

Catoctin Board Meeting
February 15, 2022

APPROVED

In attendance: Supervisors - Falkenstein, Holter, Orlowski, Arnold, Sowers, Associates - Grossnickle, Shafer, DM Hutchinson, ADM Leatherman, DC Cammauf.

Minutes approved by motion: Holter/Arnold. All in agreement.

Treasurer 's report approved by motion: Falkenstein/Orlowski. All in agreement.

Joint Urban Checking Money Market, Ag complex accounts approved by Motion: Holter /Orlowski. All in agreement.

Expenses for the month approved by Motion: Falkenstein/Holter. All in agreement.

Checks - #8881 thru #8905, Joint urban Checks #2049 and #2051, Ag. Complex Checks – None.

OLD BUSINESS:

1. Hutchinson gave the small pond approval update. MDE held 2 virtual Meetings to go over the small pond MOU. On advice from their OAG, MDE will establish policy to manage small pond review rather than maintaining individual MOUs with each District. At MASCD it was announced that they had not yet developed a procurement agreement template, per the resolution passed at the summer meeting, to assist the Districts in procuring engineering services for small pond review. The MDA OAG made the determination that per COMAR, the SCD's are not able to charge fees for small pond review. Hutchinson confirmed with MDE that the District can proceed to review ponds with our current process however our contract is lacking three items the OAG has said are necessary. We will either need to develop a new contract or hire a part time engineer as a District employee. This position would be paid through urban fees. After some discussion there was a Motion: Orlowski/Falkenstein to bring Roger on as a part-time employee to review small SWM ponds for Catoctin District. All in agreement.
2. There was discussion about the need to purchase workman's comp insurance for a part time District employee. This raised the question about whether the nutrient management interns are considered District employees or whether the district is acting only as a payroll service. Hutchinson to inquire with the nutrient management program.
3. Heather asked the Board about hiring a contractual Administrative Assistant, she reported the County advised that operating funds can be used to pay this position and the Districts can hire on their own if they know of someone interested. The Board decided they need to have a Joint Board Meeting. Hutchinson is trying to set one up for Friday afternoon. Hutchinson reported she is waiting for a date for a virtual meeting with County Executive Gardner to support the request for the county to pay half of the salary for a third sediment and erosion reviewer.
4. Hutchinson gave the update on the MOA with NRCS. They have provided an updated template, Hutchinson made comments and sent it back. One of the comments was for NRCS to provide training on the 1619 requirements. Once approved by the National office, the Districts will receive the agreement for signatures.
5. At the last meeting, Sowers asked about private firms designing BMP's. Hutchinson reported Cammauf advised against it, because in the past, NRCS engineers would not allow staff to conduct the construction inspections. In order to have a complete as-built, the designing engineer or their staff would need to conduct the inspections which would result in greater cost to the farmer. Hutchinson talked to W. Johnson who advised that local staff could do inspections, but if any changes would be needed, staff would need to contact the designing engineer and get written approval. This could result in extra charges to the farmer. With BMPs approved under NRCS job approval, any field changes are addressed by reaching out to W. Johnson who can give guidance on how to proceed at no additional cost to the farmer for the technical service.

6. Hutchinson reported the returned check stamp has been purchased and in use.
7. Hutchinson reported The Taste of Maryland function date has been changed to March 3rd.
8. Hutchinson reported the Sexual Harassment Training is to be held on March 1st at the Washington County Ag. Center from 9:30am to 11:30am.
9. Holter reported that the IRS has a program called FAVR that allows employers to establish a vehicle maintenance stipend, that is not taxed, for employees.
10. Hutchinson brought up Brennan's Associate appointment, the Board decided to table it until the March Meeting since he was not present.

CURRENT BUSINESS:

1. Hutchinson reported on the highlights of the Winter MASCD Meeting held on February 10th. Minutes emailed to Supervisors.
2. Sowers and Falkenstein reported on the highlights of the County Legislative day held on February 12th.
3. Hutchinson reported the SSCC Meeting is to held on February 17th for anyone who can attend.
4. Hutchinson asked the Board if they are interested in hosting the Banquet this year. There was a Motion: Holter/Orlowski to approve hosting the Cooperator Banquet. All in agreement. Hutchinson is to contact Middletown, Jefferson and Brunswick Fire Companies to get a cost of using the facilities and meal charge.
5. Hutchinson handed out a copy of the Envirothon budget provided by Barry Burch and reported he is taking over Poster and Coloring Contest Program as Spurrier is stepping down from Associate Supervisor.
6. Hutchinson reported the Middletown Valley Bank is currently a personal checking account. She requested permission to switch it to a Business Account. The board advised to update the account to a business account.

COMMUNICATIONS: Nothing to Report.

CAMMAUF: distribute written report- See copy attached.

1. Cammauf reported Dr. Hillsman will be leaving NRCS and Rob McAfee will be filling in at this time.
2. Cammauf reported between March 24 through May 27th all NRCS Staff will be back in the Office, they can be approved to work from home for up to eight out of ten days.

COMMITTEE REPORTS: Info/Ed: No Report

Awards: See Current Business #4

Legislative: No Report.

Ag. Complex: Falkenstein reported he has talked to Katie Stevens about how the feasibility is coming.

Conservation Plans: Accepted by Motion: No plans to accept.

Cooperating agencies: Extension: K. Nichols sent a copy of Extension report, it was added to the packet.

NEXT MONTHLY MEETING: Date: Tuesday – March. 15th @ 9:00 Burkittsville.

Adjournment – Holter/ Orlowski

Minutes recorded by: Steve Leatherman

