

**Frederick County SCD Board Meeting**  
**Tuesday, August 20, 2024**  
**Soil Conservation District Office**

**Supervisors in Attendance:** D. Flickinger, J. Falkenstein, R. Black (Phoned-in), B. Sowers (Phoned-in).  
**Associates in Attendance:** R. Myers, M. Ahalt, S. Leatherman, S. Hipkins (Phoned-in).  
**Guests in Attendance:** District Manager, H. Hutchinson. Soil Conservation Coordinator, K. McAfee. B. Cammauf, District Conservationist.

Meeting called to order by Vice Chairman, D. Flickinger at 9:06am.

**Meeting Minutes**

**Minutes approved from July Meeting by motion:** J. Falkenstein motioned, second by B. Sowers. All in agreement.

**Minutes approved from July Closed Session by motion:** B. Sowers motioned, second by J. Falkenstein. All in agreement.

**Financial Reports**

**July Treasurers Report approved by motion:** J. Falkenstein motioned, second by B. Sowers. All in agreement.

**Bank Account Reconciliation Report approved by motion:** J. Falkenstein motioned, second by R. Black. All in agreement.

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

1. ACH Transfers: H. Hutchinson reported that she and J. Falkenstein completed the ACH transfers training. These transfers will be done monthly and must approved monthly by J. Falkenstein. H. Hutchinson also has a mobile check cashing unit from Sandy Spring Bank for weekly deposits.
2. H. Hutchinson reported that there will be a \$300 credit shown on next month's financial reports from Intuit (Quickbooks).

**Old Business:**

1. Bylaws: H. Hutchinson reported that she made the updates from the committee to the bylaws. She emailed the committee bylaws from Dorchester County SCD to review. K. McAfee will set up a meeting to review bylaws again.
2. SSCC: H. Hutchinson reported on the SSCC meeting held on August 15<sup>th</sup>.
  - a. Discussion on planting trees on DNR land, specifically as stream buffers. There is concern about whether the goal was to plant trees on all the land that is currently leased to farmers. Anne Harrison Strand said that DNR would continue to lease land for farming, but wants to protect natural resources.

- b. MACS continues to offer \$1000/acre payment for CREP plantings. There is \$2.5 million in incentive funding. There is a \$100/acre CREP signing bonus for non-forest practices. The buffer initiative and healthy soils fund are also eligible for a signing bonus. The Tree Solutions Now Act also provides \$2/tree for all native tree plantings for hedge row plantings, tree and shrub establishments, and windbreak establishments.
- c. MDA reported that there was a hearing requested regarding Food Processing Residuals which will delay implementation until September 5<sup>th</sup>.
- d. MDA reported that hiring is delayed due to involving fiscal services as they now must review the programs budget before they hire. Budget cuts will be realized in December. \$100,000 was removed from the urban ag budget.
- e. On September 23<sup>rd</sup> there will be a listening session on the general discharge permit from 5-8pm at UMES. There is one to be planned for Western MD.
- f. NM planning at the University of MD reported that all plan requests that provided all required information has been completed. 244,000 acres were planned this past year.

#### **New Business:**

1. Rodent Guards: J. Falkenstein motioned, second by B. Sowers, for the FCSCD to continue to purchase rodent guards for conservation projects.
2. Expense Reports: Expense reports were presented. J. Falkenstein motioned, second by B. Sowers, to approve all presented expense reports. All in agreement.
3. Great Frederick Fair: The Great Frederick Fair booth set up will be on September 12<sup>th</sup>. Students will visit Monday thru Thursday from 9am-1:00pm. There will be a sign up for staff to work. Promotional items are needed for the fair and future events. A lunch stipend is usually provided to staff paid after their attendance.
  - a. B. Sowers motioned, second by J. Falkenstein, to purchase 1000 pencils and 1000 bracelets to use for promo items. All in agreement.
  - b. B. Sowers motioned, second by J. Falkenstein, to provide a \$30 meal stipend for staff that participates at the SCD booth at the GFF, to be paid after attending. All in agreement.
4. Soil Smart Farm Tour: The Soil Smart Farm Tour will be held on September 5<sup>th</sup>. The bus will be leaving the park and ride at Nymeo Field at 8:30am making stops at Burrals, Gavers, Paradise Stables, and Hedgeapple Farm. If you would not like to ride the bus please email Heather to receive the tentative schedule of stops.
5. Banquet: H. Hutchinson reported that the banquet will be held on November 21<sup>st</sup> at Jefferson Ruritan with catering by Big Boys BBQ. An annual cooperater will need to be chosen.
  - a. B. Sowers suggests having a "Hall of Fame" award as well as cooperater of the year.
  - b. H. Hutchinson is to ask staff for their recommendations for winners.
6. Legislative Package: Frederick County Govt. reached out to H. Hutchinson to see if the SCD had suggestions for the 2025 legislative package.
  - a. R. Myers suggests bringing up the Maryland Piedmont Reliability Project that is projected to bring powerlines through MD Farms and some agriculturally preserved

