



**Frederick Board Meeting  
Wednesday, April 26, 2023- 10:00 AM  
Soil Conservation District Office**

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

Meeting called to order by S. Hipkins at 10:13AM.

**Minutes approved as presented by motion:** R. Myers, second by D. Flickinger. All in agreement.

**Minutes approved as presented from April Joint Meeting:** R. Myers, second by D. Flickinger. All in agreement.

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

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

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

**Old Business:**

1. H. Hutchinson reported that she has been in contact with SSCC and Justin Hayes, MDA OAG, in regards to the board merger and the next steps. At the joint meeting it was motioned to request a public meeting.
  - a. Initially discussed holding meeting in September, however at the Cover Crop TAC meeting the districts were informed that Cover Crop Sign Up will be held in person- no sign-up dates as of yet. This will bring traffic to the office to allow for people to vote.
  - b. SSCC will meet in closed session after their regular meeting on April 20<sup>th</sup> to discuss the process for the merger.
  - c. A mail in ballot will be available. Notices for vote and public meeting will be posted on social media, the Delmarva Farmer, and the Frederick News Post.
2. H. Hutchinson reported that she attended the SSCC Meeting on April 20<sup>th</sup>, but had to step away due to Steve Connelly, MD Dept. of Ag Assistant Secretary, dropping by the office to meet and visit staff.
  - a. Alisha Mulkey gave a presentation about WIP.
    - i. Page 35 in board members packets
3. H. Hutchinson reported that MASCD is looking to rebrand the FASCAP program (Farm Stewardship Certification and Assessment Program). This will include promotional materials.
  - a. The May MASCD meeting will cover board recruitment and retention.
4. H. Hutchinson reported that from the Cover Crop TAC Meeting that no one will be signed up from the program without a current nutrient management certification form.

**Current Business:**

1. H. Hutchinson reported that she received a quote for Directors & Officers insurance from Professional Governmental Underwriters, LLC.
  - a. This protects members of the board and their decisions while keeping their personal assets separate. This also covers employment practices – protection if an employee alleges wrongful termination, discrimination, harassment.



- b. After the boards merge, one board will have the option of purchasing a tail or extended reporting period to account for any claims filed after the merger for a period of one year.
  - c. H. Hutchinson has also requested a quote for a crime and content policy which will cover the copier.
  - d. Motion by R. Myers to purchase the policy for Director and Officers insurance, second by D. Flickinger. All in agreement.
2. H. Hutchinson met with Frederick County for the quarterly meeting on April 5<sup>th</sup>. Gary Hessong attended and discussed requests made by H. Hutchinson to the County Executive. G. Hessong stated that the goal moving forward is to meet the intent of the code rather than the letter of the code- this would provide some flexibility or variances on non-confirming sites.
  - a. G. Hessong reported that the issue of inspectors going on site and stopping construction of BMP's or Ag Structures due to previous permit violations is no longer occurring- individuals that were responsible for these actions are no longer with the county.
  - b. Ag structures are exempt from many of the requirements of commercial structures. Installing plumbing and electric does not make a building a commercial structure. Ag structures are not a place for public use.
  - c. The County has new GIS portal that shows locations of flooding soils which is needed for logging permits.
3. H. Hutchinson reported that the current copier lease with Capitol Document Solutions expires in August and we have followed up to possibly renew the current lease with a color copier.
  - a. This would then be \$240/month which is \$26 more than what we are currently paying.
  - b. Waiting to hear back from Centric Business Systems for a quote.
4. H. Hutchinson reported that there will be a virtual meeting to inform on the districts progress toward meeting their WIP goals on May 2 at 3:00 pm.
5. H. Hutchinson reported that she has not sent an invitation for Secretary Atticks to visit Frederick County due to Cover Crop sign-ups now being in person and the referendum.
  - a. There will be a fall Soil Health Tour in September that Secretary Atticks will be invited to.
  - b. Will add for discussion at May Joint Meeting.
6. H. Hutchinson reported that K. McAfee spoke with Lesli Lenhart regarding participation in the Jubilee- we will be guaranteed a spot.
  - a. K. McAfee handed out promotional materials for use at the Jubilee and the Great Frederick Fair. A coloring book called "Mia the Mole" and a pollinator seed packet.
  - b. R. Myers motioned to purchase promotional materials for use at the Jubilee and Great Frederick Fair, second by D. Flickinger. All in agreement.
7. H. Hutchinson reports that Keith Potter, Western MD Area Coordinator, says he will not be assigning new nutrient management plans to the district after the end of April. Anything in process will need to be finished by the end of May.
8. H. Hutchinson reported that she was looking for ideas to boost employee morale. K. McAfee suggested the Kona Ice Truck pay employees a visit.
  - a. After discussion, S. Hipkins suggested to have catered lunch at the next staff meeting.
9. H. Hutchinson reported that on April 17th she attended a meeting with MASCD and NRCS about a potential cooperative agreement to use some IRA funds from the Federal Government. Currently the District gets some funding if MDA planners write CREP plans.



10. H. Hutchinson reported that she attended the District Managers Quarterly Meeting on April 24<sup>th</sup>. Topics discussed were meeting minutes, closed session and what that entails, and the process for closed session. Conservation plans must be signed in closed session.

**Committee Reports:**

1. **Awards:** No Report
2. **Legislative:** No Report.
3. **Info/Education:** R. Myers reported that Envirothon was held at Cunningham State Park on April 25<sup>th</sup>. B. Burch reported that 16 teams, eight out of ten high schools in Frederick County competed. Mark Stevens and members from the Johnsville Ruritan will be judging the coloring contest. R. Myers reported that scholarships will be decided in closed session.
4. **Ag. Complex:** No Report.
5. **RC&D:** No Report.

**Communications:**

1. H. Hutchinson presented a “Thank You” card from Steve Leatherman addressed to the board in regards to flowers sent during his mothers passing.

**Cooperating Agencies (MDA, Extension):**

1. M. Townsend, Frederick County Agriculture Agent Associate, provided a handout prior to the meeting for upcoming events related to Extension.

**Urban Report:** Handout provided by David Stonesifer.

**Next Meeting:** Tuesday, May 23, 2023 at 9 AM at the Soil Conservation District Office.

**Adjournment:** R. Black motioned, seconded by D. Flickinger, to adjourn the regular meeting and that the board meet in closed session to comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter as authorized by General Provisions Article Section 3-305(b)(13). The motion carried unanimously.

Minutes recorded by Kendra McAfee