

Frederick County SCD Board Meeting
Tuesday, September 24, 2024
Soil Conservation District Office

Supervisors in Attendance: B. Sowers, M. Shafer, D. Flickinger, J. Falkenstein, R. Black (Phoned-in).
Associates in Attendance: R. Myers, M. Ahalt, S. Leatherman.
Guests in Attendance: District Manager, H. Hutchinson. Soil Conservation Coordinator, K. McAfee. M. Townsend, University of MD Extension.

Meeting called to order by Chairman, B. Sowers at 9:10am.

Meeting Minutes

Minutes approved from August Meeting by motion: M. Shafer motioned, second by R. Black. All in agreement.

Minutes approved from August Closed Session by motion: J. Falkenstein motioned, second by D. Flickinger Falkenstein. All in agreement.

Financial Reports

August Treasurers Report approved as filed by motion: J. Falkenstein motioned, second by D. Flickinger. All in agreement.

Bank Account Reconciliation Report approved by motion: M. Shafer motioned, second by D. Flickinger. All in agreement.

Expenses for the Month approved by motion: J. Falkenstein motioned, second by M. Shafer. All in agreement.

1. Sandy Spring Bank CD: H. Hutchinson reported the Sandy Spring Joint Urban CD matures on 10/09/2024. M. Shafer motioned, second by D. Flickinger, to renew the current Sandy Spring Joint Urban CD at 3.85% and increase the CD by \$200,000 with funds from Joint Urban. All in agreement.

Old Business:

1. Soil Smart Farm Tour: H. Hutchinson reported that the Soil Smart Farm tour was held on September 5th and was a success. The sites were closer together which allowed more time for conversation with local legislators and other professionals. H. Hutchinson was able to speak with several council members regarding fee changes and charging for small pond reviews.
2. Great Frederick Fair: H. Hutchinson reported that it was a busy week last week at the Great Frederick Fair. 4500 school students went through the SCD booth where staff and some board members demonstrated the rainfall simulator.
3. Server: H. Hutchinson met with Sados to discuss how to back up the SCD information. They offer similar costs to CES (H. Hutchinson provided cost analysis).

- a. J. Falkenstein motioned, second by D. Flickinger, to transition all IT systems to Sados. All in agreement.
4. File Cabinets: H. Hutchinson updated that PVI Office Furniture was waiting to see if they received any used file cabinets in.
 - a. J. Falkenstein motioned, second by M. Shafer, to purchase four new legal-size file cabinets. All in agreement.

New Business:

1. Annual Financial Review: Jim George completed the annual financial review for Catoctin, Frederick, and Frederick County. The Frederick County report was incorrect due to including Frederick funds from July 1 through June 30 rather than only looking at the new District, Frederick County, from January 26, 2024 – June 30, 2024.
 - a. J. Falkenstein motioned, second by M. Shafer, to accept the Catoctin and Frederick annual financial reports as received by Jim George. All in agreement.
2. Surety Bond: H. Hutchinson received an email from Alisha at SSCC with regard to the requirement for districts to hold a surety bond or fiduciary insurance for employees and officers that are entrusted with funds or property. The state soil conservation district employees entrusted with funds or property are self-insured by the state in the amount of \$1 million, with a deductible of \$1000 per occurrence. This coverage would include board supervisors.
3. SSCC Representation for Western Maryland: SSCC asked for letters of support for the nominees. D. Flickinger is the only nominee to date. K. McAfee provided a letter of support for B. Sowers signature.
4. SSCC Meeting: H. Hutchinson and D. Flickinger reported on the SSCC Meeting:
 - a. A committee was formed to discuss forest harvest requests to convert forest to crop production. H. Hutchinson is a part of this committee.
 - b. New MACS flat rates will be issued on January 1st.
 - c. Conservation Buffer Initiative program opens on October 1st on a first come first served basis.
 - d. MACS is pivoting to address small farms and equine operations. There is a meeting on Thursday, September 26, to detail the changes. H. Hutchinson will have more information for next months meeting.
 - e. Secretary Atticks wants to develop a new award for farms that will be tiered (gold, silver, and bronze), and will be based on what the farm does in community service and conservation practices.
 - f. MDE Land Management is hosting a listening session to receive input on the next version of a statewide general permit that regulations animal feeding operations at Winchester Hall on October 21st from 5-8PM.
 - g. MASCD Winter Meeting will be held on February 3rd and 4th at The Westin in Annapolis- more information to come.
5. MASCD BOD: The next MASCD Board of Directors meeting will be held on October 22nd at the Baltimore County Ag Center. A virtual option is available if you can not attend in person.
6. Cooperator of the Year: The staff have given two nominees; Ryan Grove and Josh Stewart.

- a. Supervisors requested a write up for each nominee for the next meeting.
7. District Hats: DP Family designs provided a quote for hats with direct transfer logos.
 - a. The board would like 50 hats done in embroidery, not direct transfer.
8. Office Lease: H. Hutchinson inquired with Rusty McCabe about leasing the current space the office is in. The office currently occupies 1500 sq. ft. At \$22.75/sq. ft. it would cost around \$2800/month.
 - a. J. Falkenstein motioned, second by M. Shafer, to lease the current office space and include the conference room. All in agreement.
9. Urban Technician: There were three applicants for the Urban Technician position.
 - a. Board Supervisors would like to interview the qualified candidates. H. Hutchinson will set up the interview date.
10. Employee Leaving: H. Hutchinson reported that Devon Griffin, a technician, has accepted a new position in South Carolina as a Natural Resource Specialist position with NRCS at the South Carolina State Office. Her last day will be October 4th.

Communications: H. Hutchinson received two invitations to SCD dinners. Anne Arundel SCD is on October 10th and Harford SCD is on October 24th. M. Townsend provided a handout for board supervisors.

NRCS Report: No report.

Next Meeting: Scheduled for Tuesday, October 15, 2024 at 9:00AM at the Soil Conservation District Office.

Adjournment: D. Flickinger motioned, seconded by J. Falkenstein, to adjourn the regular meeting at 11:32am and that the board meet in special 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.