

**Catoctin Board Meeting
June 21, 2022**

APPROVED

In attendance: Supervisors Falkenstein, Orlowski, Holter, Arnold, Sowers, Associates: Brennan, DM Hutchinson, ADM Leatherman, Brian Horman, E.D Tucker.

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

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

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

Expenses for the month approved by Motion: Falkenstein/ Holter. All in agreement.
Checks - #8974 thru #8991, Joint urban Checks #2059 thru #2061, Ag. Complex Checks – None.

OLD BUSINESS:

1. Hutchinson gave the Board merger update: the SSCC will meet in closed session in July to discuss the process. This was planned for the June meeting but there was a date change and the Attorney was not available on the new date.
2. Hutchinson reported the vehicle has been purchased, it is a 2022 Chevrolet Traverse RS. Falkenstein and Hutchinson picked it up on Monday- June 20, 2022. Hutchinson said she received 3 quotes and Erie Insurance was the least expensive for the same coverage, as part of the coverage we are now insured against damages resulting from one of the employees using their own vehicle for work purposes. This insurance is for any balance their insurance doesn't cover and will insure the District against a law suit. The cost for insurance is \$1,234.00 a year.
3. Hutchinson reported the MASCD Western Area Meeting will be held at 10:00 AM on July 14th via zoom. If you have any topics you want to discuss that affect Western Maryland, let her know, so it can be added to the agenda. Hutchinson suggested ponds might be a good topic.
4. Hutchinson reported the unfunded agreement has not been signed yet. NRCS has said that the existing signed agreement is sufficient.
5. Hutchinson reminded Falkenstein about constructing a radish display for the fair?
6. Hutchinson reported she would stop at Blacks to pick up two photographs for the MASCD Auction when she goes to the Frederick Board Meeting.

CURRENT BUSINESS:

1. Hutchinson Presented an Ag. Exemption request for Brian Horman for a farm pond, there was some discussion and then a Motion: Falkenstein/Holter to approve the Ag. Exemption. All in agreement.
2. Hutchinson reported two applications have been received for the Urban Technician Position. Interviews need to be scheduled. It will be discussed in closed session.
3. Hutchinson reported she has hired a summer intern; his name is Wes Bednarzyck. He is a high school senior at Boonsboro High School. He will be working through the summer Monday through Thursday from 1:30pm-4:30pm and Friday 8am – 4pm. He will be answering phones and door, filing, making copies, etc.
4. Hutchinson reported she received a letter from Jim George requesting to do the annual financial review. There was a Motion: Holter/Orłowski to approve Jim George to do the financial review. All in agreement.

5. Hutchinson reported that reservations need to be made for the MASCD Summer Meeting she would like registration to be completed by the end of June. Full registration cost is \$340.00 dollars, there is an optional Tour and crab feed, the meeting date is August 28th-31st.
6. Hutchinson reported the District received a request from NACD Northeast Association of Conservation Districts Employees asking for donations to assist employees from all Districts who does not have funds to send staff to the meetings for professional development. There was a Motion: Orlowski/Holter to approve \$100.00 dollar to assist in sending staff to meetings for professional development. All in agreement.
7. Hutchinson reported the SSCC Meeting is going to be held on June 23rd the main topics is MACS update for the flat rate schedule.
8. Hutchinson reported the coloring contest results are in, Barry asked for checks to be mailed to the winners. In the past Spurrier got a grant from Rural Maryland Council to cover the cost, and the Frederick District would issue a check to Paul who would then give cash to the students. The Board suggested making a check out to Barry let him cash it and pay the prize winners in cash rather then sending a check to a child.
9. There was some discussion about doing evaluations for the District Staff and doing weekly meetings with Staff to improve communication and get a better understanding of Staff workload and process. Nothing was decided at this time.
10. Hutchinson reported Cover Crop sign up goes from July 1st – July 18th. There are some new incentives with years program.
11. Hutchinson reported the Soil Smart Farm Tour is to be held on September 9th proposed stops are at Chesnut Hill Farm, Sam Roop, Schriver, Glamor View Farm.
12. Wanda will be retiring on June 30, there will be a pot luck luncheon in her honor on June 23rd.

Communications: No Report

Cammauf: No Report

Committee Report: Info/Ed: - No Report

Awards: No Report

Legislative: No Report

Ag. Complex: No Report

Conservation plans: Accept by Motion: Falkenstein/Arnold- All in agreement.

Cooperating agencies- Economic Developer Tucker reported the County gave out \$500.00 to 9 recipients in Ag. innovation grants. The County has also started a Farmer relief grant that will provide \$20 dollars an acre for fertilizer put on Crop Fields, A UEI number is needed and 51 % of income needs to come from farming.

Tucker reported the feasibility study stated on June 1st for the processing facility, there are 3 companies involved.

Mark Townsend submitted a written report, included in the board packet.

NEXT MONTHLY MEETING: Tuesday July 19 @ 9:00 am in Burkittsville (date later changed to July 15)

Adjournment: Falkenstein/Holter

Minutes recorded by: Steve Leatherman.

Steve Leatherman