

South Carolina Mitigation Association

Executive Committee
Meeting Minutes
April 14, 2020

Opening

The regular meeting of the Executive Committee of the South Carolina Mitigation Association was called to order April 14, 2020 at 9:00 am via conference call by Allen Conger.

Attending:

Allen Conger
Tommy Cousins
Doug Hughes
Daniel Johnson
Kristin Knight-Meng
Ross Nelson
Sydni Redmond
Jack Smith
Ryan Smith
Adrienne Graham

I. Approval of Previous Meeting Minutes

Meeting minutes from Executive Committee Meetings February 11, March 5, and March 10 and the Quarterly Meeting Minutes from March 12, 2020 were reviewed and approved. The approved minutes will be posted on the website member page.

II. Update on Association Management

- Mr. Conger said a call will be set with Capitol Consultants. He asked for items that should be put in front of Capitol Consultants. Ross Nelson mentioned some items that had been requested such as 990's, Capitol Consultants invoice, and banking.
- Adrienne Graham stated that Capitol Consultants can routinely assist SCMA with communications including website updates and eblasts, membership packages/recruitment, logistics of meetings, and financial management. As part of the financial management, Capitol Consultants will reconcile bank accounts, approve and pay invoices, and manage accounts receivable. Capitol Consultants has a rigid check and balance system in place to ensure financial integrity. Financial reports will be submitted to the Treasurer prior to each meeting for presentation to the Committee. Capitol Consultants requested SCMA consider moving its accounts to Synovus. One staff person at Capitol Consultants would be designated to sign checks with Mr. Nelson (SCMA Treasurer) as the co-signee. Mr. Conger requested that a memo be sent to him and Mr. Nelson by Annie Wilson, Partner at Capitol Consultants, requesting the account be moved to Synovus.
- Generally the Committee would need to see bank statement and P&L to make sure everything is going well and to ensure the Committee is aware of the finances and serving as a good steward. Ms. Graham stated that she could provide a financial update at

each meeting and that the Executive Committee could still have online access to view the bank account.

III. Member Care

Mr. Conger received a list of potential members from Daniel Johnson. This list may have had Kristin Knight-Meng's input as well. Ms. Graham had cross checked this list with current SCMA members. Three letters need to be developed:

1. New member letter for the service industry;
2. Letter for past members whose membership has lapsed; and
3. A letter to encourage members to move from the Associate to Full membership.

Mr. Ross and Ms. Knight-Meng will work with Ms. Graham on drafting letters to be mailed. The drafts will be sent to Mr. Conger prior to mailing.

IV. Quarterly Meeting Dates and Speakers

- Mr. Conger had asked Chris Ryan (Passarella and Associates) from the Technical Committee for speaker ideas for the next Quarterly Meeting. Mr. Conger also solicited the Committee for other speaker and topic ideas. The next meeting should take place in Charleston. Mr. Nelson will send contact information to Ms. Graham for the College of Charleston North Campus to reserve a room. The meetings are generally 10:00 am - 12:00 pm. Dates to be considered are June 16, 17, 23, and 24. Suggested topics include:
 - An update on proposed changes to WOTUS rules, which may be a possible topic for the Technical Committee. Sydni Redmond will follow up with Mr. Ryan. Mr. Conger suggested potentially a watershed manager from the Corps.
 - An update from SCDOT on lost revenue and the impact on future funding would be relevant to SCMA. The American Council of Engineering Companies of South Carolina (ACEC) is probably already working with them on this and may be a source of information.
 - Mr. Conger suggested a representative from a surety bond company on bonding products as a supplemental speaker at one of the quarterly meetings, perhaps 15 minutes. This presentation would cover the way this industry works as a requirement of the Corps' process for mitigation banks. Tommy Cousins will reach out to a few individuals about speaking.
 - The Quarterly Meetings have an educational component to bring value to the members and encouraged the Committee to be thinking of speakers.
- Ms. Graham will propose dates for the second, third and fourth Quarterly at the next Executive Committee meeting. The Partnership Committee will coordinate the Fall Meeting and Regulatory Committee typically coordinates the December meeting.

V. Old Business

- Mr. Conger directed Ms. Graham to get quotes for Directors and Officers Insurance as quickly as possible.
- Mr. Vince McCarron with SCDOT emailed Mr. Conger on April 13 asking for an example of a "bond and security" for procurement. Mr. Conger submitted an example bond from a project that the Corps of Engineers had approved previously. Mr. Conger reminded him the Corps has approved other financial assurances in the past such as restricted accounts and letters of credit.

- Mr. Conger referenced his email updated from SCDOT that the solicitation is delayed so that they may focus on more pressing matters in the midst of the pandemic. The gasoline tax revenues will be significantly affected by the stay at home orders. Ryan Smith said NCDOT was already in a budget crisis and this situation will make it much worse. Following up on the earlier discussion, Mr. Smith said ACEC is likely already following up with SCDOT and they should be collecting data that should be distributed. SCDOT should be able to bring someone in to speak with us about this. Mr. Nelson will follow up with ACEC's Fix Our Roads Group and bring the information back to Mr. Conger to distribute to the Committee.

VI. New Business

- What can SCMA do to support its members during this pandemic? Mr. Conger asked that everyone keep their clients and subcontractors in mind and move forward as much as possible.
- A public notice was issued in Lexington Country on the Holy Grail Project in which a permittee-responsible mitigation (PRM) plan is proposed in a watershed that is served by at least one mitigation bank currently and two pending mitigation banks on the way. Would SCMA be willing to submit a letter during the Public Notice period to the Corps of Engineers requesting that they adhere to the mitigation rule's hierarchy for mitigation banks first? The impact is only 6.78 acres, but there are credits. It was pointed out that the PRM site is not in the same basin as the impacts; the project is in the Congaree Watershed and the proposed PRM is in the Saluda.

Mr. Nelson made a motion for the SCMA to write a letter to the Corps stating our preference to follow the structure of the mitigation rule, which applies to the Holy Grail Project. Mr. Johnson seconded the motion. The motion carried unanimously.

Mr. Nelson and Mr. Johnson will draft the letter to be sent today, the deadline. Mr. Conger and Mr. Johnson will sign on behalf of SCMA.

VII. Adjournment

Meeting was adjourned at 9:55 am by Mr. Conger. The next Executive Committee Meeting will be at 9:00 am on May 12, 2020 via conference call.

Minutes submitted by: Kristin Knight-Meng

Approved by: