



**MEMORANDUM OF UNDERSTANDING**  
**between**  
**St. Mary's Soil Conservation District**  
**and the**  
**Maryland Department of the Environment**

**Purpose**

This Memorandum of Understanding (MOU) is between the St. Mary's Soil Conservation District (District) and the Maryland Department of the Environment (Department), collectively referred to as the "Parties." The MOU formalizes the District's willingness to assist the Department in carrying out its sediment control responsibilities by conducting pre-construction conferences with all recipients of sediment control plans approved by the District. Because the Department cannot delegate its responsibility under law to the District (Environmental Article, Title 4, Subtitle 1, Sediment Control), the District will function as a Contractor to the Department in performing this activity. The authority for the Parties to consummate this MOU including the District's right to charge appropriate fees is provided in the same Subtitle cited above.

**Duration and Termination**

The MOU will stay in effect as long as both Parties agree to its continuance. Either Party can terminate its participation within 30 days upon written notice to the other Party. The Parties can agree to amend the MOU at any time.

**Lead Personnel**

Lead persons for the Department will be Tom Boone and Darwin Feheley. The lead person for the District will be Bruce Young. The Parties will advise each other in writing of changes in these assignments.

**Scope and Procedures**

The District will schedule meetings with all persons holding approved sediment control plans prior to any earth-moving activity taking place. The District will determine the time and place of the meeting as well as the appropriate persons representing the project management, but in all cases will include the on-site supervisor for the project. The District will advise the Department when meetings are scheduled. The District will review all aspects of the project with the project representatives which will include:

- Compliance with all required permits;
- Adherence to the approved sequence of construction;
- Implementation and continued maintenance of controls;
- Stabilization requirements; and
- Self-inspection requirements and maintaining records.

The District will require the appropriate project management representatives to acknowledge in writing that they understand and will follow all requirements of the approved plans; further they will not proceed with any earth-moving activity until approval is received from the Department.

**Implementation of MOU**

The MOU will be in effect when both parties have affixed their signatures. The Parties will review the implementation of the MOU periodically and to amend it as may be necessary.

8/3/06  
Date

Stanley Boothe  
Chair, St. Mary's Soil Conservation District  
Board of Supervisors

8/8/06  
Date

Virginia F. Kearney, LPA  
Director, Water Management Administration  
Maryland Department of the Environment