting was called to order by Frank Schaeffer at 2:30.

October 1, 2014, minutes were approved as written.

November & December Meetings

It was decided that the November and December would be combined, because of the holidays, and held on December 3 at 2:30. Information on where the meeting will be held will be sent out before the meeting.

Water Appropriation "Brinkley Bill" Revised Regulations

Maryland Department of the Environment (MDE) did not approve Carroll County's request for extension for comments on the Draft Regulations Water Appropriation or Use and Guidance Document (due October 20, 2014). A letter, signed by Frank Schaeffer, and comments from the Water Resource Coordination Council (WRCC) were sent to MDE on October 20, 2014.

November 17 WIP Workshop

Maryland Department of Planning (MDP) is holding Regional WIP Workshops. Frank Schaeffer and Jim Wieprecht, along with county staff, will be attending the November 17 WIP Workshop in Walkersville. Brenda Dinne said if anyone else was interested in attending let her know.

Brenda met with Nancy Nunn, Education and Outreach Coordinator, Harry R. Hughes Center for Agro-Ecology on October 15. Ms. Nunn is interviewing people from all the counties in Maryland to determine other things that MDE could do to help local jurisdictions implement the Watershed Implementation Plan (WIP). She will be writing a report for each county interviewed and will send Brenda a copy of Carroll County's before it is put into a document. Brenda will email the draft report out to the WRCC for any additions they may have when she receives it.

Staff met with MDE on October 16 to discuss MDE's urban BMP effectiveness spreadsheets, generated from MAST numbers that were received in the spring. The final Accounting for Stormwater Permit Guidance document was received in August. Both documents were reviewed for consistency by staff and inconsistencies

To serve as the lead intergovernmental agency for water resource planning, development and protection.

were found in the numbers. Staff questioned which numbers we are to use. No definite answer was given except to use the Accounting for Stormwater to track our numbers for our permit, which is what we have been using.

Ebola

Ed Singer said Emergency Management expressed concerns about Ebola being spread through sewage. Ed spoke to Dr. Cliff Mitchel, Department of Health and Mental Hygiene and he said there is no reason for concern; nothing should be done differently. Employees at the waste water treatment plants should wear gloves; which they should already be doing. Ed said if there were any concern from the community they should direct them to him.

Town Project Status

Gale Engles gave an update on municipal projects she is currently working on.

Willow Pond, Eden Farms – City of Westminster gave approval on proceeding with a Design/Built RFP. This project is being considered in lieu of the Sullivan Road Phases 2 & 3.

Langdon Property - Two conceptual plans and conceptual engineering costs were presented to the City of Westminster; Option 2 was chosen. The City is working with the Langdons on a “First Right of Refusal” on the property. Plans will be submitted on November 5th.

Manchester Skate Park – A meeting will be scheduled with CLSI to discuss the five options to keep the wetland/stream disturbance to a minimum while treating the entire drainage area.

Municipal Tree Plantings – Tree planting contract has been awarded, and plantings will begin the week of October 20. Anticipate finishing the projects by the end of November. Gale said there is still money remaining from the DNR grant for tree plantings and urged the municipalities to get with her with any possible planting sites.

MOA Approval Meeting

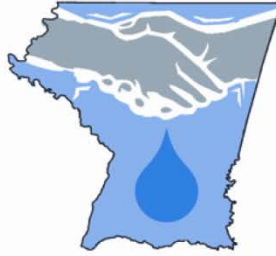
The signing of the Memorandum of Agreement (MOA) with the Board of County Commissioners and Mayors is scheduled for October 23. It was decided that Frank Schaffer and Steve Miller would represent the WRCC and give a brief overview of the process and the MOA. There are some Mayors that will not be present but can sign at a later date.

Meeting was adjourned at 3:10.

The next meeting is scheduled for December 3 at the Carroll County Ag Center – Extension Office meeting room at 2:30.

