

CATOCTIN SOIL CONSERVATION DISTRICT

92 Thomas Johnson Drive - Suite 230 Frederick, MD 21702

Phone: 301 695-2803 Ext. 3 FAX: 301 694-0270

BOARD MEETING

Tuesday, January 21, 2020

9:00 AM

CALL TO ORDER-----Salisbury

BOARD MINUTES-----Remsburg

FINANCIAL REPORTS

Treasurer's Report -----Sowers

Joint urban checking-----Remsburg

Joint urban money market-----Remsburg

Joint urban fees CDARS account-----Remsburg

Joint ag complex-----Remsburg

SAM Account-----Remsburg

EXPENSES FOR THE MONTH

Operating account -----Remsburg

Joint Urban Checking-----Remsburg

SAM Account-----Remsburg

OLD BUSINESS-----Salisbury

Ecotone update

Manure Injection project report

Winter soil health program update

MASCD winter meeting travel

Forest harvest permit

MDA office space lease

Other old business

CURRENT BUSINESS-----Salisbury

Legislative Day

Quarterly financials

Other current business

COMMITTEE REPORTS

Info/Education-----Salisbury

Awards-----Arnold

Legislative-----Sowers

Ag. Complex-----Grossnickle

COMMUNICATIONS-----Remsburg/Cammauf

CONSERVATION PLANS, ETC-----Cammauf

OTHER BUSINESS FROM THE FLOOR-----Salisbury

COOPERATING AGENCIES

NEXT MONTHLY BOARD MEETING-----Salisbury

ADJOURNMENT

**Catoctin Board Meeting
December 23, 2019
9:30 am**

In attendance: Supervisors McBride, Arnold, Salisbury, Sowers, Grossnickle, Associates J. Falkenstein, District Manager D. Remsburg, ADM Leatherman, DC Cammauf, Extension- M. Morris, K. Nichols, MDA Hutchinson.

Minutes approved by Motion: Grossnickle/ McBride - All in agreement

Treasurer's report approved by Motion: Grossnickle/McBride - All in agreement

Joint urban checking, money market, Ag complex, SAM accounts approved by Motion: McBride/Grossnickle- All in agreement.

Expenses for the month approved by Motion: Grossnickle/McBride- All in agreement.
Checks #8395 thru #8416, Joint Urban Checks- #1842 thru 1844 Ag. Complex Checks - None,
SAM Check-None.

OLD BUSINESS:

1. Remsburg gave the Ecotone update. The DNR monthly report has been sent in. No construction has started at this time, one is still to start in January and the other in March.
2. Remsburg Gave the Manure Injection Equipment update. Allegheny Ag. did injection for Dave Doody, Gary Grossnickle and Scott Coblantz. Adam Wivell has to be done yet. Dotterer explained if someone has approval they can haul but no applications will be taken. No invoices have been received for hauling's just completed.
3. Remsburg gave the update on the Winter Soil Health Meeting. It has been advertised on Facebook, Soil Conservation Website and invitations are sent to all who did Cover Crop. It is to be held on February 5th. Nutrient Management and CCA credits available.
4. Remsburg mentioned to be sure to get your registration and or reservations in for the Winter MASCD Meeting by January 17th. There was a Motion: Sowers/ Grossnickle giving approval for Associates to attend if they would like. All in agreement.
5. Remsburg gave an update on the changes made on the NRCS MOU. There was a Motion: Grossnickle/McBride to approve the NRCS Mou with changes made. All in agreement.

CURRENT BUSINESS:

1. Remsburg asked the Board if they would be willing to sign a 5-year lease for additional office space and sub lease to MDA after details was explained, There was a Motion: Sowers/ Grossnickle to be the lease holder for the space and sub lease to MDA. All in agreement.

