

**Catoctin Board Meeting
May 18, 2022**

APPROVED

In attendance: Supervisors Falkenstein, Orlowski, Arnold, Sowers, Associates: Shafer, Brennan, DM Hutchinson, ADM Leatherman, NRCS Zimmerman.

Minutes approved by motion: Falkenstein/Arnold. All in agreement.

Treasurer 's report approved by motion: Falkenstein/Arnold. All in agreement.

Joint Urban Checking Money Market, Ag complex accounts approved by Motion: Falkenstein/Arnold All in agreement.

Expenses for the month approved by Motion: Arnold/Orlowski. All in agreement.
Checks - #8953 thru #8972, Joint urban Checks #2058, Ag. Complex Checks – None.

OLD BUSINESS:

1. Hutchinson reported Falkenstein and Burch have obtained 4 vehicle quotes, she also mentioned the need to get a Z number for the vehicle and is working with MVA to do this. Hutchinson asked what type tags they want Local Government or Vanity plates? She said the advantage of Local Government plates is no registration fee to pay every other year. The Board directed her to go with the Local Government Plates. Heather asked how it is to be titled, they said to title it Catoctin Soil Conservation District. Hutchinson reported the insurance on the vehicle will be about \$700.00 dollars every 6 months, this price is on the highest quote. After some discussion There was a Motion: Orlowski/Arnold to have Falkenstein finish the purchase of a vehicle for Soil Conservation up to \$60,000 dollars and title it to the Catoctin Soil Conservation District. All in agreement.
2. Hutchinson asked Sowers if he spoke with Bobby Black about 2 prints of Ralph Adkins for the MASCD Auction? Sowers didn't know he was supposed to. There was a Motion: Falkenstein/Orlowski for Hutchinson to contact Bobby Black and get 2 Ralph Adkins prints for MASCD Auction. All in agreement.
3. Hutchinson reported the Western Area MASCD Meeting will be held virtual on July 14th at 10:00am
4. Hutchinson reported she has not received the NRCS Unfunded Agreement and is asking for authority to sign it when it arrives. There was a Motion: Falkenstein/Orlowski giving Hutchinson authority to sign when it arrives. All in agreement.
5. Hutchinson reported she would like to focus on "Soil Health" as a Fair Display, the Board agrees with this, she has requested a display from MDA and ordering a rainfall simulator. Sowers suggested growing radishes in a display so you can see how they grow down in the ground. Falkenstein is going to check on the radish display.
6. Hutchinson reported MDA Lawyers will be meeting with SSCC in June to discuss regulations needed to follow to dissolve Catoctin and Frederick Soil Conservation Districts and create one District in Frederick County.

CURRENT BUSINESS:

1. Hutchinson reported she has spoken with HR and we moving forward with posting the District Urban Technician Position.
2. Hutchinson reported the MDA Annual Employee Meeting was held yesterday at Sandy Point State Park. A main topic of discussion was a change to position descriptions for Planners to require a specific number of completed plans a month. There was some push back due to other programs,

such as cover crop taking planner time away from planning. Technicians will need to record their activities in a spreadsheet and achieve a certain number of points to meet performance standards.

3. Hutchinson reported the SSCC Meeting will be held tomorrow May 19th, it is Virtual and the discussion will be about how NRCS will work with us to address planning for the WIP since Conservation Desktop, the planning tool we must use, is so cumbersome.
4. Sowers requested that Hutchinson schedule her one-year evaluation for July. He also questioned if evaluations are conducted for District Staff. Hutchinson reported Staff evaluations have never been done. There was discussion about where evaluations would be kept, the District Managers Office or HR at the County, who would be doing the evaluations? And would it be 2 times a year.
5. Hutchinson reported she needs two laptop computers one for her and one for the new District Urban Technician. She is waiting on the County to provide computer specifications for the online review system, in a related manner we may incur some fees to incorporate our forms into the new system, DigiPlan. There was a Motion: Orlowski/ Falkenstein giving approval for the purchase of two Lap tops computers. All in agreement.

Communications: No Report

NRCS: Zimmerman distributed written report

Committee Report: Info/Ed: - No Report

Awards: No Report

Legislative: No Report

Ag. Complex: No Report

Conservation plans: Accept by Motion: Falkenstein/Arnold- All in agreement.

Cooperating agencies: Hutchinson reported for K. Nichols from Extension- a new Ag. Agent has been hired his name is Mark Townson. Nichols full report is in the packet.

NEXT MONTHLY MEETING: DATE: Tuesday June 21st @ 9:00 am in Burkittsville

Adjournment: Falkenstein/Arnold.

Minutes recorded by: Steve Leatherman.



Closed Session: Held May 18, 2022 at 10:50 A.M. at the Burkittsville Ruritan and attended by J. Orlowski, J. Falkenstein, E. Arnold, B. Sowers and H. Hutchinson to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees or officials over whom this public body has jurisdiction.