- acres. D. Flickinger mentions that Carroll County is having a listening session on Thursday, August 22<sup>nd</sup>, from 6-9PM at the Carroll County Agricultural Center.
7. MD Farm & Harvest: MASCD is requesting a \$625 contribution in support of Maryland Farm and Harvest. If each SCD contributes this will allow MASCD to have their logo and a sound bite featured in every episode.
    - a. J. Falkenstein motioned, second by B. Sowers to give \$625 to MASCD in support of Maryland Farm and Harvest. All in agreement.
  8. MAEF: Sabillasville Environmental School is requesting financial support of \$2000 to bring the Maryland Ag Education Foundation (MAEF) Mobile Science Lab to provide a lesson for the school. Funding was also requested in the amount of \$500-1000 to provide substitutes while the teachers meet to develop an agricultural curriculum.
    - a. D. Flickinger visited Kristen Head with MAEF, at the Carroll County Fair at said the trailer was very educational.
    - b. J. Falkenstein motioned, second by B. Sowers, to give \$1500 to Sabillasville Environmental School to bring the MAEF Mobile Science Lab to the school. All in agreement.
  9. File Cabinets: H. Hutchinson reported that the SCD office is out of space to file urban plans, so staff is stacking them on top of the cabinets. PVI Office Furniture provided a quote for five legal filing cabinets in the amount of \$2975. Office Max can provide five legal filing cabinets in the price of \$2378, but that did not include shipping.
    - a. J. Falkenstein motioned, second by B. Sowers, to table discussion. All in agreement.
  10. Server: H. Hutchinson reported she spoke with Computer Enhancements to install drivers for Sandy Spring Bank. Computer Enhancements noted that they are having trouble backing up our computers and are suggesting we move to a server and will provide a quote.
    - a. B. Sowers is sending information regarding another IT person to price out what the office needs.
  11. Retirement: H. Hutchinson reported that Dave Huffer announced his retirement and his last day will be August 30<sup>th</sup>. The office will be having a lunch on Tuesday, August 27<sup>th</sup>, around noon if anyone would like to stop by.
    - a. H. Hutchinson is to purchase card and collect contributions for retirement gift from Board Members.
    - b. B. Sowers motioned, second by J. Falkenstein, to purchase lunch for Dave Huffer's retirement. All in agreement.
  12. HR: H. Hutchinson reported that she has reached out to HR requesting to fill Dave Huffer's position after retirement. H. Hutchinson would like to request a position upgrade for D. Stonesifer, creating a Level III position, which would give him the authority to sign plans.
    - a. J. Falkenstein motioned, second by B. Sowers, to have H. Hutchinson develop a Level III position and request a Level III position from HR for D. Stonesifer. All in agreement.
  13. H. Hutchinson reported that there will be a Beyond Sustainability Tour on Friday, October 18<sup>th</sup>, from 9AM-3PM stopping at Holter's and Open Book Farm.
  14. H. Hutchinson noted that Tom Ripley's mother had passed. Tom is the husband of past board member, Brenda Ripley. She will be sending a sympathy card on behalf of the board.

15. MDA Staff computers purchased by the SCD have been replaced by NRCS. The SCD purchased computers have been returned to H. Hutchinson, but staff is asking if they can keep them for personal use. The computers have been wiped of all data and applications (Word, CAD, etc.).
  - a. It was suggested by B. Sowers to have a lottery system to allow staff to take computers.
16. H. Hutchinson reported that Jim George, CPA, will be at the SCD office on Friday, August 23<sup>rd</sup>, to complete the annual financial review.

**Communications:** H. Hutchinson received a flyer for the MAEF Golf Tournament.

**NRCS Report:** B. Cammauf notes that construction has started on the new space next door with an approximate 12-week timeline. In calendar year '25, NRCS will be doing away with desk phones and going to a computer-based phone system. This will affect the SCD office that uses the NRCS phone system.

**Next Meeting:** Scheduled for Tuesday, September 17, 2024 at 9:00AM at the Soil Conservation District Office.

**Adjournment:** J. Falkenstein motioned, seconded by R. Black, 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.

APPROVED