2. Remsburg presented a proposal for Catoclin District to support the Catoclin High School Land Judging Team in National Competition. There was a Motion: McBride/Grossnickle to approve \$500-dollar sponsorship. All in agreement.
3. Remsburg presented a Forest Harvest permit change to the Board, it was about contacting DNR 3 days before mobilization and to give DNR authority to come onto private property. Remsburg is get more information. There was a Motion: Sowers/ Grossnickle to table until January Meeting. All in agreement.
4. Remsburg reported the Boards have a signed agreement with Rodger Thomas to do SWM pond reviews.
5. Remsburg presented a request from Extension Service to be a sponsor to Breakfast on the Farm on June 6th at Dubaugh Farm in Washington County. There was a Motion: Sowers/ McBride to approve a \$500-dollar donation. All in agreement.
6. Remsburg presented an Ag. Exemption Extension request for Jason Moore to spread topsoil in the previous Ag. exemption area. There was a Motion: Sowers/Arnold to grant the request. All in agreement.
7. Sowers mentioned forming a Committee between both Boards to discuss the possibility of the two Boards coming together to form one Frederick County Board, after discussion there was a Motion: Grossnickle/Arnold to table it for now.

Communications: No Report.

Cammauf: distribute written report (copy or file)- copy attached.

Committee Report: Info/Ed: No Report

Awards- No Report

Legislative: No Report

Ag. Complex: Remsburg reported he received a call from State Highway Administration about the appraisal rate for property Soil Conservation owns. They are appraising it as 3 lots with a remainder the highest rate it can be appraised for. they will get back in late February with an appraisal price. Remsburg is to contact SHIA to get a refresher on what was discussed at the last Joint Meeting with them.

Conservation plans: Approved by Motion: No plans to approve.

Cooperating agencies:

MDA Hutchinson -1. handed out a brochure on different Stream Restoration BMP's .

2. Hutchinson reported on a Soil Health Grant that is a 3-year program.

Extension Service. January 17th is a Hay and Forage Conference at Burkittsville Ruritan Club Building.

NEXT MONTHLY MEETING: Date: Wednesday - January 21, 2020

Motion to Adjourn: Grossnickle/ Arnold - Minutes taken by Steve Leatherman

Steve Leatherman

Catoctin SCD Receipts and Disbursements-DRAFT

December 2019

This statement is taken from district financial records and was approved by the Board of District Supervisors on _____

Statement Prepared by: _____

Verified with Bank Statement by: _____

	<u>STATE</u>	<u>COUNTY</u>	<u>DISTRICT</u>	<u>Dist./Co Total</u>	<u>Total</u>
Bal. Fwd	\$97,112.65	\$134,676.22	\$ 38,133.64	\$172,809.86	\$269,922.51
Receipts	\$2.43		\$104.22		\$106.65
Total	\$97,115.08	\$134,676.22	\$ 38,237.86	\$172,914.08	\$270,029.16
<u>Expenditures</u>					
Per Diem-Sup	\$225.00	\$675.00			
Per Diem-Assoc.		\$50.00			
Travel - Supervisor	\$150.22	\$108.78			
Travel - Associates		\$48.00			
Travel - Employees		\$174.29			
November FICA/SUTA		\$143.10			
Less November W/H		(\$68.85)			
Contract-Bookkeeping		\$393.75			
Copier		\$108.41			
Office Supplies		\$480.35			
Phone, fax, internet		\$195.78			
Postage		\$22.85			
Printing & Repro					
Waterfy Me		\$25.97			
NACD-FY20 Annual Dues	\$700.00	\$75.00			
FSCD-Reimburse Banquet		\$1,078.00			
Total Expenditures	\$1,075.22	\$3,510.43	\$ -	\$3,510.43	\$4,585.65
Balance on Hand	\$96,039.86	\$131,165.79	\$ 38,237.86	\$169,403.65	\$265,443.51

Income:

State \$2.43 Interest

County \$

District \$4.22 Interest; \$100 Envirothon-Wolfsville Ruritan Club

Catoctin Soil Conservation District
Balance Sheet Prev Year Comparison
As of December 31, 2019

