

# Carroll County ENVIRONMENTAL ADVISORY COUNCIL



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Sandra Zebal, Chair  
Kim Petry, Vice Chair

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

## Meeting Summary for January 16, 2013

### Members Present

Sandy Zebal, Chair  
Karen Leatherwood  
Josh Hatkin  
Kim Petry  
Chris Spaur

### Other Attendees

Ellen Cutsail

### County Government

Brenda Dinne, Special Projects Coordinator  
Kim Dubbert, Recording Secretary  
Tom Devilbiss, Deputy Director, Land Use, Planning  
& Development  
Barb Kearney, Comprehensive Planner, Bureau of  
Comprehensive Planning

### Members Absent

Suzanne Hill

### CALL TO ORDER –

Ms. Sandra Zebal, Chair, officially called the January 16, 2013, meeting to order at 3:00 p.m. in Room 003 of the County Office Building.

**APPROVAL OF MINUTES - Motion 167-13:** Motion was made by Kim Petry and seconded by Chris Spaur to approve the December 4, 2012, minutes. Motion carried.

**APPROVAL OF MINUTES - Motion 168-13:** Motion was made by Sandra Zebal and seconded by Chris Spaur to approve the December 11, 2012, minutes. Motion carried.

### CHAIR & COMMITTEE REPORTS –

- a. CHAIR: Ms. Dinne provided copies of Ms. Zebal's draft Annual Report as well as the draft PowerPoint for the January 24 joint meeting with the Board of County Commissioners. Ms. Dinne will revise the report as discussed and put it on EAC letterhead. Josh Hatkin stated that he encouraged two people to apply for EAC positions. Ms. Leatherwood said she was told that the Board was trying to ensure members of boards and councils were geographically diverse; therefore, we may not get two from Taneytown.
- b. SOLID WASTE: Nothing additional to report on the Solid Waste Work Group.

### **TREE COMMISSION –**

Nothing to report.

### **STAFF LIASION REPORT –**

Chair nominations and voting needs to be done at the February meeting. Staff will check to see if the Vice-Chair position also needs to be elected. Ms. Zebal indicated she is not interested in being re-elected for Chair position. The January 24<sup>th</sup> meeting with the Board will be held in Room 311. Ms. Dinne will prepare a PowerPoint presentation for that meeting and email it to Sandy for review. The PowerPoint will include slides for the annual report, the 2013 proposed work plan, and “other issues.” Ms. Dinne will not be at the February meeting and will have someone fill in for her.

### **OLD BUSINESS –**

- a. HB 987/CH 151 SUMMARY OF REQUIREMENTS: Tom Devilbiss briefed the EAC on the requirements of HB 987, which requires Carroll County to develop a Watershed Protection and Restoration program, including developing and adopting a stormwater fee. The purpose of the presentation was to remind the EAC of the requirements prior to meeting with the Board on January 24. Since the EAC’s proposed work plan includes the EAC serving as the core members of a stormwater fee advisory group, he briefly discussed the proposed members of the advisory group, to include the EAC plus additional members representing other stakeholders. The advisory group will be tasked with discussing options and recommending a rate structure for the fee, should the Board move forward with adopting one. Tom Devilbiss emphasized that this is a very important task, will be high profile, and will be very valuable to the Board. He indicated that Land Use, Planning and Development staff will support the advisory group, rather than serving on the advisory group. The advisory group will consist of six (6) EAC members, three (3) county staff members – with one staff member from Budget, Finance, and the Commissioner’s office, two (2) municipalities representing WRCC, two members from Chamber of Commerce representing business and finance, and one (1) member representing agriculture. The fee reduction methodology is the only part that needs to be approved by MDE. The program has to be adopted by July 1, 2013. Kim Petry suggested having a lawyer present at the first couple meetings to go over the laws.

### **NEW BUSINESS –**

- a. PROPOSED CHANGES TO BYLAWS: Kim Petry suggested making the wording consistent with the language under section 4 and deleting section 1, since it already is addressed in the Code. Ms. Dinne will check the Bylaws against Code and eliminate items in the Bylaws that are already covered in Code. Ms. Dinne will make the discussed changes to the Bylaws and send a final draft to the EAC. Since the changes were introduced at this meeting, the Bylaws will be voted on at the February meeting.
- b. FREEDOM COMMUNITY COMPREHENSIVE PLAN “LISTENING SESSION”: Ms. Barb Kearney, with the Carroll County Land Use, Planning and Development, Bureau of Comprehensive Planning, was present to facilitate a listening session with the EAC as part of the community input process for the Freedom plan update. Census information has been updated since the existing plan was adopted. Ms. Kearney summarized some of the input she has already received through other sessions. Most residents feel that something needs to be done with Carrolltowne Mall, as it is an eye sore. Others have said that there is a lack of walkability; they are not aware of the CATS shoppers shuttle; and there is no cross section sharing of knowledge. Karen Leatherwood stated there are many opportunities for information, but people still complain they don’t know about things. It is an issue of how to connect people to opportunities. Karen also mentioned people don’t look into what is

happening when they see signs for proposed projects. Ms. Kearney indicated that SHA has an access management plan for the MD 26 corridor plan, which includes where it is likely to develop and what could occur. However, it is not a top priority. Barb mentioned that no one brought up billboards specifically, but the general look of commercial areas along MD 26 has been raised as a concern.

**OTHER –**

None

**PUBLIC COMMENTS –**

None

**ADJOURNMENT - MOTION NO. 169-13:** Motion made by Karen Leatherwood and seconded by Sandy Zebal to adjourn the January meeting. Motion carried.

The meeting adjourned at 5:05. The next regular monthly meeting is scheduled for Wednesday, February 20, 2013, at 6:30 p.m. in Room 003 of the County Office Building.

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Sandra Zebal, Chair  
Kim Petry, Vice Chair

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

## Meeting Summary for February 20, 2013

### Members Present

Sandy Zebal, Chair  
Karen Leatherwood  
Josh Hatkin  
Kim Petry  
Chris Spaur

### Other Attendees

Ellen Cutsail  
Jason Myers

### County Government

Kim Dubbert, Recording Secretary  
Tom Devilbiss, Deputy Director, Land Use, Planning  
& Development  
Jay Voight, Zoning Administrator

### CALL TO ORDER –

Ms. Sandra Zebal, Chair, officially called the February 20, 2013, meeting to order at 6:30 p.m. in Room 003 of the County Office Building.

**APPROVAL OF MINUTES - Motion 171-13:** Motion was made by Josh Hatkin and seconded by Kim Petry to approve the January 16, 2012, minutes. Motion carried.

