

**Frederick County SCD Board Meeting**

**Tuesday, October 21, 2025**

**DPR Office, 92 Thomas Johnson Drive, Suite 275, Frederick, MD 21702**

**Supervisors in Attendance:** D. Flickinger, J. Falkenstein, M. Shafer, R. Black, B. Sowers.

**Associates in Attendance:** R. Myers, S. Hipkins, S. Leatherman, P. Heizer.

**Guests in Attendance:** District Manager, H. Hutchinson. Soil Conservation Coordinator, K. McAfee.

Meeting called to order by Chairman, B. Sowers at 9:03am.

**Meeting Minutes**

**Minutes approved from September Meeting by motion:** D. Flickinger motioned, second by M. Shafer. All in agreement.

**Minutes approved as amended from September Closed Session by motion:** D. Flickinger, second by J. Falkenstein. All in agreement.

**Financial Reports**

**September Treasurers Report approved as filed by motion:** D. Flickinger motioned, second by M. Shafer. All in agreement.

**Bank Account Reconciliation Report approved as filed by motion:** J. Falkenstein motioned, second by M. Shafer, to approve the bank account reconciliation report. All in agreement.

**Expenses for the Month approved by motion:** R. Black motioned, second by J. Falkenstein. All in agreement.

**Old Business:**

1. Ag Complex Deed: H. Hutchinson presented the new deed for the ag complex property. Each supervisor will sign and K. McAfee will notarize.
2. SSCC September Meeting: H. Hutchinson reported that the SSCC meeting was held on September 18<sup>th</sup>.
  - a. Martin Proulx gave a presentation on the value-added project he has been working on. No unifying definition of agriculture.
  - b. Bob Yeager and Adam Lewis gave a review of SDAT.
  - c. MASCD Winter Meeting will be held on 2/9 & 2/10 in Annapolis.
  - d. MASCD Board of Directors Meeting will be held on 10/28.
  - e. Hans Schmidt reported that the MACS office was holding a meeting to review MACS policies.
3. SSCC October Meeting: H. Hutchinson reported that the SSCC meeting was held on October 16<sup>th</sup>.
  - a. The CAFO Permit is open for public comment until November 3<sup>rd</sup>. There are area meetings being held across the state.

- b. A revised supervisor application is in the works. They are considering qualifications, experience, and attendance as well as diversity of experience among current board members.
- c. MDA is looking to hire an attorney in the next month to assist Resource Conservation and Soil Conservation Districts.
- d. MACS issued new policies on expansion and NORs that will be presented at the next MASCD Board of Directors meeting.

**New Business:**

1. Annual Financial Review was presented. Questions were raised about what expenses are assigned to the title Auto Expenses and whether Equipment Repair and Maintenance is the appropriate title for IT related expenses. Acceptance of the Annual Financial Review Tabled until next meeting. H. Hutchinson to discuss with Debbie and Jim George for guidance.
2. Policy for Reimbursement:
  - a. J. Falkenstein motioned, second by M. Shafer, for the monthly board of supervisors meeting, in person attendance is required to receive per diem.
    - i. J. Falkenstein asks unanimous consent to withdraw the motion. There were no objections, and the motion was withdrawn.
  - b. R. Black motioned, second by J. Falkenstein, in person attendance at the monthly board meeting is required to vote, receive credit for attendance, and to receive per diem. In the event of an emergency, the Chairman and District Manager may determine whether to reschedule the meeting or host an online meeting. All in agreement.
3. Annual Cooperators Banquet: Invitations have been mailed. R. Myers will give the blessing, B. Sowers will give the welcome address, H. Hutchinson will do the year in review. K. McAfee to reach out to Catoctin FFA for flowers.
4. NACD Dues: H. Hutchinson reported that dues are \$775.00 this year. MDA removed support for these dues from the budget.
  - a. J. Falkenstein motioned, second by R. Black, to pay NACD dues. All in agreement.
5. MACS Policy Updates: H Hutchinson reported that MACS has defined expansion of an increase of 10% or more in animal units. Waste storage facilities to address manure resulting from an expansion are funded at 50% of the flat rates. Guidelines for repairs and how the contract life will be determined have been developed. Grazing plans now need to have a DC signature. Cost shared grazing practices may be assigned a status review every two years. MACS will assist SCDs with property transfers rather than delegating entirely to the districts.
6. Nutrient Management License Renewal: H. Hutchinson reported that the NM license for the SCD, which was obtained when extension had no plan writers, is up for renewal. The SCD office is not writing plans at this time.
  - a. J. Falkenstein motioned, second by D. Flickinger, to not renew the NM license for the SCD. All in agreement.
7. Delegation Review: H. Hutchinson reported that on October 6<sup>th</sup> the MDE held the delegation review for sediment and erosion control in Frederick County. It was a good experience for County and SCD staff. The report has not yet been received.
8. MD FFA Foundation: Requesting a donation.

- a. R. Black motioned, second by M. Shafer, to donate \$1000.00 to the MD FFA Foundation. All in agreement.
9. PIA Request: H. Hutchinson reported that the SCD received a PIA request from a marketing company requesting all purchase orders going back to 2021. H. Hutchinson provided redacted credit card statements back to the founding of the FCSCD.
10. Small Pond Engineer: H. Hutchinson reported that she was notified by HR that they are unable to hire a 100% remote employee. H. Hutchinson to set up a meeting with the CAO and County Executive.
  - a. J. Falkenstein motioned, second by R. Black, to send letter to the CAO and the County Executive to discuss staffing and other concerns. All in agreement.
  - b. H. Hutchinson to investigate payroll services.
11. Taste of MD: The Taste of MD will be held at MD Live! Casino on February 5, 2026.
12. Frederick County Legislative Day: Will be held at New Midway VFC on February 14, 2026.

**Communications:** H. Hutchinson reported that she received a thank you from Frederick County Farm Bureau.

**Bylaws and Policy:** No report.

**NRCS Report:** No report.

**MDA Report:** No report.

**Cooperating Agencies:** No report.

**Next Meeting:** Scheduled for Tuesday, November 18, 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.