

APPROVED

Frederick SCD Board Meeting

June 29, 2022

In attendance: Supervisors – D. Flickinger, B. Black, B. Burch, R. Myers, S. Hipkins. Associates: B. Sweeney. District Manager – H. Hutchinson, Asst DM – Leatherman, NRCS – Brent Cammauf. Scholarship winners Abigail Beckman and Alana Baye.

Minutes approved by motion: Burch/Myers – as presented. All in agreement.

Treasurer's Report approved by motion: Flickinger/Burch to accept as filed – All in agreement.

Financial Report Statements approved by motion: Burch/Myers – All in agreement.

Expenses to be paid for the month approved by motion: Flickinger/Black to accept as filed – All in agreement.
Checks? # 4061 thru #4082, Joint Urban checks #2059 thru #2061, Ag. Complex Checks – None.

OLD BUSINESS:

1. Scholarship – Hutchinson introduced the scholarship winners, Abigail Beckman and Alana Baye, to the board and presented them with their checks and took pictures.
2. District Merger – Hutchinson gave the merger update: the SSCC will meet in closed session in July to discuss the process. This was to happen in June but there was a date change and the attorney was not able to make it.
3. District Vehicle Purchase – The district vehicle was purchased by John and Heather. It is a 2022 Chevy Traverse RS.
Insurance - Heather received 3 quotes and Erie was the least expensive for the same coverage, the cost is \$1243 a year. As part of the coverage we are now insured against damages from one of the employees using their own vehicle for work purposes. This insurance will cover the balance their insurance doesn't and also protects the the districts against a lawsuit.
The local government tags arrived at the dealership and are being fed exed along with a \$200 refund.
Weather Tech floor liners have been purchased.
4. 2022 MASCD Western Area Meeting – The MASCD Western Area meeting will be held on July 14th at 10:00 AM via zoom. Heather asked for discussion topics to add to the agenda. She suggested ponds and other topics suggested were MACS caps for cost share and updating COMAR to allow districts to charge for small pond review.
5. Auction items – Bobby Black will donate a fruit basket for the Auction. Barry Burch is going to purchase 3 bottles of wine from Frederick Co. wineries.
6. Administrative Assistant Position – Hutchinson submitted the Administrative Assistant position to the county and they came back with questions she needs to address and send back.
7. Engineering Position –The board discussed making the engineering position a part time county position, Hutchinson said the county is ok with that. The down side is we cannot pay out of county funds and the system is not set up for charging for pond reviews. COMAR needs to be changed for us to do this. The board wants to work towards getting a full-time engineer to review Ag. ponds and SWM ponds.
8. NRCS Unfunded agreement – Hutchinson reported the unfunded agreement has not been signed yet. They said they can use old signatures.

CURRENT BUSINESS:

1. District Urban Technician – Hutchinson reported she received 2 applications for the district technician position, she emailed the applicants as to the interviews. They are on July 13th. One at 9:00 AM and the other at 10:00 AM. Burch and Hipkins said they are able to come.