### CHAIR & COMMITTEE REPORTS –

- a. CHAIR: Nothing additional to report.
- b. SOLID WASTE: Nothing additional to report on the Solid Waste Work Group.

### TREE COMMISSION –

Nothing to report.

### STAFF LIASION REPORT –

It was suggested that the EAC members be split into two groups; one group for the Stormwater Fee Advisory Group and the other for Solar Panels. The Stormwater Fee Advisory Group will be a larger group and will need a larger room for meetings. The availability of a larger room will play a role in scheduling meetings.

**OLD BUSINESS –**

- a. PROPOSED CHANGES TO BYLAWS: Motion was made by Chris Spaur and seconded by Kim Petry to approve the changes to Bylaws.

**NEW BUSINESS –**

- a. NOMINATION & ELECTION OF CHAIR & VICE CHAIR: Josh Hatkin accepted the nomination to be Chair and Sandy Zebal accepted the nomination to be Vice Chair. Karen Leatherwood felt there would be more of a benefit with Ms. Zebal being Vice Chair since Mr. Hatkin is still fairly new to the EAC. These changes will take effect starting in March. Kim Petry seconded the motion for the changes.
  
- b. POTENTIAL ADDITIONAL WORK PLAN ASSIGNMENT: SOLAR PANELS: The suggestion for the solar panels came from Commissioner Frazier. Jay Voight, Zoning Administrator, gave a little back ground on the solar panels. The research started about a year ago and is only allowed in industrial zoning, not in residential. Research is being done for surrounding counties, Mt. Saint Mary's has a 100 acre solar field and Snyder's of Hanover has a 26 acre solar field. On March 11<sup>th</sup>, there will be a trip to see the solar panels at Mt. Saint Mary's and Snyder's of Hanover. The vans will be leaving the County Office Building around 8:30 in the morning. Lippy Brothers have about an acre and a half of solar panels on their farm. They can sell back any electric not being used to the electric company. The solar panels can only be used for that farm. Solar panels are also allowed on homes. Government grants are available for solar panels. Tax breaks are also available and are renewable. Some code research has been done, but no research has been done in regards to Pennsylvania codes and laws. The Solar Panel group will work in conjunction with Jay Voight. Mr. Devilbiss mentioned that one of the biggest issues will be the rural setting in Carroll County. There will also be a change in the zoning laws regarding the solar panels. The EAC's recommendations will be needed and can provide the education to the general public. The solar panels are not a permanent structure and can be removed fairly easily. Ms. Petry did volunteer to be part of the Solar Panel group since she is familiar with it. Ms. Petry suggested having someone come in and talk to the group about solar panels being installed. Mr. Devilbiss suggested having someone come in who actually owns and uses the solar panels.

**OTHER –**

None

**PUBLIC COMMENTS –**

None

**ADJOURNMENT - MOTION NO. 172-13:** Motion made by Kim Petry and seconded by Josh Hatkin to adjourn the January meeting. Motion carried.

The meeting adjourned at 7:10. The next regular monthly meeting is scheduled for Wednesday, March 20, 2013, at 3:00 p.m. in Room 003 of the County Office Building.



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*Josh Hatkin, Chair*  
*Sandra Zebal, Vice Chair*

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

## Meeting Summary for April 17, 2013

### Members

Sandy Zebal  
Karen Leatherwood  
Josh Hatkin, Chair  
Kim Petry  
Chris Spaur

### Other Attendees

Ellen Cutsail

### County Government

Brenda Dinne, Special Projects Coordinator  
Kim Dubbert, Recording Secretary

### CALL TO ORDER –

Mr. Josh Hatkin, Chair, officially called the April 17, 2013, meeting to order at 3:02 p.m. in the Reagan Room (003) of the County Office Building.

**APPROVAL OF MINUTES - Motion 176-13:** Motion was made by Sandy Zebal and seconded by Kim Petry to approve the March 20, 2013, minutes as amended with the changes indicated by Kim Petry. Motion carried.

### CHAIR & COMMITTEE REPORTS –

- a. **SOLAR ARRAY SUBCOMMITTEE:** Ms. Petry shared that the subcommittee was looking at the issue of allowing solar arrays or “farms” and what requirements should be included in the zoning code. This applies not to residential uses, but to uses where the specific purpose is to sell electricity back to the grid. They have been given ordinances from several other jurisdictions to review. At their April 17 subcommittee meeting, Mr. George Brown of TCS Construction was scheduled to present on Howard County’s code modifications and progress on the Nixon farm property.
- b. **STORMWATER FEE ADVISORY GROUP:** Ms. Zebal indicated that the Group reached a consensus at the last meeting on what to base the rate structure, which is average impervious area. She explained that the residential uses would be placed in tiers based on the amount of impervious area. The average impervious area would fall within the middle tier. She mentioned that staff is working on putting together what this scenario would look like, with the intention that all costs would be covered. Ms. Dinne commented that it is a very preliminary structure at this point. She clarified that the Advisory Group is basing their

work on the assumption that all costs would be covered, including the stormwater permit compliance work as well as the Bay Total Maximum Daily Loads. However, she explained that the costs within each cost type, such as operations and maintenance, inspections, etc., would be provided to the Board, which would allow them to adjust as they see fit. The actual rate and what is covered would be decided by the Board.

Mr. Spaur mentioned he is very uncomfortable with paying the same amount for roads that are used by very few people because they are in rural subdivisions. Where he lives, a lot more people use the roads, so you are getting more use for less cost. He thinks the benefit to citizens is disproportionate. He did not like the idea of charging people in older areas for what needs to be done when the rules [laws] have changed since then. Ms. Zebal asked him to clarify what he was uncomfortable with. Mr. Spaur explained that he thought she meant that older areas would be charged more. Ms. Zebal clarified that the charge would be based on the amount of impervious surface. Ms. Dinne responded that it will be based on the impervious area. Ms. Petry asked how that information would be obtained. Ms. Dinne indicated that the County already has impervious areas mapped because it is data needed for compliance with our federal stormwater permit. Ms. Zebal also clarified that the basis is how much impervious surface you have regardless of the size of your lot. Mr. Spaur said to take away everything he said if that's the case. He agrees with that approach and would not agree with an approach using a percentage of impervious.