Carroll County Water Resource Coordination Council

Hampstead * Manchester * Mt. Airy * New Windsor
Carroll County Health Department



* Sykesville * Taneytown * Union Bridge * Westminster
Carroll County Government

WRCC Meeting Summary December 3, 2014

Attendees:

Frank Schaeffer	Perry Jones	Tom Devilbiss	Ed Singer
Dawn Ashbacher	Monika Weierbach	Brenda Dinne	Dick Swanson
Rose Mann	Jim Wieprecht	Steve Miller	Byron Madigan
Janet O'Meara	Gale Engles	Tammi Ledley	Jeff Glass
Sean Hartman	Theresa Amos	Sheree Lima	Glenn Edwards

The meeting was called to order by Frank Schaeffer at 2:30 at the Carroll County Agricultural Center.

October 22, 2014, minutes were approved as written.

Joint Position – FY 17

Tom said a new position for National Pollutant Discharge Elimination System (NPDES) compliance, similar to the current NPDES Specialist (Glenn Edwards) will be requested in the FY 17 budget (July 2016). If everyone was in agreement, the cost for this would be shared between the County and municipalities; just as the current position is.

2015 NPDES Educational Effort

Tom said the Carroll County Environmental Advisory Council (EAC) provides advice and takes direction from the Board of County Commissioners (BCC) on environmental issues. Brenda said the EAC is working on their 2015 work plan to be presented to the BCC in January or February for their concurrence. One of the EAC's main roles is public education and outreach, which is a large component in the NPDES MS4 Permit requirements. Brenda and Glenn will work with the EAC to develop a workshop for the commercial and industrial business community in Carroll County in response to related requirements in the permit. Brenda gave out copies of a Scope of Work for the workshop, which is to be held in 2015. Glenn said they wanted to focus on the commercial and industrial community because the majority of illicit discharge issues between 2010 and 2014 are associated with this sector. The purpose of the workshop will be to partner with businesses to raise awareness of MS4 requirements and activities, and practices businesses can engage in to prevent illicit discharges. Tom asked the municipalities for their assistance in getting the word out to their local businesses. Brenda asked everyone to review and send her any comments on the Scope of Work before Friday, December 5.

Glenn gave out a pamphlet he developed on stormwater pollution prevention for restaurants and food service industry; Good Housekeeping Best Management Practices (BMP's) for Cleaner Waterways. Glenn said he had more pamphlets available for anyone that wanted to distribute to their local businesses.

Commissioner Rothschild Memorandum of Agreement (MOA) Addendum

Copies of the addendum of the MOA were distributed to the municipalities for their review. Steve Miller suggested it be sent to AquaLaw to review and provide opinion on the impact of including this additional language in the MOA; everyone agreed.

Process to Request Joint Permit

A copy of the draft joint permit was given out for everyone to review. Tom said the municipalities were included on the draft permit without his knowledge. He had requested the municipalities not be put on the permit until participation was affirmed. Maryland Department of the Environment (MDE) is to have the permit sent out for final determination no later than December 15 and issued by the end of the year. Carroll County will not get a copy of the final permit until it is advertised. Municipalities can still have their names removed before the permit is issued, but need to contact MDE by the end of this week. Once the permit is issued, any recourse we want to take will be through a formal legal process.

Glenn Edwards summarized a comparison of the major differences between the draft Phase I and the current Phase II permits. Tom said Environmental Protection Agency (EPA) reviewed the current permit and added more stringent items in the new permit. The major requirements in the new Phase II will be identical to the County's Phase I. The new Phase II permits will also be five-year permits, identical to the County.

November 17 WIP Workshop

Brenda Dinne, Frank Schaeffer and Jim Wieprecht attended the November 17 regional WIP workshop in Frederick. Brenda summarized the following items that were discussed:

