

**Frederick County SCD Board Meeting**  
**Tuesday, November 18, 2025**  
**SCD Office**

**Supervisors in Attendance:** D. Flickinger, J. Falkenstein, M. Shafer, R. Black (arrives at 9:24am), B. Sowers.

**Associates in Attendance:** R. Myers, S. Hipkins, S. Leatherman, P. Heizer (arrives at 10:56am).

**Guests in Attendance:** District Manager, H. Hutchinson. Soil Conservation Coordinator, K. McAfee. District Conservationist, B. Cammauf (arrives at 10:56am)

Meeting called to order by Chairman, B. Sowers at 9:00am.

**Meeting Minutes**

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

**Minutes approved from October Closed Session by motion:** M. Shafer, second by D. Flickinger. All in agreement.

**Financial Reports**

**October 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:** M. Shafer motioned, second by J. Falkenstein, to approve the bank account reconciliation report. All in agreement.

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

**Old Business:**

1. Ag Complex Deed: H. Hutchinson noted the deed is complete and filed.
2. MASCD Board Meeting: The application period for Endowment Grants will be changed to July 15-October 15 to allow for more timely allocation of funds. No grants will be available in FY28 as the interest money will be allocated to the NCF Envirothon.

Conservation plans and privacy concerns – NRCS has stated that conservation plans cannot be used for enforcement if NRCS resources were used to develop the plan.

The Healthy Soils Competitive fund application period has opened.

The updated definition of agriculture was provided via email. Supervisors are requested to provide comments by December 10.

The NACD meeting will be held August 24-27 in Wilmington DE.

3. Delegation Review: H. Hutchinson reported that the delegation review was held with Frederick County and MDE. It was a great learning experience for the urban technicians. No formal report has been sent by MDE yet.
4. SCD Quarterly Meeting: There was discussion about the stormwater review letter provided to the SCD by the County. The letter is issued after a review by the county stormwater engineers and lets the SCD know that the E&S plan can be signed. The wording needs to be updated to make it clear that further changes to stormwater may be required after E&S approval.

**New Business:**

1. Annual Cooperators Banquet: H. Hutchinson reminds everyone that doors open at 6:30pm and the meal will be served at 7:00pm.
2. Annual Financial Review: J. Falkenstein motioned, second by R. Black to approve annual financial review. All in agreement.
3. Small Pond Engineer: H. Hutchinson notes that we will need to move to a payroll system to hire our selected candidate. Price quotes from Paychex and Paylocity were provided. The Board members would also need to have their per diem processed through the payroll system as there can be only one payroll service per EIN.
  - a. J. Falkenstein motioned, second by R. Black, to move forward with Paychex if candidate is still interested. All in agreement.

H. Hutchinson spoke with the budget liaison about the timing of requesting a full-time engineer position. This should be done as part of the budget request. H. Hutchinson completed the position request form so that we would have the necessary information if the board decision was to move forward with a request to add the position. H. Hutchinson to provide financial information going back 4 years for a workshop meeting. Discussion tabled until workshop meeting.
4. Regiment Way: H. Hutchinson noted that she received a letter from a law office notifying that they were filing claims under the State and Local Tort Claims Act on behalf of a landowner for losses sustained during a rain event on May 5 and May 13, 2025. The suit names the City of Frederick, Frederick County, SCD, Keystone Custom Homes and MDE Water and Science Administration. H. Hutchinson consulted J. Hayes at MDA and was advised that no action is required at this time. The claim would be sent to the treasurer's office.
5. BEPS Program: H. Hutchinson received an email from Rachel Jones at MDA in regard to MDE's Building Energy Performance Standards (BEPS) program. The program is a statewide initiative designed to reduce pollution and improve air quality by addressing energy use in large buildings. Some poultry operations have received these letters. Agricultural buildings are eligible for an exemption however the letter recipient must request and exemption online at <https://mdbeps.mde.state.md.us/>.
  - a. K. McAfee notes that you can search your address to see if you are listed.
6. Nutrient Management Update: H. Hutchinson notes that the Nutrient Management update will be held on December 4<sup>th</sup> at New Midway Volunteer Fire Company. You must register to attend.
7. Holiday Party: K. McAfee noted party suggestions from staff.
  - a. R. Black motioned, second by M. Shafer, to hold holiday party offsite with a caterer. All in agreement.
  - b. K. McAfee to check into Jefferson Ruritan.
8. Meeting Per Diem Policy: Policy was voted on last meeting but needs signature from B. Sowers.

**Communications:** H. Hutchinson reported that she received a thank you from Megan Downing for the scholarship.

**Bylaws and Policy:** No report.

**Outreach Committee:** Outreach Committee (S. Leatherman, D. Flickinger, R. Myers, P. Heizer, M. Ahalt) to meet after the December Board Meeting.

**NRCS Report:** B. Cammauf reported that there is no new Farm Bill but an extension on the current Farm Bill until September 2026. There is a software revamp happening.

**MDA Report:** No report.

**Cooperating Agencies:** No report.

**Next Meeting:** Scheduled for Tuesday, December 16, 2025, at 9:00am at the Soil Conservation District Office.

**Adjournment:** R. Black motioned, seconded by M. Shafer, to adjourn the regular meeting at 11:22am 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.