Ms. Petry asked if the group is considering what happens to the money that was already set aside to fund the stormwater program. Ms. Dinne replied that the Advisory Group is tasked with evaluating a rate structure. It would be the Commissioners' decision whether they fully fund the program through the fee or they only fund certain components through the fee. Ms. Petry asked if the fee would be higher because the funds already budgeted wouldn't be used. Ms. Dinne replied that the Board could consider using some of the current budgeted [general revenue] funds to help pay for the costs, thereby lowering the fee that property owners would have to pay.

Ms. Cutsail, in the audience, asked if the Group would take into consideration things that people are already doing on their property to mitigate stormwater. Ms. Dinne explained that the law requires some method for reducing fees for measures already in place be included as part of the program. She went onto explain that this is the one piece of the program that has to be approved by Maryland Department of the Environment. She also said that it is more complicated than it sounds. As an example, she described a situation where 50,000 homes say they have a rain barrel. If the County had to have staff to go out and verify, possibly each year, that every one of those houses still had that rain barrel, it would add a significant amount to the administrative costs. Mr. Spaur added that it would also need to be verified that it is actually functioning as intended, adding a huge administrative burden. Ms. Dinne said the staff is working on how the fee reduction method could work because the rate structure alone is a huge piece for the Advisory Group to get through in the time that we have. Ms. Petry asked that staff share the credits method with the EAC when it's ready. Mr. Spaur indicated that there are certain services and facilities that provide a general benefit to everyone, no matter how you actually use

them, such as schools and libraries. Ms. Dinne indicated that none of the other jurisdictions are proposing more than a 50 percent reduction in the fee for that reason. Parks, County buildings, etc., provide a general benefit to the public and still need to have their stormwater addressed.

Ms. Petry asked if the fee was just for residents, and Ms. Dinne responded no, it is for everyone – businesses and residents. Ms. Zebal commented on the Advisory Group wanted to exempt the agricultural portion of farms that have an approved [by Soil Conservation District] Soil Conservation Plan. She said the Group recommended that only the residential portion of the property would be subject to the fee. Ms. Dinne confirmed that the residential structures would not include the barns.

Ms. Zebal mentioned the next Stormwater Fee Advisory Group meeting will be on May 2, 2013.

#### **TREE COMMISSION** –

Nothing to report.

#### **STAFF LIASION REPORT** –

- a. Ms. Dinne has not heard anything on new members for the EAC. Ms. Leatherwood mentioned that, when she talked to Commissioner Shoemaker, it seemed like the topic hasn't even been discussed. Ms. Zebal recommended sending a letter to Steve Powell, and Ms. Dinne suggested copying to Ms. Windham on the letter or e-mail.

#### **OLD BUSINESS** –

- a. REVISIONS TO BYLAWS: Ms. Dinne and Mr. Hatkin went to the Commissioners on April 11<sup>th</sup>, 2013, with the revisions the EAC adopted in February. The Commissioners approved the revisions with one change. They requested that the Secretary for the EAC be specified as a designee of the Department of Land Use, Planning and Development or its successor. Ms. Dinne indicated the bylaws were back on the agenda to be re-adopted by the EAC because of this amendment. The Board could just sign the bylaws if the EAC adopted them with the amendment.

**APPROVAL OF BYLAWS – Motion 177-13:** Motion was made by Karen Leatherwood and seconded by Kim Petry to approve the Bylaws with the amended change. Motion carried.

#### **NEW BUSINESS** –

- a. LEGISLATIVE UPDATE: Ms. Dinne mentioned that the only bill of the ones she reported on at the March meeting that went through was House Bill 1440 – Compost Facilities.

Ms. Dinne mentioned that one of our delegates submitted a bill to exempt counties that are already handling stormwater. That bill failed, as did the other attempts to soften the requirements of that law. Therefore, there are no changes to the original requirements. She also mentioned she has been getting a lot of phone calls from homeowners.



**OTHER –**

None

**PUBLIC COMMENTS –**

None

**ADJOURNMENT - MOTION NO. 178-13:** Motion made by Karen Leatherwood and seconded by Kim Petry to adjourn the April meeting. Motion carried.

The meeting adjourned at 3:35 pm. The next regular monthly meeting is scheduled for Wednesday, May 15, 2013, at 3:00 p.m. in Reagan Room (003) of the County Office Building.



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*Josh Hatkin, Chair*  
*Sandra Zebal, Vice Chair*

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

## Meeting Summary for May 15, 2013

### Members

Josh Hatkin, Chair  
Sandy Zebal, Vice Chair  
Karen Leatherwood  
Kim Petry  
Chris Spaur - absent

### Other Attendees

### County Government

Brenda Dinne, Special Projects Coordinator  
Kim Dubbert, Recording Secretary  
Tom Devilbiss, Deputy Director, Dept. of Land  
Use, Planning & Development

### CALL TO ORDER –

Mr. Josh Hatkin, Chair, officially called the May 15, 2013, meeting to order at 3:05 p.m. in the Reagan Room (003) of the County Office Building.

**APPROVAL OF MINUTES - Motion 179-13:** Motion was made by Karen Leatherwood and seconded by Kim Petry to approve the April 17, 2013. Motion carried.

### CHAIR & COMMITTEE REPORTS –

- a. SOLAR ARRAY SUBCOMMITTEE: Ms. Petry went over the discussion from the last meeting that the subcommittee had. She stated they were working on the definition of solar farms. She shared her draft definition with the other members. At the last meeting, Mr. Voight provided definitions that 10 other counties are using. Ms. Petry suggested using the term “solar energy facility.” She also mentioned the subcommittee stayed late at the last meeting to try to get things done.
- b. STORMWATER FEE ADVISORY GROUP: Mr. Hatkin suggested Ms. Dinne bring the group up to date on the Stormwater Fee Advisory Group meeting. Ms. Dinne briefly summarized the preliminary draft rate structure that the Advisory Group had developed thus far. She summarized the draft approach to date for addressing farms with soil conservation plans and non-profits. Ms. Zebal asked how condos and townhomes were going to be treated. Ms. Dinne replied that, thus far, the Advisory Group has suggested grouping all condos into

the rate category that matches the average square footage of impervious area for condos. They would be too complicated to calculate individually since several condos sit on one parcel. Townhomes, however, cannot be isolated from the other residential properties. Therefore, townhomes would likely be measured like single-family homes.

**TREE COMMISSION –**

Ms. Leatherwood mentioned her husband is working with the Lions Club to get American chestnuts planted in the county.

**STAFF LIASION REPORT –**

*New Members:* Ms. Dinne has not heard anything on new members for the EAC. Mr. Hatkin indicated that he had e-mailed Mr. Powell to inquire about the status. Mr. Powell replied that, once the budget talks/decisions were done, the Board would then discuss the issue of new members for the EAC. Ms. Zebal mentioned her term expires in July. She served one year on someone else's term, but she only served one full term of her own. She indicated that she is interested in being reappointed for another term. Ms. Dinne will ensure the Board is aware of her upcoming term expiration and her interest in being reappointed.

