

Frederick County SCD Board Meeting
Tuesday, August 19, 2025
Soil Conservation District Office

Supervisors in Attendance: D. Flickinger, J. Falkenstein, M. Shafer, R. Black (phoned in 9:08am, joined in person at 10:41am), B. Sowers (phoned in at 9:03am; abstained from voting).

Associates in Attendance: M. Ahalt, P. Heizer, R. Myers, S. Hipkins (phoned in at 9:04am, left call at 11:10am)

Guests in Attendance: District Manager, H. Hutchinson. Soil Conservation Coordinator, K. McAfee. District Conservationist, B. Cammauf (joins at 11:15am).

Meeting called to order by Vice Chairman, D. Flickinger at 9:04am.

Meeting Minutes

Minutes approved from July Meeting by motion: J. Falkenstein motioned, second by M. Shafer. 3 in favor/0 opposed/ 1 abstention. Motion carries.

Minutes approved from July Closed Session by motion: J. Falkenstein, second by M. Shafer. 3 in favor/0 opposed/ 1 abstention. Motion carries.

Financial Reports

July Treasurers Report approved as filed by motion: M. Shafer motioned, second by J. Falkenstein. 3 in favor/0 opposed/ 1 abstention. Motion carries.

Bank Account Reconciliation Report approved as filed by motion: J. Falkenstein motioned, second by M. Shafer. 3 in favor/0 opposed/ 1 abstention. Motion carries.

Expenses for the Month approved by motion: J. Flickinger motioned, second by M. Shafer. 3 in favor/0 opposed/ 1 abstention. Motion carries.

Budget: H. Hutchinson presented the FCSCD budget for FY26. M. Shafer motioned, second by R. Black, to accept the FY26 budget as presented. 3 in favor/0 opposed/ 1 abstention. Motion carries.

Old Business:

1. Ag Complex: H. Hutchinson noted that no bill has been received yet for the wellhead repair.
2. Property Disposal: H. Hutchinson reported that two loads were taken to recycling as well as a dumpster being brought in to dispose of office furniture. Mileage from the office to the recycling center totals \$9.80. David and Mark both hauled loads with their personal trucks and trailers to recycle. Total revenue for recycling was \$169.40. Compensation should be given for their effort.
 - a. M. Shafer motioned, second by R. Black, to split the revenue for recycling with between Mark and David. The motion was adopted with 2 in favor/ 1 opposed/ 1 abstention. Motion carries.
3. MASCD: H. Hutchinson reported that it was a good meeting and there was an excellent presentation by two hydrologists from USGS. FCSCD was awarded Farm Credit District of the Year, 3rd place. B. Sowers received his 10-year supervisor pin and J. Falkenstein received his 5-year supervisor pin.

New Business:

1. Internal Banking Transfer Authority: H. Hutchinson notes that a treasurer must visit the bank to transfer money between accounts. She does not have the authority to do this electronically. The proposed policy gives her authority to complete internal banking transfers with Sandy Spring Bank following a corresponding motion.
 - a. M. Shafer motioned, second by R. Black, to grant authority to H. Hutchinson to complete internal banking transfers, at Sandy Spring Bank, following a corresponding motion. 3 in favor/0 opposed/ 1 abstention. Motion carries.
2. Employee Training: EnviroCert offers certification training for erosion and sediment control. Washington and Talbot County District Managers are certified. H. Hutchinson would like to become certified and would like to offer it to Urban Technicians as well. There is a \$370 application fee, a \$395 exam fee, and then an annual renewal fee plus required continuing education.
 - a. M. Shafer motioned, second by J. Falkenstein, to fund EnviroCert training for Urban staff and District Manager in FY26. 3 in favor/0 opposed/ 1 abstention. Motion carries.
3. LEAD Maryland: H. Hutchinson reported that LEAD Maryland Development Fellowship applications are open for 2026-2027 and are due October 1st. Tuition for the class is \$5500.00 payable over four installments. H. Hutchinson would like to apply.
 - a. M. Shafer motioned, second by J. Falkenstein, to fund H. Hutchinson to attend LEAD Maryland Fellowship Program. 3 in favor/0 opposed/ 1 abstention. Motion carries.
4. MASCD Dues: H. Hutchinson reported that a MASCD dues invoice was received in the amount of \$2750.00. MDA is providing \$1100.00 towards MASCD Dues.
 - a. J. Falkenstein motioned, second by R. Black, to pay MASCD dues. 3 in favor/0 opposed/ 1 abstention. Motion carries.
5. MPT: Maryland Farm and Harvest: MASCD has requested that each District support their sponsorship of Maryland Farm and Harvest in the amount of \$650.
 - a. J. Falkenstein motioned, second by M. Shafer, to sponsor Maryland Farm and Harvest in the amount of \$650.00. 3 in favor/0 opposed/ 1 abstention. Motion carries.
6. Annual Cooperators Banquet: K. McAfee reached out to both Thurmont Ambulance Complex and New Midway Fire Company to host the banquet. Thurmont is available on 11/20 to host and New Midway is available on 11/13 to host. The board requests K. McAfee to reach out to New Midway to see if another date is available at New Midway.
7. Cooperator of the Year: H. Hutchinson had staff send their nominations for Cooperator of the Year. The board would like nominations with descriptions emailed and will make decision next meeting.
8. Outstanding Employee: H. Hutchinson reported there was previous discussion about honoring an outstanding employee at the banquet. There are 9 state employees, 5 district employees, 6 NRCS staff, and 4 NRCS regional staff. No action taken.
9. Farm Credit Outstanding District Award: H. Hutchinson reports that during the Annual MASCD meeting FCSCD was awarded Farm Credit Outstanding District, 3rd Place, which received a \$200 award. This money can be placed into the district operating account or scholarship account.
 - a. J. Falkenstein motioned, second by M. Shafer, to place the \$200 farm credit award into the District Operating account. 3 in favor/0 opposed/ 1 abstention. Motion carries.

