

**Minutes**  
**CA Watershed Advisory Committee**  
**March 2, 2010**  
**FINAL**

The regular meeting of the Watershed Advisory Committee (WAC) was called to order on Tuesday, March 2, 2010 at 7:05pm in the Board Room at Columbia Association Headquarters. In attendance were Members Robert Schweinfurth (Chair), Brian England (Vice Chair), Jeff Campbell (7:20), Mark Charles, Sylvia Huestis, Jane Dembner, Tom Frederick, and Debbie Cappuccitti (7:40pm). Also in attendance for Columbia Association was Sean Harbaugh (Staff Liaison) and Steve Sattler.

**Approval of Agenda**

Agenda was approved by a unanimous vote (6-0-0), after adding Minutes from the December 22, 2009 meeting Approval of Minutes section.

**Approval of January 5, 2010 Minutes**

Minutes passed with change by a vote of 6-0-0.

**Approval of December 22, 2009 Minutes**

Minutes passed with change by a vote of 5-0-1 (Charles abstained). The change was to attach a copy of the "Statement before the Columbia Association Board On the Association's Proposed Budget for Fiscal Year 2011", which was the document referred to in the Minutes.

**Village Board Communications**

- Schweinfurth reported he was scheduled to present to the Owen Brown Village Board during mid-March. Frederick reported he had presented to the Town Center Village Board during January. There were no additional presentations which were reported.
- Some WAC members reported that articles requesting volunteers had been published in village newsletters in February 2010. The remaining villages should have newsletter articles published during the month of March 2010.
- Village Managers Meeting – Sattler and Harbaugh will act as conduit for communication between WAC and the village managers at the Village Managers Meeting. The meeting is held the 3<sup>rd</sup> Wednesday of each month at 9:30 am.

**CA Budget Testimony**

Schweinfurth reported the Watershed Manager position was approved for the FY2011 budget and conditional FY2012 budget. An action item was agreed upon for WAC members to submit a job description and metrics for CA consideration.

**Community Engagement Group**

The following upcoming items were discussed:

- Columbia Cleanup Day – March 27<sup>th</sup>, 10:00 am to 1:00 pm
  - Schweinfurth volunteered to manage volunteers if needed at one of the sites
  - Sattler to develop watershed business card to hand out at event
- Tree Planting – April 10
- Greenfest – April 17

- Topics to highlight at the booth are: Booth; map of Lake Elkhorn showing retrofit sites; the watershed game used last year; the watershed walk (Cappuccitti volunteered); and Dembner and Schweinfurth to help with set-up. Finalize WAC volunteers for the booth at April meeting.
- Rain Barrels – April 24
- Save the Planet – April 24
  - Consensus of the group was not to have a booth at this event, but if WAC members attend, distribute watershed business cards at the event.
- CA Board and Village Managers – consider doing a bus tour of the Little Patuxent River in the May/June timeframe.
- Community Volunteer Group Name – discuss at the next WAC meeting.
- Columbia Watershed Website
  - Updates to the website were discussed
  - Education Link – Huestis recommended WAC members submit one page articles for this area of the website. Several article ideas were suggested. Huestis will write article on Lawn Fertilizing; and Campbell volunteered to submit article on Frogs. Huestis would like articles submitted as soon as possible.

### **Process for Removal of Watershed Advisory Committee Member**

Sattler stated that a documented process for removing a WAC Member from the committee had not been discussed nor agreed upon. This issue needed to be addressed by WAC, since language to that effect had been included in the revised Charter which had been approved by the CA Board. Sattler recommended this topic be included on the April agenda.

### **Other Business**

- A suggestion was made to include a “Resident Speakout” on future agendas.
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**Meeting Adjourned – 9:05pm**

### **Future Agenda Items**

- Creating a Name for the Volunteer Group
- Process for Removal of Watershed Advisory Committee Member
- Watershed Website/Fact Sheets and Articles
- Greenfest
- Watershed Manager Job Description and Metrics
- Village Reports

### **Action Items**

- Action – Submit a job description and metrics for CA consideration
- Action – Campbell and Huestis to submit articles for the Education section of the website.
- Action – Sattler to design draft watershed business card to be used at upcoming events
- Action – WAC members to have remaining “requests for volunteers” articles published in the village newsletters in March