

APPROVED

**Catoctin SCD Board Meeting**

**August 22, 2022**

**In attendance:** Supervisors –Falkenstein, Orlowski, Arnold, Sowers, Holter. Associates: Grossnickle, Shafer. District Manager – H. Hutchinson, Asst DM – S. Leatherman, NRCS – Brent Cammauf, Extension: Mark Townsend.

**Minutes approved by motion:** Holter/Arnold. All in agreement.

**Treasurer's Report approved by motion:** Falkenstein/Orlowski as filed. – All in agreement.

**Financial Report Statements approved by motion:** Orlowski/Holter – All in agreement.

**Expenses for the month approved by motion:** Holter/Arnold – All in agreement.

Checks #9012 thru #9033, Joint Urban checks #2069, Ag. complex checks-none

**OLD BUSINESS:**

1. Hutchinson reported the SSCC met in closed session in July to discuss the merger process. They decided to hold off on developing a petition until they hear an expressed interest from both boards in pursuing the merger. All agreed that the Catoctin board of supervisors is in favor of the merger.
2. Hutchinson reported she is still waiting on the workman's compensation policy. Each board will need to have their own policy. She has not heard back from the insurance company.
3. Hutchinson reported the Catoctin & Frederick SCD logo will be put on the county vehicle Thursday
4. Sowers asked if a staff appreciation luncheon is in the works. Hutchinson said not at this time. The board suggested planning a luncheon at Black Hog BBQ again around the end of September.

**CURRENT BUSINESS:**

1. Hutchinson reported the Urban Technician position has been offered and accepted. Through the process, she learned that the county's environmental compliance division has advertised a position with similar responsibilities and the same qualification requirements as the District Urban Technician, however the starting salary is \$4.00/hour higher than what was approved by HR for the District Urban position. She contacted HR and they advised that an emergency reclassification can be requested to adjust the salary, but the position would have to be re-advertised if the reclassification was done prior to hiring. It was decided to hold off until the position is filled, then do the emergency reclassification. Hutchinson is hoping the applicant can start on August 29<sup>th</sup>, but not sure if the county process will be completed by then.
2. Hutchinson reported the Soil Conservation Coordinator position was reclassified from a grade 6 to a grade 9 with a starting salary of \$49,931. It is a full time, 40 hours/week position. Heather submitted the request for an emergency reclassification. HR is finalizing things on their end, and the position will be posted soon.
3. Hutchinson reported setting up for the fair will be at 3:00 PM on Thursday September 15<sup>th</sup> and take down will be on Saturday September 24<sup>th</sup> at 9:00 PM. Hutchison will have parking and entry vouchers for those wanting to man the information booth. Some tickets will be reserved for staff to help during the day. Hutchinson will make a schedule for board members.
4. Hutchinson sent out the invitations for the Smart Farm Tour on September 9<sup>th</sup>. Those interested in going to the event will need to register in advance so they can get a headcount for lunch.
5. Hutchinson reported Burch and Myers will be working this winter on a reimbursement policy for the boards.

6. Hutchinson gave an update on the cover crop program. There were 168 applications totaling 48,782 acres. For comparison, 2021 closed out at 155 applications totaling 30,782 acres.
7. Hutchinson reported she has 2 Ag Exemption requests: Oliver Roelke and George Stauffer. Mr. Roelke would like to fill approximately three acres which would require a sediment and erosion control plan and he would need to apply for a NPDES permit. They tabled the discussion until it is determined if Mr. Roelke wants to pursue the ag exemption. A site visit will also be conducted prior to issuing the exemption.  
Mr. Stauffer's request was tabled until he hears from the county on removal of some FRO.
8. Hutchinson presented annual MD Farm Bureau dues to the board. There was a motion Falkenstein/Orlowski to pay the dues. All in agreement.
9. Hutchinson reported the county executive is asking for any questions that may need to be resolved through State Legislation.
10. Nothing to report on weekly staff meeting.
11. Hutchinson asked if the board was willing to host the auction at the 2023 MASCD summer meeting. The board is willing to host with the Frederick board.

#### **COMMUNICATIONS:**

1. Hutchinson reported Howard SCD banquet will be held September 15<sup>th</sup> at 5:30 PM at Pin Oaks Winery in Cooksville, MD; cost will be \$15/person.
2. Hutchinson presented a Thank you note from Farm Safety Camp
3. Hutchinson presented a Thank you note from NACD for the donation to send staff to meetings for professional development to help with districts that don't have funds.

Cammauf: Distribute written report (copy for file)- See copy attached

1. Cammauf reported things are still progressing on the additional office space. We currently have 8,000 square feet, and we need 14,000 square feet.

#### **COMMITTEE REPORTS:**

Information education- No report

Awards - no report

Legislative - no report

Ag. Complex - no report

Conservation plans – no plans to accept.

Cooperating agencies: Extension: Mark Towson- Plans a NM voucher and pesticide training this fall.

**Next Meeting:** Tuesday September 20<sup>th</sup>

**Adjournment** – Motion to adjourn Falkenstein/Holter – All in agreement.

Minutes recorded by: Steve Leatherman