2:20 PM
 01/15/20
 Cash Basis

	Dec 31, 19	Dec 31, 18	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings	265,443.51	237,921.03	27,522.48	11.6%
1000 · Catoctin SCD operating acct				
Total Checking/Savings	265,443.51	237,921.03	27,522.48	11.6%
Other Current Assets				
1100 · Jointly Held Assets with FSCD				
1010 · Ag Complex	17,570.43	17,460.78	109.65	0.6%
1030 · Joint Urban CDARS	158,642.47	102,850.46	55,792.01	54.3%
1040 · Joint Urban checking	207,119.16	175,976.89	31,142.27	17.7%
1050 · Joint Urban Money Mkt	26,426.97	26,262.05	164.92	0.6%
1090 · Joint SAM Account	22,951.56	27,162.58	-4,201.02	-15.5%
Total 1100 · Jointly Held Assets with FSCD	432,720.59	349,712.76	83,007.83	23.7%
1210 · Petty Cash Fund	25.00	25.00	0.00	0.0%
Total Other Current Assets	432,745.59	349,737.76	83,007.83	23.7%
Total Current Assets	698,189.10	587,658.79	110,530.31	18.8%
Fixed Assets				
1500 · Furniture and Equipment	6,124.79	446.50	5,678.29	1,271.7%
1509 · SAM Equipment	128,605.00	128,605.00	0.00	0.0%
Total Fixed Assets	134,729.79	129,051.50	5,678.29	4.4%
TOTAL ASSETS	832,918.89	716,710.29	116,208.60	16.2%
LIABILITIES & EQUITY				
Equity				
3500 · Fund Balance	738,435.17	611,173.58	127,261.59	20.8%
Net Income	94,483.72	105,536.71	-11,052.99	-10.5%
Total Equity	832,918.89	716,710.29	116,208.60	16.2%
TOTAL LIABILITIES & EQUITY	832,918.89	716,710.29	116,208.60	16.2%

Catoctin Soil Conservation District
Profit & Loss Prev Year Comparison
 July through December 2019

2:18 PM
 01/15/20
 Cash Basis

	Jul - Dec 19	Jul - Dec 18	\$ Change	% Change
Ordinary Income/Expense				
Income				
4000 · Government Grants				
4350 · Annual Budgeted Funds Received	31,083.76	42,896.76	-11,813.00	-27.5%
Total 4000 · Government Grants	31,083.76	42,896.76	-11,813.00	-27.5%
4500 · Investment Income	1,514.26	314.88	1,199.38	380.9%
4600 · Program Income	-18.19	631.50	-649.69	-102.9%
4700 · Urban Fees	116,621.09	84,194.20	32,426.89	38.5%
4810 · Ecotone Grant	0.00	18,207.86	-18,207.86	-100.0%
4950 · SAM Income	54,366.53	55,952.38	-1,585.85	-2.8%
Total Income	203,567.45	202,197.58	1,369.87	0.7%
Expense				
5950 · SAM Expenses	4,342.50	12,783.33	-8,440.83	-66.0%
5960 · SAM Interest Paid	0.00	15.40	-15.40	-100.0%
6020 · Awards and Grants	0.00	500.00	-500.00	-100.0%
6030 · Bank Charges	20.00	0.00	20.00	100.0%
6040 · Contributions & Donations	625.00	865.00	-240.00	-27.8%
6100 · Communications				
6140 · Phone, fax, internet	751.94	721.49	30.45	4.2%
6160 · Postage, Mailing service	133.71	419.76	-286.05	-68.2%
Total 6100 · Communications	885.65	1,141.25	-255.60	-22.4%
6200 · Contract Services				
6210 · Accounting Fees	4,005.00	4,992.61	-987.61	-19.8%
6220 · Advertising, publications	561.70	162.50	399.20	245.7%
6230 · Engineer	0.00	87.50	-87.50	-100.0%
6240 · Equipment Rental	531.35	626.96	-95.61	-15.3%
6250 · Equipment repair/maint	268.75	268.75	0.00	100.0%
6270 · Printing, Reproduction	819.19	-188.74	1,007.93	534.0%
Total 6200 · Contract Services	6,185.99	5,680.83	505.16	8.9%
6300 · District Activities				
6310 · Awards	0.00	87.75	-87.75	-100.0%
6320 · Banquets, Picnics, Luncheons	1,136.50	281.66	854.84	303.5%
6330 · Envirothon	580.00	-100.00	680.00	680.0%
Total 6300 · District Activities	1,716.50	269.41	1,447.09	537.1%
6490 · Promotional	728.00	714.00	14.00	2.0%