10. Great Frederick Fair: H. Hutchinson reported that this year our display will be focusing on soil texture. Ben Marshall, a soil scientist in our office, will bring us different soil types and we will allow students to touch each type.
 - a. R. Black motioned, second by M. Shafer, to give \$30.00 lunch per diem for staff, payable after attendance, that help at the FCSCD fair booth. 3 in favor/0 opposed/ 1 abstention. Motion carries.
 - b. J. Falkenstein motioned, second by R. Black, for per diem and lunch stipend be paid, after attendance, for Associates that help at the FCSCD fair booth. 3 in favor/0 opposed/ 1 abstention. Motion carries.
11. Promotional Items: K. McAfee has designed magnets, children's bracelets and pencils for distribution at the Fair and other events. She also designed a retractable banner that can be used for many years. K. McAfee provided pricing information.
 - a. J. Falkenstein motioned, second by R. Black, to purchase the promotional items and display. 3 in favor/0 opposed/ 1 abstention. Motion carries.
12. Maryland Ag Council Grant: H. Hutchinson reported that K. McAfee is looking to apply for the MD Ag Council grant that goes towards agricultural education to purchase a soil health exhibit from Exhibit Farm.
 - a. M. Shafer motioned, second by J. Falkenstein, to apply for the Maryland Agricultural Grant to purchase a display from Exhibit Farm. 3 in favor/0 opposed/ 1 abstention. Motion carries.
13. Remington Calendar: H. Hutchinson notes Remington calendars need to be ordered by September 15th. Last year 750 calendars were purchased and several hundred were leftover. The cost is \$2.55/calendar. H. Hutchinson recommends purchasing no more than 500 calendars.
 - a. J. Falkenstein motioned, second by M. Shafer, to purchase 450 calendars. 3 in favor/0 opposed/ 1 abstention. Motion carries.
14. Soil Smart Farm Tour: H. Hutchinson noted that Soil Smart Farm Tour will be hosted on September 4th and she will forward registration to supervisors.
15. SSCC Letter: H. Hutchinson crafted a response letter to SSCC on behalf of the board regarding the number of meetings missed by R. Black. The letter addresses the reason for the absences and supports R. Black's continuation in his role of supervisor.
 - a. J. Falkenstein motioned, second by M. Shafer, to sign and send the letter on behalf of the board to SSCC in support of R. Black continuing as supervisor. 3 in favor/0 opposed/ 1 abstention. Motion carries.

Communications: H. Hutchinson reported that she received a thank you note from Annalise Abruzzese for the scholarship. Maragret Schooley sent a letter and a \$500 donation to the George A. Nicholson, Sr. Memorial Scholarship. H. Hutchinson reported that Montgomery SCD Cooperators Dinner will be held on 9/18 and is \$25/person. H. Hutchinson reported Washington County SCD will host an open house on 8/20 from 12-3:30PM for their 85th anniversary. H. Hutchinson reported she received notice of a virtual public hearing from MDE for the proposed cricket stadium in Frederick City. She also reminded supervisors that the County Executive requested information on any State legislative concerns we have for the upcoming legislative season.

Bylaws and Policy: No report.

NRCS Report: B. Cammauf reported that Beltsville and HQ will be closed and employees will sent orders for their new stations in North Carolina, Colorado, Utah, Indiana, and Missouri.

H. Hutchinson asked if we would be holding a local workgroup meeting and if the SCD could help with organizing. B. Cammauf responded that we will have a local workgroup meeting.

MDA Report: No report.

Cooperating Agencies: No report.

Next Meeting: Scheduled for Tuesday, September 16, 2025, at 9:00AM at the Soil Conservation District Office.

Adjournment: J. Falkenstein motioned, seconded by R. Black, to adjourn the regular meeting at 11:47am 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.

APPROVED