



**Frederick Board Meeting
Tuesday, January 24, 2023- 10:00 AM
Soil Conservation District Office**

In attendance: Supervisors: D. Flickinger (by phone), R. Myers, S. Hipkins, R. Black, B. Burch (by phone). District Manager H. Hutchinson, Soil Conservation Coordinator K. McAfee, M. Townsend, and B. Cammauf.

Meeting called to order by S. Hipkins at 10:16AM.

Minutes approved as presented by motion: R. Myers, second by R. Black. All in agreement.

Joint Meeting Minutes approved as presented by motion: R. Myers, second by R. Black. All in agreement.

Treasurer's Report approved as presented by motion: R. Black, second by R. Myers. All in agreement.

Financial Report Statements approved as presented by motion: R. Myers, second by R. Black. All in agreement.

Expenses for the month approved as presented by motion: R. Myers, second by R. Black. All in agreement.

Old Business:

1. H. Hutchinson gave the board merger update, she reported that there is currently a total of 14 signatures on the petition for Frederick. The petition needs twenty-five signature on each districts petition
 - I. M. Townsend suggested to create a map of the districts for operators to know where they're located.
2. H. Hutchinson reported on the State Soil Conservation Committee meeting held on January 19, 2023. The meeting focused on the plan of work and needing more small pond discussions. There was also a discussion about the USDA 1619 policy and protected information. SCDs should not be signing conservation plans in an open meeting. A DC report would be part of a meeting packet and would not be available for public consumption. The SCD cannot respond to questions about the information contained in a conservation plan but may confirm if a plan exists. Regions will meet to further discuss the flat rate structure. A final decision on flat rates was tabled until the March 16, 2023 meeting.
 - I. The flat rate 30% COVID increase will continue until March 31, 2023.
 - II. Practice caps require regulatory change through AELR to increase.
3. H. Hutchinson reported that the MASCD Grant application was approved for Envirothon and the district has been awarded \$3000 towards the event.

Current Business:

1. H. Hutchinson reported that there has been no HR response in regards to the district urban technician reclassification.
 - I. H. Hutchinson is to reach out to county executive via email.
2. The winter MASCD meeting will be held on February 9th and 10th in Annapolis.
 - I. H. Hutchinson to register S. Hipkins, R. Black, and H. Hutchinson.
3. H. Hutchinson reported that the state mileage rate has increased to \$0.65/mile. This has been reflected on the meeting reimbursement forms.
4. H. Hutchinson proposed a Records Retention policy for erosion and sediment control plans due to the strain on file space in the office.
 - I. Motion to approve the Records Retention Policy by B. Burch, second by R. Myers. All in agreement. Signed by Chairman.
 - II. Discussion about Salesforce and a CRM for the district. The board requests more information on which program to use and the cost.



5. H. Hutchinson reached out with questions regarding insurance. She reported that she spoke with Computer Enhancements about the need for two step authentication and cyber security insurance. He advised that this was not necessary since we do not have a server. We will need to update the contract we have with our bookkeeper to include indemnification. It is unclear if our current process for issuing payments is sufficient for Fiduciary insurance. She also spoke with other SCD managers.
 - I. Most districts carry Directors and Officers Insurance.
 - II. H. Hutchinson to investigate other insurance providers.
6. The soil health outreach workshop, "Digging Deeper into Soil Health", will be held on February 7th at the Great Frederick Fair Grounds in the Null Building. Registration starts at 8am with the program beginning at 8:30am. Breakfast and lunch will be provided.
7. Extension is looking for sponsorship for the Agronomy Meeting being held on February 22 at the Urbana Firehall. It is \$100 for sponsorship or \$200 to have a booth.
 - I. Motion to sponsor the event for \$200 and have a booth made by R. Myers, second by D. Flickinger. All in agreement.
 - II. H. Hutchinson will set up a booth for the event.
8. H. Hutchinson noted that MDA has been having discussions with Extension regarding the issue of numerous vacancies in Extension Nutrient Management positions. There is a lack of information regarding what will be considered a current nutrient management plan, what private consultants are currently writing plans and the impact this will have on cover crop enrollment this year. The NM Newsletter states for a plan to be current- *"The plan's Beginning date must include spring crop recommendations for the current calendar year. The plan's End date should run at least through the fall of the current calendar year."*
 - I. Topic to be discussed at the Winter MASCD Meeting.
9. The Catoctin board would like to explore hiring a nutrient management plan writer position to be housed in the district. We could also request the county to fund this position. This would help offset the turnover in the extension position.
 - I. M. Townsend reports that it will be at least 4-5 months till Frederick has a plan writer and suggests writing an email to Bryan Harris, Dwight Dotterer, and David Ruppert expressing concern. He discouraged hiring a plan writer at the District.
10. The Frederick county legislative meeting hosted by the districts and Farm Bureau will be held on February 11th at the New Midway Firehall starting at 9am.
11. H. Hutchinson discussed the Frederick County MOU. After discussion it was decided to have the board review and return with suggestions if changes need made.
12. The 2023 Annual Banquet is set to be held at New Midway Firehall. H. Hutchinson brought forth the contract for the rental and was advised to sign the contract to hold the proposed date.
13. The Nicholson Scholarship will open the first part of March and close sometime in April. K. McAfee has developed an electronic application to be used again this year. Paper applications will be available if requested.
14. R. Myers reported that he and B. Burch met in early December 2022 to discuss the meeting reimbursement policy. No formal policy was brought forward.
 - I. If representing the district, you are eligible for reimbursement.
 - II. Preapproval by the board for proposed event is suggested if possible.
 - III. S. Hipkins suggested to take to MASCD for guidance on policy.
15. An ag exemption request was brought forward. Due not having a quorum at the time the exemption was not voted on.
 - I. The board requests that Catoctin give guidance as the exemption includes a Frederick board member.



16. H. Hutchinson reported that the shirt order was sent back by Grimes Graphics as the selections made are no longer available.

- I. H. Hutchinson and K. McAfee to find equivalents and place order.

Committee Reports:

- 1. **Awards:** No Report
- 2. **Legislative:** No Report.
- 3. **Info/Education:** R. Myers brought forward an ad published in a Washington County magazine for the Washington SCD. Request to place an ad in Homegrown Frederick Magazine.
 - I. K. McAfee to reach out to Becca Tucker to see if the Homegrown Magazine had gone to print and develop a sample ad for the next meeting.
- 4. **Ag. Complex:** No Report.
- 5. **RC&D:** No Report.

Communications:

- 1. B. Cammauf reported that NRCS is moving forward with the office move. Currently the building is getting estimates. A timeline for getting the work done is currently looking like summer/fall 2023 with a potential move in the fall.

Conservation Plans: R. Black moved to accept the Conservation Plans that were handed out by B. Cammauf, seconded by R. Myers. All in agreement.

Cooperating Agencies (MDA, Extension): M. Townsend, Frederick County Agriculture Agent Associate, provided a handout for upcoming events related to Extension.

- I. M. Townsend is interested in creating a Frederick Grain Marketing Club that would be farmer led. Will provide more information when it becomes available.

Urban Report: Handout provided by David Stonesifer.

Next Meeting: Tuesday, February 28, 2023 at 10 AM at the Soil Conservation District Office.

- * If the snow emergency plan is in effect the meeting is canceled.

Adjournment: R. Myers moved to adjourn the meeting at 1:47PM, seconded by R. Black. All in agreement.

Minutes recorded by Kendra McAfee