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Cash Basis

Catoctin Soil Conservation District Profit & Loss Prev Year Comparison July through December 2019

	Jul - Dec 19	Jul - Dec 18	\$ Change	% Change
6500 · Payroll Exp - Super & Assoc				
6510 · Gross Salaries and Wages	3,700.00	3,200.00	500.00	15.6%
6520 · Employer SS & Medicare	283.05	4,238.95	-3,955.90	-93.3%
6530 · Unemployment Taxes	11.10	44.62	-33.52	-75.1%
Total 6500 · Payroll Exp - Super & Assoc	3,994.15	7,483.57	-3,489.42	-46.6%
6550 · Payroll Exp- District Staff				
6551 · Gross District Salaries & Wage	53,062.38	41,273.32	11,789.06	28.6%
6552 · Employer SS & Medicare	4,848.47	0.00	4,848.47	100.0%
6554 · Employer Provided Benefits				
6591 · Retirement Plan Admin Fee	0.00	489.50	-489.50	-100.0%
6554 · Employer Provided Benefits - Other	23,652.03	18,459.82	5,192.21	28.1%
Total 6554 · Employer Provided Benefits	23,652.03	18,949.32	4,702.71	24.8%
Total 6550 · Payroll Exp- District Staff	81,562.88	60,222.64	21,340.24	35.4%
6600 · Supplies, materials, operations				
6620 · Field supplies	336.81	87.00	249.81	287.1%
6630 · Office Supplies	2,142.70	1,411.88	730.82	51.8%
Total 6600 · Supplies, materials, operations	2,479.51	1,498.88	980.63	65.4%
6700 · Technical and special fees				
6710 · Associate per diem	225.00	0.00	225.00	100.0%
Total 6700 · Technical and special fees	225.00	0.00	225.00	100.0%
6800 · Travel				
6810 · Associate travel	198.00	0.00	198.00	100.0%
6850 · Employee travel	1,254.23	1,206.59	47.64	4.0%
6860 · Supervisor conf	150.00	-173.65	323.65	186.4%
6870 · Supervisor travel	1,407.82	1,317.82	90.00	6.8%
Total 6800 · Travel	3,010.05	2,350.76	659.29	28.1%
6900 · Other Fixed Charges				
6920 · Dues	3,025.00	2,825.00	200.00	7.1%
6940 · Insurance - Liability, D and O	283.50	278.50	5.00	1.8%
6960 · Subscriptions	0.00	32.30	-32.30	-100.0%
Total 6900 · Other Fixed Charges	3,308.50	3,135.80	172.70	5.5%

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Cash Basis

Catoctin Soil Conservation District
Profit & Loss Prev Year Comparison
July through December 2019

	Jul - Dec 19	Jul - Dec 18	\$ Change	% Change
6913 - VOID Checks	0.00	0.00	0.00	0.0%
Total Expense	109,083.73	96,660.87	12,422.86	12.9%
Net Ordinary Income	94,483.72	105,536.71	-11,052.99	-10.5%
Net Income	94,483.72	105,536.71	-11,052.99	-10.5%