

**Catoctin Board Meeting
Tuesday, October 18, 2022 - 9:00 AM
Burkittsville Ruritan**

In attendance: Supervisors: J. Orlowski, E. Arnold, B. Sowers, Associates: Bill Brennan, R. Grossnickle, W. Shafer, District Manager H. Hutchinson, Urban Technician D. Stonesifer and Maryland Extension Mark Townsend

Minutes approved by motion: J. Orlowski, second by E. Arnold. All in agreement.

Treasurer's Report approved by motion: J. Orlowski, second by E. Arnold. All in agreement.

Financial Report Statements approved by motion: J. Orlowski, second by E. Arnold. All in agreement.

Expenses for the month approved by motion: E. Arnold, second by J. Orlowski. All in agreement. Check# 9055 thru 9083, Joint Urban Check # 2073 thru 2076, Ag. Complex Checks- None.

Old Business:

1. H. Hutchinson gave the board merger update, she developed a merger petition and sent it to the OAG at MDA. Justin Hayes (OAGs office) also developed a petition. The State Committee plans to meet in closed session again in October to discuss the merger. In reviewing the Certificate of Organizations, it was found that the Frederick SCD encompasses the entire county. May have more information before the banquet.
2. H. Hutchinson reported on Workers Compensation and Directors & Officers Insurance. Connie Phillips Insurance met prior to the Frederick Board meeting. She discussed the need for Directors and Officers insurance to protect the entity. It would cover decisions of the board, an example is frivolous spending. Connie explained that workers compensation may not be needed for board members. Board members receive stipend rather than a salary. She doesn't think it would qualify for workers compensation claims. If it does, the payment would only be 66 $\frac{2}{3}$ of stipend. Connie is also looking into the current insurance policy. Limits of coverage are \$50,000. Members in attendance agreed to table the Worker Compensation until all members are present. Motion was made by J. Orlowski and second by E. Arnold to purchase Director and Officer Insurance. All in agreement.
3. H. Hutchinson reported the Fair went very well. Frederick County Public Schools visited the booth from 9:00 – 1:00 on Monday through Thursday and staff did a great job with the soil health demonstration. Sabillasville Environmental School visited the fair booth and reached out to see if staff could offer a hands-on activity at their harvest program on October 28th. Staff will be doing a soil health assessment with the kids.

Current Business:

1. H. Hutchinson reported on the emergency reclassification for the District Urban Technician. She heard back from the County. Will be discussed further in closed session.
2. H. Hutchinson reported on the Soil Conservation Coordinator Position. Interviewed 8 candidates on October 12 and 13th. Will need to discuss the selected candidate further in closed session.
3. H. Hutchinson stated the banquet will be held on November 17th. The menu has been finalized, grilled chicken and brisket, mac and cheese, baked beans, broccoli and grape salad. Invitation was passed

around. H. Hutchinson and staff working on the final invitation list. B. Sowers asked if they could see the list of invites. H. Hutchinson to send a list to board members. B. Burch during the Frederick Board meeting requested to invite Envirothon teachers and spouses to the banquet. H. Hutchinson would like to invite our summer intern. All in agreement. Staff suggest getting several door prizes and giving tickets at the door. The Frederick Board voted to provide \$500. to purchase door prizes. H. Hutchinson asked if Catoctin would like to give half. Motion was made by J. Orlowski and second by E. Arnold to cover half of the door prizes in the amount of \$250. All in agreement. H. Hutchinson asked about purchasing flower arrangements for the tables. All in agreement. B. Sowers will be MC to introduce the board members and H. Hutchinson will introduce staff and ask D. Flickinger to say blessing.

4. Soil Health Outreach Workshop- staff are finalizing the date for the soil health workshop in February 2023.
5. The State Soil Committee meeting is scheduled for October 20th. The topic of discussion is Eastern Shore Air Quality Monitoring study and work plan update for SSCC.
6. The MASCD Board meeting is October 25th. Virtual option is available.
7. Quarterly meeting with the County was held on October 5th. County would like to integrate SCD with ProjectDox. There is still a question on fee collection. SCD would need to restructure our final fee if the County collects the fees to make it easier to calculate. Right now it is \$300 plus \$100 per disturbed acre. Discussion with County to start Rodger on small pond reviews first. This will allow the County to see when we approve a small pond or accept the as-built so they will know if they can release the bond. During the SCD and County staff meeting it was a lengthy discussion on Ag Exemptions. County Planning and Zoning thinks that all Ag Exemptions requests should go through the County permit system. Application would be submitted online Planning & Zoning and SCD would review. Planning & Zoning doesn't want SCD to exempt any driveway that accesses from a County road because a sight distance study needs to be performed in order to get an approved permit.
8. H. Hutchinson reported that a quick SCD staff meeting was held on October 11 to review the schedule and to make sure Steve's project sites were taken care of while he was out for his surgery. The Ag staff meeting was postponed due to interviews for the Soil Conservation Coordinator position. Ag staff discussed in the past meeting to have joint staff meetings with both boards April and September. The April meeting will focus on the planning process and the September meeting will focus on soil health. R. Grossnickle asked about a written report on the work backlog. Heather is not aware of one. H. Hutchinson stated no one is taking minutes. SCD meetings are just a few minutes long. Agriculture staff meetings are to provide new program information, review projects and see if staff need help on the assigned projects and learn which designs/plans are close to completion.
9. Policy on meeting reimbursement is being drafted by Barry Burch and Bobby Myers from the Frederick Board. No Updates.
10. H. Hutchinson states no updates on the Ag Exemption requests from Oliver Rolkey and George Stauffer. She spoke with Mr. Rolkey and told him that he would need to get an Erosion and Sediment plan and file an NOI.
11. H. Hutchinson presented a renewal of dues from NACD in the amount of \$775.00. Motion was made by J. Orlowski and second by E. Arnold to renew the NACD dues in the amount of \$775. All in agreement.
12. H. Hutchinson presented the annual financial review that was prepared by Jim George. Motion was made by E. Arnold and second by J. Orlowski to accept the annual financial review as written. All in agreement.
13. H. Hutchinson reported the Agricultural and Environmental Law Conference is being held on October 28th in Annapolis.

Committee Reports:

- o **Information Education:** No Report
- o **Awards:** No Report
- o **Legislative:** No Report
- o **Ag. Complex:** No Report
- o **RC&D:** J. Orlowski reported that RC&D is taking public comments on the Sustainability Risk Assessment of Maryland Forests until November 4th.

Communications: None

Conservation Plans: No Plans to accept

Cooperating Agencies (MDA, Extension): M. Townsend provided a written report from Extension

Next Meeting: Tuesday, November 15, 2022 at 9:00 AM at the Burkittsville Ruritan

Adjournment: Motion made by E. Arnold and second by J. Orlowski to adjourn. All in agreement.

Minutes recorded by David Stonesifer

Closed Session: Held October 18, 2022 following the regular monthly meeting at the Burkittsville Ruritan. Attended by B. Sowers, J. Orlowski, E. Arnold and H. Hutchinson to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation or performance evaluation of appointees, employees or official over whom this public body has jurisdiction and to protect the privacy or reputation of individuals concerning a matter not related to public business.