- An overview of the 2015 milestone commitments was given.
- Historical data clean-up is being done so more accurate information is going into the watershed model before they re-run it in 2017. Any additional data needs to be submitted by May 29, 2015, to be included in the update of the Bay model for the Midpoint Assessment. The baseline year is 2009. Online geo-database for reporting BMP's in projects is to be released soon. Data will need to be added within one year of the release.
- MDE is working with the local Health Departments on BMP tracking and developing an online data base for septics. It was noted at the workshop that Carroll County is one of four counties that providing 95 – 100% accurate data.
- MDE is working on BMP verification procedures that will be sent to EPA in July 2015 and should be fully implemented by 2018.
- The Lower Susquehanna River Watershed Association released a draft report on November 13 regarding how to address sediment behind the Conowingo Dam; comments due on draft report in January.
- Draft regulation on nutrient trading are expected to be released by MDA and adopted by the end of 2014. Still working on the cross sector trading. The Accounting for Growth policy and regulations have been dormant, as issues related to baseline and applicable pollutants are still unresolved.
- Local two-year milestones interim status reports are due to MDE by the end of January. Annual BMP progress submittal due the end of September. Milestones for 2016/2017 are due at the end of January 2016.
- Creation of the Ag Certainty Program is well underway. It's designed to provide a reprieve from any new regulations for the next 10 years if they meet or exceed the load requirements.
- MDA was required to develop a Phosphorus Management Tool, which would replace the risk assessment tool to mitigate phosphorus loss. Proposed regulations were released on Monday, December 1. An Economic Impact Report on the implementation of the Phosphorus Management Tool was released on November 14, 2014.
- Grants and funding opportunities were discussed in the afternoon session of the workshop.

Grants – Theresa Amoss, Grants Analyst, Bureau of Resource Management

Theresa said most of the grant applications for smaller projects, such as tree plantings and bio-retention, have been to the Chesapeake Bay Trust. Grant opportunities for smaller projects are available through the following organizations:

National Fish & Wildlife Foundation**Chesapeake Bay Trust**

- Outreach & Restoration
- Watershed Assistance
- Green Streets
- Non-tidal Wetlands

DNR

- Chesapeake Atlantic Coastal Bays

SHA

- Transportation Alternatives Program

The grant process is pretty complicated, and she offered her assistance with any grant applications or other questions they may have on the grant process. Gale said granting organizations looked favorably on applications if several partners apply for the grant together. Gale felt co-partnering on grants was the best way to go but offered assistance with any grant applications whatever options they chose.

Rose will be contacting Sadie Drescher with the Chesapeake Bay Trust to request a presentation to the WRCC in January or February on project funding opportunities through grants.

Maryland Municipal Stormwater Association (MAMSA) Update – November 13 Meeting

MAMSA is a group of Phase I & Phase II jurisdictions and consultants in Maryland with AquaLaw as the coordinator and facilitator of the group. The group meets quarterly and provides updates to NPDES-related issues; law suits, permitting, etc. Tom said Carroll County is a member, and he will send out information on the group for everyone to review for discussion at a later date.

Town Project Status

Gale Engles said the fall tree plantings are in the City of Westminster, Hampstead, Manchester, Rescue Mission are all complete with the Bollinger Park in Taneytown planting near completion. She gave an update on the following municipal projects she is currently working on:

Langdon Property - Two conceptual plans submitted on November 24. SWM comments submitted to CLSI on November 26; still waiting on comments from Soil Conservation. The City is working on the “First Right of Refusal” with their attorney.

Manchester Skate Park – Met with Town of Manchester on project, waiting on response from State Highway Administration (SHA) on filling within their right-a-way in order for CLSI to move forward with Option #5. Project is planned to be submitted for TAP funding in April.

Blue Ridge Manor – Met with Frank Schaeffer on existing facility at Clauser Court. Will look at facility on Graybill Court to see if the drainage to the facility can be diverted to the Clauser Court facility. Community meeting will be held after the holidays. Facility will be cleaned out so engineering can be started in the spring 2015.

Shannon Run/Hawks Ridge Section

Project is under evaluation by staff. A meeting with the Town will be scheduled to discuss the potential project in the next several weeks.

Municipal Tree Plantings –Gale said there is still money remaining from the DNR grant for tree plantings and urged the municipalities to get with her with any possible planting sites.

Meeting was adjourned at 3:50.

The next meeting is scheduled for January 28 in Room 105 at 2:30.