**OLD BUSINESS –**

*Vacancies:* Mr. Hatkin mentioned it has been almost a year for the vacancies for the EAC.

**NEW BUSINESS –**

*Next Projects or Issues:* Ms. Dinne mentioned the Stormwater Fee Advisory Group will only go through June. Ms. Leatherwood asked if there are any new projects on the horizon after the solar energy and stormwater fee. Ms. Dinne replied that the EAC will probably go back to concentrating on the energy use and cost savings project. Ms. Leatherwood commented that solid waste will probably come back up.

Ms. Petry originally intended to take the lead on the Energy Use & Cost Savings project. She mentioned she will be accelerating work on her PhD. Therefore, she will not have time to gather information like she wanted to, but will still be able to attend the meetings. Ms. Dinne indicated that she will not have time or resources to do the administrative side. Mr. Hatkin offered to take the lead and try to do some of the research. He said he would check with McDaniel College to see if any interns are available to help. Ms. Zebal will share with Mr. Hatkin her notes from where they left off previously. Ms. Petry also offered to share her file with Mr. Hatkin.

**OTHER –**

- a. *June 19 Meeting:* Ms. Leatherwood asked if the EAC should meet in June if there will not be a Stormwater Fee Advisory Group meeting. The consensus of the advisory group was not to meet if there was not going to be a SWFAG meeting. Ms. Dinne will take care of canceling the meeting if the Advisory Group does not need to meet on June 19.
- b. *Member Terms:* Ms. Zebal asked if Mr. Spaur's term expires this year. Ms. Dinne responded that it expires in January 2014.

**PUBLIC COMMENTS –**

None

**ADJOURNMENT - MOTION NO. 180-13:** Motion made by Sandra Zebal and seconded by Kim Petry to adjourn the May meeting. Motion carried.

The meeting adjourned at 3:25 pm. The next regular monthly meeting is scheduled for Wednesday, June 19, 2013, at 3:00 p.m. in Reagan Room (003) of the County Office Building. This meeting will be canceled if the Stormwater Fee Advisory Group does not meet that date.



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*Sandra Zebal, Vice Chair*

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

## Meeting Summary for August 21, 2013

### **Members**

Josh Hatkin, Chair  
Sandy Zebal, Vice Chair  
Karen Leatherwood  
Kim Petry  
Chris Spaur  
George Schooley (new member)

### **County Government**

Brenda Dinne, Special Projects Coordinator  
Rose Mann, Recording Secretary  
Tom Devilbiss, Deputy Director, Dept. of Land  
Use, Planning & Development

### **Other Attendees**

None

### **CALL TO ORDER –**

Mr. Josh Hatkin, Chair, officially called the August 21, 2013, meeting to order at 3:01 p.m. in the Reagan Room (003) of the County Office Building.

### **INTRODUCTION OF NEW MEMBER –**

New member, George Schooley, introduced himself. The other members introduced themselves to Mr. Schooley and shared their areas of expertise.

Kim Petry requested the 2014 Environmental Awareness Awards be added to the agenda. It will be discussed under "Other."

**APPROVAL OF MINUTES – Motion 181-13:** Motion was made by Karen Leatherwood and seconded by Kim Petry to approve the May 15, 2013, meeting minutes. Motion carried.

### **CHAIR & COMMITTEE REPORTS –**

- a. SOLAR ENERGY SUBCOMMITTEE: See Agenda item #6.
- b. STORMWATER FEE ADVISORY GROUP: Mr. Devilbiss briefed the group on the status of the stormwater fee. He stated that the Stormwater Fee Advisory Group (SWFAG) Report was forwarded to the Board of County Commissioners (BCC) several weeks before the July 1 deadline prescribed in the law. A fund was to be created and a fee adopted to help pay for stormwater remediation projects to stay in compliance with federal permits. He provided background information to the EAC members on the purpose and requirements associated

with a stormwater fee. He described the SWFAG's charge, which was to evaluate options for a fee structure, not to identify the actual amount of the fee itself. He indicated that the Commissioners subsequently adopted a set of four resolutions to 1) establish a fund; 2) allocate existing resources: capitol, operating, and grant funds; 3) allocate future funds for projects; and 4) to indicate that the Board is funding work to be done under the existing permits, with existing funds and future allocations.

Ms. Petry asked if the State had responded to the resolutions. Mr. Devilbiss indicated that they had not, other than a request that went to all jurisdictions to provide copies to the State of any action taken or documents adopted. He clarified, however, that the State has no approval authority on the fee or the fund itself, only on the method used to reduce fees if certain practices have been put in place on a property. Mr. Hatkin asked if the money in these funds would cover the projects for the coming years. Mr. Devilbiss said the capitol budget will cover projects that are planned for the next six years and would address the requirements for the term of the anticipated new permit. Ms. Zebal asked if the County was planning to support or assist the municipalities. Mr. Devilbiss clarified that, at this time, the municipalities do not have mitigation requirements and are not required to create a fund or a fee under their present permit. It is anticipated those requirements will be in their new permit. There is no funding at the County level for the municipalities at this time. He indicated that there have been some individual discussions between municipalities and Board members, but a unified position has not yet been expressed.

#### **TREE COMMISSION –**

Nothing to report.

A report from the Solid Waste Work Group was added to the agenda.

- c. **SOLID WASTE WORK GROUP –** Ms. Leatherwood announced that the Solid Waste Work Group would be giving a presentation to the BCC on August 29 at 1:30. It would address what staff (DPW) is doing to implement the recommendations in the Work Group report. She will report back to the EAC on how the presentation goes and the implementation plan. Ms. Zebal inquired about the possibility of making the landfill private, which she read about in the newspaper. Ms. Leatherwood indicated that staff (DPW) put out a request for a concept on making the landfill private. It is very conceptual at this point. She had not seen the report.

#### **STAFF LIASION REPORT –**

- a. *New Members:* Ms. Dinne welcomed Mr. Schooley. She said that two additional invitations to serve on the EAC were sent out, but a response had not yet been received. If these two positions are filled, there would still be one vacancy remaining. Once the open positions are filled, Ms. Dinne will give an update on the status of various state environmental initiatives.

