

**Frederick County SCD Board Meeting**  
**Wednesday, December 3, 2025**  
**DPR Group, 92 Thomas Johnson Drive, Suite 275**  
**Frederick, MD 21702**

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

**Associates in Attendance:** S. Leatherman, R. Myers, M. Ahalt.

**Guests in Attendance:** District Manager, H. Hutchinson

Meeting called to order by Chairman, B. Sowers at 11:05am.

**New Business:**

1. Budget Request
  - a. H. Hutchinson submitted a request to HR to create a full-time position for a small pond engineer. The position was created and classified as a grade 114 with the title Engineer II. The associated salary is unclear at this time as the new information from the Evergreen Study is not available and a response to this inquiry has not been received. The Board reviewed income from review fees, salary expenses and the number of small pond reviews dating back to FY2021. Based on this review, consensus is to request funding from the County to support a small pond engineer.
    - i. J. Falkenstein motioned, second by R. Black, to submit a budget request for funding for a full-time small pond engineer. All in agreement.
2. MOU
  - a. The current MOU with Frederick County needs to be updated to reflect the Frederick County SCD. The current MOU was reviewed and suggestions for inclusions were discussed.
    - i. Clarification of operating/funding support from the county
    - ii. Clarification of legal representation related to employee management
    - iii. Clarification of HR support – employee manual, timekeeping system, etc. should be identified in the MOU
    - iv. Clarify that the SCD reimburses the County for district employee salaries
3. Meeting with County Executive
  - a. A discussion was held about what topics the board would like to discuss with the County Executive. Of concern is the MOU, staff salaries, and John Petersons suggestion that the FCSCD separate from the County. There is concern that the County does not fully understand the responsibilities of the District and the services we provide to the county. Each board member is to come up with five positives about the SCD, either related to agriculture or to erosion and sediment control and provide this information to H. Hutchinson before the next board meeting.
4. Employee Handbook
  - a. H. Hutchinson explained that since we will be bringing on a District employee (Small Pond Engineer) she felt it was appropriate to have an employee handbook. She used the employee handbooks from Talbot and St. Mary's SCDs as a template and adjusted as necessary.

- i. D. Flickinger asked for clarification on comp time for part time employees
- ii. D. Flickinger asked for clarification on use of phones during personal/lunch time.
- iii. No action was taken. Will discuss further at the next board meeting.

**Adjournment:** J. Falkenstein motioned, seconded by D. Flickinger, to adjourn the regular meeting at 1:20 pm 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.

Minutes recorded by Heather Hutchinson, District Manager.

APPROVED