2. Summer Intern – Hutchinson hired a summer intern his name is Wes Bednarczyk. He is a Boonsboro High School senior, he will be working 1:30 to 4:30 Monday through Thursday and 8:00 to 4:00 on Friday. He will be answering phones and door, filing, etc.
3. Annual Review of Accounts – Hutchinson reported she received a letter of interest from Jim George asking to do the Annual Financial review. There was a motion Myers/Flickinger to have Jim George do the financial review again this year. All in agreement.
4. MASCD Summer Meeting Registration – Hutchinson reported its time for MASCD summer registration, she would like registration to be done by the end of June. Full registration cost is \$340 with a tour and grab feed optional, the meeting date are August 28th -31st. There was a Motion: Myers/Burch to approve the expense of any Associate wishing to attend the MASCD summer meeting. All in agreement.
5. June SSCC Meeting – The June SSCC meeting was held on the 23rd. The main topic MACS update for Flat Rates. The 30% rate is extended until the end of the year. A small work group will work on the flat rates and then become a larger work group to have a final decision by December. They are trying to regionalize the flat rates.
6. Coloring Contest – The coloring contest are in Burch, asked that checks be mailed. In the past, Spurrier gave out cash from a grant from Rural MD Council. Burch was not aware of the grant, the board decided to make a check out to Burch and let him pay cash to the winners, Burch said he would draft a letter to go along with the cash.
7. District Evaluations – Hutchinson reported the board chairs and vice chair discussed the need for evaluations for distinct staff. Hutchinson said she would need to familiarize herself with the county process for doing evaluations. They also talked about having weekly meetings with staff to improve communication and get a better understanding of staff work load and process. They would like for a board member to attend these meeting. It was suggested to hold the meetings every other week.
8. Soil Smart Farm Tour- Farm Bureau is asking for sponsorship for the bus for the soil smart farm tour. They are looking for \$250 from each district. There was a Motion: Myers/Black to approve \$250 towards the bus for the tour. All in agreement.
9. State Mileage Rate Increase – Hutchinson reported as of June 19th the state mileage rate will increase from .585/mile to .625/mile.
10. Signature Authority on Check – Hutchinson asked for permission to sign a check for a VISA bill that exceeds her \$1000 signing limit. The bill amount is \$1166.14 and is due on JULY 18th. There were multiple charges for items purchased for the office. There was no motion but Hipkins directed that since there are multiple charges, each less than \$1000, it would be ok for Hutchinson to sign the check. Myers was also in agreement. There was no further discussion.
11. MASCD sponsorship – Hutchinson asked the board if they would like to combine their sponsorship for the MASCD summer meeting with Catocin. This would increase the sponsorship to \$1000 and would entitle the Districts to a ¼ page ad in the program, social media post and space for an exhibit. There was a Motion: Burch/Flickinger to join donations with Catocin to increase the recognition of the Districts. All in agreement.
12. District Vehicle Use Policy – Hutchinson handed out the district policy for vehicle use, board members are to contact Hutchinson with any questions or suggestions.
13. Workman's Comp Insurance – Hutchinson presented the workman's comp forms to the board. They chose to sign the policy but not the exclusion form for the supervisors.
14. Cover Crop Sign Up – Hutchinson reported cover crop signup runs from July 1 to 18. Cover Crop Plus is a new program this year. The program has additional incentives and base payments are higher than traditional cover crop. Fields must be enrolled for 3 years, planting must occur by October 1 and conservation tillage is required.
15. Retirement – A retirement brunch was held for Wanda on June 23rd.

16. Farmer Relief Grant – Hutchinson reported the county is offering a farmer relief grant to assist farmers with the increasing cost of fertilizer. Farmers receiving 51% of their income from farming are eligible for \$20 an acre to offset the cost of fertilizer. They must provide fertilizer receipts.

COMMITTEE REPORTS:

1. RC&D – Burch reported on RC&D activities. He also reported the results of the State Envirothon. Barry asked board members to view the posters and select 1st, 2nd and 3rd places. First place will go to the MASCD meeting for the State competition.
2. Awards – No report
3. Legislative – No report
4. Ag Complex – No report
5. Other: Myers reported he and Burch visited Roger Troxell and said he was doing good. Diane attended the pasture walk at Grace Garst’s farm. She said Grace was very engaging with the producers in attendance.

COMMUNICATIONS: A thank you note was received from Catoctin High School land judging team.

CONSERVATION PLANS: Motion to accept Conservation Plans provided by Cammauf - Myers/Burch. All in agreement.

Cammauf Building space contract is up for review. We have requested additional space.

Cooperating Agencies: Mark Townsend provided a written report, included in the meeting packet. Kelly Nichols is conducting a study of manure injection.

Adjournment: Motion to adjourn Myers/Black – All in agreement.

Next Meeting: July 27th, 2022 9:00 am at the Soil Conservation District Office.

Minutes recorded by: Steve Leatherman



Closed Session: Held June 29, 2022 at 11:48 P.M. at the Thurmont Grange Hall and attended by S. Hipkins, B. Burch, R. Black, R. Myers, D. Flickinger, and H. Hutchinson to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees or officials over whom this public body has jurisdiction and to protect the privacy or reputation of individuals concerning a matter not related to public business.