#### **OLD BUSINESS –**

- a. **DISCUSSION OF SOLAR ENERGY SUBCOMMITTEE RECOMMENDATIONS –** Mr. Voight handed out copies of the Subcommittee's draft recommendations and the changes that staff are

proposing to the Zoning Code to implement those recommendations. He thanked the Subcommittee members for their time and work. The Subcommittee met three times. At the first meeting, the Subcommittee discussed what is currently being done. What should be changed or added to the current code and definitions was discussed at the second meeting. The Subcommittee discussed recommended changes at the third meeting.

Mr. Voight described the different types of solar uses and where and how they might be used, including solar as an accessory use for residential or agricultural uses, as well as commercial systems that might sell their power back to the grid. He reviewed applicable definitions discussed by the Subcommittee. He indicated that BGE allows accessory users to zero out their electric bills through their own solar power, but doesn't allow live feed back into the system.

Mr. Voight reviewed some of the proposed code changes to implement the recommendations, including where solar facilities would be a conditional use and where it would require a site plan. Ms. Leatherwood expressed concern that the conditional use requirement might put a lot of extra burden on the Board of Zoning Appeals (BZA). Mr. Voight pointed out that these facilities are expensive to install, particularly at a commercial scale. He indicated that solar facilities would be principal permitted uses in the General Industrial and Restricted Industrial zoning districts if just installed on the roof of a building. If the solar facility was on the ground, it would need to be approved by the BZA first.

Mr. Voight went over the next steps. He said if the EAC endorses the recommendations, a report will be provided to the Commissioners with the Subcommittee's recommendations, along with code changes proposed by staff to implement those recommendations.

**ENDORSEMENT OF CODE CHANGES TO IMPLEMENT SOLAR ENERGY SUBCOMMITTEE RECOMMENDATIONS – Motion 182-13:** Motion was made by Kim Petry and seconded by Chris Spaur for the EAC to endorse the code changes proposed to implement the Subcommittee recommendations. Motion carried.

**NEW BUSINESS –**

- a. INTRODUCTION TO ACCOUNTING FOR GROWTH (AfG) – Ms. Dinne provided an overview of the recommendations made by the Maryland Accounting for Growth (AfG) Work Group, formed by the Maryland Department of the Environment (MDE) to make recommendations to MDE regarding a growth offsets policy and regulation. Ms. Dinne started by defining growth offsets and their purpose. She indicated a “growth offset” is the corresponding activity taken to reduce nitrogen, phosphorus, or sediment to when new development occurs. The Bay Total Maximum Daily Load (TMDL) indicates that no new pollutants can be added. Therefore, Maryland included in its Phase II Watershed Implementation Plan (“WIP”) a strategy to offset any new loads from development and to reduce existing loads. A growth offset regulation is also required for Tier III areas under Senate Bill 236 (2012). The State is currently developing the policy and regulation to require growth offsets.

Ms. Dinne described the basic activities that would trigger these requirements on a project and where they would apply. She mentioned the provision for a fee-in-lieu program. She also briefly discussed the trading and credits components of the Work Group's recommendations. She concluded with the timeline for implementing the regulation. She indicated that the Work Group report was to be submitted to MDE in August. The regulation was to be developed by MDE in August and September. MDE anticipated promulgating the regulation by the end of this calendar year, with an effective date at the end of 2014.

**OTHER –**

- a. 2014 ENVIRONMENTAL AWARENESS AWARDS – Ms. Petry indicated that the EAC hosts the Environmental Awareness Awards biannually. Awards are due to be presented in 2014; therefore, the process will need to get under way soon. Ms. Petry wanted to pass the torch on to someone else. Ms. Zebal volunteered to take the lead on the awards process. Ms. Leatherwood offered to contact Schott's Nursery, which donated trees in the last awards cycle, to see if they would be interested in donating the trees again. Ms. Dinne indicated that she thought Bartlett may have donated the services of transporting the trees to the community college for planting. County staff did the actual planting of the trees. Ms. Leatherwood said she would contact Mr. Rhoten as well. Ms. Petry will send Ms. Zebal the files.

**PUBLIC COMMENTS –**

- a. OPEN BURNING – As a member of the public, Ms. Zebal raised the issue of open burning in residential neighborhoods. She checked on what the requirements/restrictions were regarding open burning. She concluded that there weren't many other than those related to weather and located within or outside of a municipality. She thought the codes/ordinances related to this issue may need to be reviewed. She was concerned that the smoke drifting into nearby houses was somewhat unneighborly. Ms. Petry mentioned that there is a burning ban in Carroll County right now, but there is no mechanism for enforcement. Ms. Dinne suggested that, before the EAC decides whether or not to take a certain course of action, she could arrange for someone from the Carroll County Health Department to come speak to the EAC about the related requirements so everyone understands the circumstances first.

**ADJOURNMENT – Motion 183-13:** Motion was made by Kim Petry and seconded by Karen Leatherwood to adjourn the August 21 meeting. Motion carried. Meeting adjourned at 4:29.

The meeting adjourned at 4:29 pm. The next regular monthly meeting is scheduled for Wednesday, October 16, 2013, at 6:30 p.m. in Reagan Room (003) of the County Office Building.





# Carroll County Environmental Advisory Council

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*Josh Hatkin, Chair*  
*Sandra Zebal, Vice Chair*

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

## Meeting Summary for September 18, 2013

### **Members**

Josh Hatkin, Chair - Absent  
Sandy Zebal, Vice Chair  
Karen Leatherwood - Absent  
Kim Petry  
Chris Spaur  
George Schooley

### **County Government**

Brenda Dinne, Special Projects Coordinator  
Kim Dubbert, Recording Secretary

### **Other Attendees**

Doug Hinrichs, Maryland Energy  
Administration

### **CALL TO ORDER –**

Ms. Sandy Zebal, Vice Chair, officially called the September 18, 2013, meeting to order at 3:00 p.m. in the Reagan Room (003) of the County Office Building.

**APPROVAL OF MINUTES – Motion 184-13:** Motion was made by Chris Spaur and seconded by George Schooley to approve the August 21, 2013, meeting minutes, as amended to add “and located within or outside of a municipality” to the end of the third sentence under Open Burning. Motion carried.

### **CHAIR & COMMITTEE REPORTS –**

- a. SOLAR ENERGY SUBCOMMITTEE: See Agenda item #6.
- b. STORMWATER FEE ADVISORY GROUP: Ms. Dinne advised that the Commissioners were going to be presenting certificates to the Advisory Group on October 10, 2013.
- c. SOLID WASTE WORK GROUP: Ms. Zebal reported that she watched the presentation made to the Board in August regarding the proposal to implement some of the recommendations from the Work Group’s report. Proposals included a feasibility study for composting and possibly funds for recycling carts.
- d. ENVIRONMENTAL AWARENESS AWARDS SUBCOMMITTEE: Ms. Zebal asked for members to serve with her on this subcommittee. Ms. Leatherwood and Mr. Schooley agreed to serve.

The subcommittee will be reviewing the documents and awards nominations. The process to solicit nominations will begin in January and would be due in March. Ms. Dinne will be sending the updated nomination form and criteria to subcommittee members for their review. Ms. Zebal mentioned the public might be looking for information on the website in the early winter for nominating a person or organization. Mr. Schooley asked if the previous winners were still up. Ms. Dinne replied the winners from 2012 were still on the website. Ms. Dinne will update the electronic documents from the previous years. Ms. Zebal mentioned that Ms. Dinne had prepared a “work plan” for the awards process, which will be helpful for the subcommittee members. The timeframe for soliciting nominations will be tightened up this year so that less momentum will be lost between making the nomination materials available and the deadline for submitting them.

#### **TREE COMMISSION –**

Nothing to report.

#### **STAFF LIASION REPORT –**

- a. *New Members:* Ms. Dinne shared that two additional people had been invited to serve on the EAC. One of them declined, and the other still has not responded or been reached by the Commissioners. Mr. Schooley indicated he had someone he could encourage to apply. Ms. Dinne will send the form to Mr. Schooley to pass along. Mr. Spaur’s term ends January 12, 2014. Since he has already served two terms, and the Commissioners will not reappoint him.

Ms. Dinne mentioned the Group will need to discuss work plan at the November meeting and finalize the draft in December. The Energy Use & Cost Savings project will be on the November agenda to discuss next steps for Mr. Hatkin. In addition, Mr. Singer, with the Carroll County Health Department, will give an overview on the requirements associated with open burning (per Ms. Zebal’s request in August).

#### **OLD BUSINESS –**

- a. **DISCUSSION OF SOLAR ENERGY PROJECT:** Mr. Doug Hinrichs with the Maryland Energy Administration (MEA) gave an overview on Solar Energy programs in Maryland. He provided a PowerPoint presentation, which included the information he presented. He discussed Maryland’s goals for alternative energy sources, explained many of the acronyms, and clarified questions related to “selling energy back to the grid.” He provided several examples of larger solar facilities, as well as several websites where more information can be found. He described land requirements and related issues for certain photovoltaic (PV) facilities. Mr. Hinrichs also provided information related to Solar Renewable Energy Credits (SRECs).

Mr. Hinrichs discussed ways that MEA is trying to encourage the use of solar energy and some of the grant programs that are available. He suggested that the EAC may want to take on a project to recommend a process for Carroll County to standardize and expedite the permitting and inspections process for solar facilities. He offered to assist the EAC if they undertake such a project. Ms. Dinne suggested the EAC could consider adding it as Task 4

to the EAC's existing solar facilities work plan if they choose to pursue this. He mentioned a best practices guidebook that for setting up this process, which would reduce costs and administrative burden.

Ms. Dinne will email presentation to the EAC members. Ms. Petry commented that they needed to talk Mr. Voight about what is allowed and permitted.

**NEW BUSINESS –**

Nothing to report.

**OTHER –**

- a. *October Meeting:* More than one member indicated that he or she would be unavailable for the October meeting. Since this could potentially result in lack of quorum, the members discussed canceling the meeting for October.

**MEETING CANCELTION – Motion 185-13:** Motion was made by Chris Spaur and seconded by Kim Petry to cancel the October 16 meeting. Motion carried.

**PUBLIC COMMENTS –**

Nothing to report.

**ADJOURNMENT – Motion 186-13:** Motion was made by Kim Petry and seconded by George Schooley to adjourn the September 18 meeting. Motion carried. Meeting adjourned at 4:23.

The meeting adjourned at 4:23 pm. The next regular monthly meeting is scheduled for Wednesday, November 20, 2013, at 3:00 p.m. in Reagan Room (003) of the County Office Building.



# Carroll County Environmental Advisory Council

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*Sandra Zebal, Vice Chair*

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

## Meeting Summary for November 20, 2013

### **Members**

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

### **County Government**

Brenda Dinne, Special Projects Coordinator  
Kim Dubbert, Recording Secretary

### **Other Attendees**

Ed Singer, Carroll County Health Department  
Eric Burdine, Carroll County Bureau of Solid  
Waste

### **CALL TO ORDER –**

Mr. Josh Hatkin, Chair, officially called the November 20, 2013, meeting to order at 3:00 p.m. in the Reagan Room (003) of the County Office Building.

### **INTRODUCTION OF NEW MEMBERS –**

Three new members were appointed since the last EAC meeting was held (September) – Melvin Baile, Ellen Cutsail, and David Hynes. All members introduced themselves and provided brief background information.

**APPROVAL OF MINUTES – Motion 187-13:** Motion was made by Kim Petry and seconded by Sandy Zebal to approve the September 18, 2013, meeting minutes. No revisions were made to the draft minutes. Motion carried.

### **CHAIR & COMMITTEE REPORTS –**

Ms. Dinne indicated that additional members were needed for several subcommittees. Mr. Spaur's term ends in January, which will open a spot on the Solar Energy Subcommittee. In addition, having all the EAC positions filled presents an opportunity to have at least three members per subcommittee and offers the chance for the new members to volunteer for

subcommittees. Ms. Dinne indicated the subcommittees that needed additional members and asked the members to consider who would fill the openings as we proceeded through the agenda.

- a. SOLAR ENERGY SUBCOMMITTEE: Ms. Cutsail and Mr. Baile offered to sit in on the committee with Ms. Petry. Ms. Petry asked for an update on the status of the code changes related to the solar energy facilities. Ms. Dinne said they had been presented to the Carroll County Planning Commission on November 6. The Planning Commission was concerned with the possible impact to residential neighborhoods and agricultural preservation. Ms. Dinne offered to request an update on the specific concerns from Mr. Voight and forward it to them. Ms. Dinne indicated that this subcommittee would be removed from future agendas since the Advisory Group's work was completed.
- b. STORMWATER FEE ADVISORY GROUP: Ms. Dinne shared that the Commissioners presented certificates of appreciation to the Advisory Group members on October 10, 2013. Ms. Leatherwood, Ms. Zebal, and Mr. Hatkin served on that advisory group. Ms. Dinne presented Ms. Zebal and Mr. Hatkin with their certificates, as they were unable to attend on October 10.
- c. SOLID WASTE WORK GROUP SUBCOMMITTEE: Mr. Hatkin stated there was nothing new to update. Ms. Cutsail volunteered to fill the remaining position on this subcommittee. Ms. Dinne indicated that there would be additional discussion related to the subcommittee later in the agenda during the work plan discussion.
- d. ENVIRONMENTAL AWARENESS AWARDS SUBCOMMITTEE: For the benefit of the new members, Ms. Zebal summarized the purpose of the awards and also reviewed the criteria for the nomination process. Ms. Zebal raised the issue of eligibility of a nominee to receive an award a second time. She felt that nominees should not be able to win again. Mr. Baile asked who makes the nominations for the awards. Ms. Leatherwood stated that anyone can make nominations, including a person or business nominating themselves. Mr. Hynes asked how the awards were presented. Ms. Petry answered that the Commissioners and EAC subcommittee members present the awards at a Commissioner meeting, generally in mid-April. Ms. Zebal elaborated on Ms. Petry's answer by sharing that, for the 2012 awards, EAC members read the nominations and the Commissioners presented the awards.

Ms. Zebal raised some outstanding issues related to finalizing the nomination guidelines and nomination forms. She started by indicating that the two student categories were combined, reducing the number of categories from six to five. She asked if the agriculture category should be eliminated and those nominations be considered under the individual category, as there have been little or no nominations in that category in recent cycles. It was agreed to keep the category separate, as they hear about the many good things that farmers do. The members felt this could partly be an issue of needing to generate awareness and interest for the process and nominations. Mr. Baile suggested adding the Soil Conservation District to the distribution list for nomination materials if it was not already listed. Ms. Leatherwood suggested that the nomination questions on the form may

be too onerous and, therefore, a deterrent. Ms. Leatherwood also suggested personally contacting certain people on the distribution list and asking them to nominate someone or to promote the materials. She offered to take on the task. Ms. Dinne will e-mail the distribution list to Ms. Leatherwood. Ms. Dinne also asked if the group wanted to narrow the nomination form down to three questions. Ms. Zebal offered to narrow down the questions and rewrite them to be more general.

#### **TREE COMMISSION –**

Nothing to report.

#### **STAFF LIASION REPORT –**

- a. *New Members:* Ms. Dinne congratulated Ms. Dubbert on taking a new position and advised that Stephanie Krome will be taking over as recording secretary. She reminded the members that Chris Spaur's term ends in January, which will again create a vacancy to fill. Ms. Dinne has already advised the Commissioners of the upcoming vacancy.
- b. *Proposed 2014 Meeting Dates:* Ms. Dinne went over the potential meeting dates for 2014. All of the proposed dates are the third Wednesday of the month, except for April. Ms. Dinne indicated that the initial proposed dates were all afternoon meetings. Ms. Zebal wanted to continue offering some evening meetings as well. Ms. Dinne mentioned that March, May, and October are the only months available for evening meetings. Mr. Baile noted that he cannot attend evening meetings on the third Wednesday of the month. Mr. Hatkin felt that evening meetings could increase public attendance. Ms. Petry and Mr. Hynes stated that they have to use leave to attend afternoon meetings; therefore, they preferred to continue with some evening meetings. Ms. Leatherwood proposed proceeding with evening meetings for March, April, and October, since these are the evenings that are available. Ms. Dinne said she would post the approved meetings dates on the website, as well as add it to the member packets.

**APPROVAL OF 2014 MEETING DATES – Motion 188-13:** Motion was made by Karen Leatherwood and seconded by Kim Petry to approve the proposed meeting schedule with the exception of moving the March, April, and October meetings to the evening. Motion carried.

- c. Ms. Dinne said that the EAC website had been updated to reflect the new member information.
- d. Ms. Dinne shared that she is preparing packets of member materials that will be provided to the members at the next meeting.
- e. Ms. Dinne asked if the members preferred to hold or cancel the December meeting. She would not be available. However, the agenda would be light, with the only item currently being approval of the work plan, which could be circulated by e-mail and then the official final draft approved at the January 15 meeting. It was agreed to revisit this issue at the end of the agenda.
- f. Ms. Dinne reminded the EAC members that the annual joint meeting with the Board of County Commissioners to present the annual report and review the proposed work plan is scheduled for Thursday, January 23.

### **OLD BUSINESS –**

- a. ENERGY USE AND COST SAVINGS PROJECT: Mr. Hatkin gave some background on the project and indicated that the subcommittee had met just prior to this meeting regarding next steps. Ms. Zebal indicated that this was an ongoing project, for which the EAC previously had a volunteer (John Modica) carrying out the work. However, Mr. Modica moved away from the area and was unable to see the task through completion. Mr. Hatkin had offered to take on the project and will start contacting people on November 21, 2013.

### **NEW BUSINESS –**

- a. OPEN MEETINGS COMPLIANCE DESIGNEE: Ms. Dinne mentioned House Bill 139 is a new law that takes effect on October 1, 2014. This law requires that each board or commission designate someone to take Open Meetings Act training on behalf of the group. As the EAC's legal counsel, Gail Kessler offered to be the person to receive training for the EAC. The members concurred.

**OPEN MEETINGS COMPLIANCE DESIGNEE – Motion 189-13:** Motion was made by Sandy Zebal and seconded by Kim Petry to designate Gail Kessler as the EAC's designee for open meetings compliance training. Motioned carried.

- b. OPEN BURNING REQUIREMENTS OVERVIEW: At the September meeting, Ms. Zebal raised the issue of open burning because she lives in a neighborhood, for which the lots are one quarter to one third acres, where someone had recently started open burning on his property. She called the sheriff's office and was told people can burn on their properties if they are outside city limits, regardless of lot size, if no burn-ban is in effect. Ms. Dinne, therefore, suggested that she arrange for Mr. Ed Singer with the Carroll County Health Department to brief the EAC on the requirements.

Mr. Singer introduced himself. He indicated that this issue is traditionally enforced by the Health Department. However, budget issues resulted in staffing cuts to the air quality program. Therefore, the enforcement responsibility reverted back on MDE. However, the State has taken the stance that they will not take any action unless the violation is severe.

Mr. Singer went on to summarize some of the requirements in the regulations. Open burning outside a furnace or equipment with a stack or chimney, with some exceptions (such as recreational campfire, BBQ), do require a permit. Mr. Singer mentioned that a permit would require the open burn to be 500 yards from a neighbor, heavily traveled road, etc. Ms. Zebal asked if this was within or outside of city limits, to which Mr. Singer replied that it does not matter, as it is a statewide requirement. Ms. Leatherwood noted that you cannot get a permit because there is no one to issue one, and there is no one to enforce the violation when you burn because no one can issue a permit, which presents a quandary. Mr. Singer replied that MDE has not said that they will not enforce it and that fines can be significant, up to \$25,000. He does not recommend burning without a permit since MDE does have the authority to enforce and fine.

Ms. Zebal is concerned that the sheriff's office does not know the statewide regulations. Mr. Singer mentioned that the Health Department can work with the local sheriff's office to ensure they are aware of the local requirements. Mr. Singer is going to get in contact with Ms. Dinne after he has contacted the sheriff's office.

Mr. Hynes asked if campfires are legal, and Mr. Singer answered that they are legal, as they are recreational unless they are a nuisance or on a property line. Ms. Cutsail mentioned she had the same problem in Union Bridge, and the fire department will not put out a fire unless it is a hazard to a building and the sheriff's department will not cite them. Mr. Singer said that the Health Department had to prioritize what issues needed staffing and budget; unfortunately, open burning was a lower priority than certain other issues.

- c. 2014 PROPOSED EAC WORK PLAN POTENTIAL PROJECTS: Ms. Dinne reminded the members that each year the EAC discusses projects to include in its work plan for the following calendar year, followed by a review of the draft plan in December.

Ms. Dinne invited Eric Burdine, Chief for Carroll County Bureau of Solid Waste, to discuss a proposal to include in the work plan participation by the EAC's Solid Waste Subcommittee on a ***Solid Waste Advisory Council*** (SWAC) that he will recommend to the Board to be created to help implement the Solid Waste Work Group's recommendations. Eric Burdine shared that he will be drafting bylaws, which would recommend a council of seven members, three of which would be the members of the EAC's Solid Waste Subcommittee. Meetings would be held quarterly, with special meetings as needed. The SWAC would be an advisory group to the Department of Public Works (rather than the Board), and Mr. Burdine would be the staff liaison. Potential projects could include developing a process for distribution of recycling bins, how to address leachate treatment, issues related to composting, feasibility of a materials recovery center, educational efforts, or other similar projects. The Board had not yet approved this, but Mr. Burdine would be submitting it to the Chief of Staff to forward to the Board.

Ms. Cutsail again volunteered to sit on the Solid Waste Subcommittee. Ms. Leatherwood suggested including it on the EAC's work plan. Ms. Dinne will add it to the draft work plan as a project that will proceed if the Board approves the creation of the SWAC.

Ms. Zebal asked about the status of proposals related to the landfill. Mr. Burdine said the information was not yet public; however, they finished reviewing the five proposals. The proposals were narrowed down to two. Mr. Hatkin asked what criteria will be used to eliminate or vote for the proposals. Mr. Burdine mentioned benefits to the county, financial, experience, etc. Ms. Zebal asked who would make the decision. Mr. Burdine answered that they would brief the Board on the proposals that had been submitted. Ms. Dinne mentioned that generally the staff reviews the proposals and recommends to the Board who should be awarded the contract. Ms. Zebal asked when the contract might be awarded, and Mr. Burdine said they are shooting for early next year.



The solar energy project requested by the Board in February is not complete. Tasks 2 and 3 remain. Ms. Petry mentioned a need to educate communities on **solar energy**. However, she felt the recommendations made should be specific to Carroll County. Since the zoning code changes were not yet in place, she felt that, although there are plenty of resources that talk about solar energy in general, there is no point in the group reviewing it and making them specific to Carroll County until laws are in place within the county. Ms. Dinne suggested keeping it on the work plan but noting that it would not move forward until Task 1 had been implemented (code changes complete).

Mr. Spaur said that Mr. Voight previously indicated that concerns had been raised about the loss of productive agricultural land and facilities in residential areas. Ms. Petry thought that the residential concern was addressed because the changes would not allow use beyond that needed for the residence, so the facilities would not be large enough for commercial use in those areas. Ms. Dinne mentioned that video archive of the November 6 Planning Commission meeting, where this was discussed, was available online under Video Library on the County website [button on left side] for anyone who wished to listen to the discussion. She also said she would update the group via e-mail after talking with Mr. Voight. Ms. Petry mentioned the <http://www.dsireusa.org/> website, noting that it is a one-stop shop, which is up-to-date and county specific, and could be promoted on the County cable station once they are close to having a final process. Ms. Dinne inquired regarding the members' interest in adding a Task 4, as suggested by Mr. Hinrichs of Maryland Energy Administration in September, to recommend a standardized permitting process. Ms. Petry felt it was premature to add and suggested tabling it to discuss for the proposed 2015 work plan. Ms. Dinne ended the discussion by saying she will carry this project over in the work plan but add a note to say it will move forward after the implementation of Task 1.

Ms. Dinne asked if there were any other projects to add before moving on. Ms. Zebal asked if there were any legislative issues on the horizon. Ms. Dinne responded that the process for proposed legislation and any related amendments moves too quickly for the EAC's timeframe and meeting schedule. However, she would continue to brief the EAC on any significant, relevant legislation, such as Zero Waste. She said she would have the draft work plan available for approval at the next meeting. Ms. Dinne said, if the group approves the work plan, she would forward the final draft to the Commissioners the next day.

- d. 2013 ANNUAL REPORT: Ms. Dinne reminded the members that an annual report is prepared each year to provide to the Board. She drafted a report, based on the format prepared by Ms. Zebal last year, and provided it to the EAC members for review. Action was delayed on this issue until a decision was made whether or not to cancel the December meeting. Mr. Hatkin proposed meeting on January 15, 2014 and cancelling the December meeting due to Ms. Dinne not being available, ability to take care of the work plan at the January meeting, and proximity to the holidays. A vote was not taken, as the Chair is authorized to cancel meetings as his discretion. Once the decision was made to cancel the December meeting, the members voted to approve the annual report since no additional action would need to be added to the report for December.

**ANNUAL REPORT APPROVAL – Motion 190-13:** Motion was made by Sandy Zebal and seconded by Kim Petry to approve the 2013 annual report as written. Motion carried.

**OTHER –**

a.

**PUBLIC COMMENTS –**

Nothing to report.

**ADJOURNMENT – Motion 191-13:** Motion was made to adjourn the November 20, 2013, meeting. Motion carried. Meeting adjourned at 4:40.

The meeting adjourned at 4:40 pm. The next regular monthly meeting is scheduled for Wednesday, January 15, at 3:00 p.m. in Reagan Room (003) of the County Office Building.