



**Catoctin Board Meeting
Tuesday, April 18, 2023- 9:00 AM
Burkittsville Ruritan**

In attendance: Supervisors: B. Sowers, J. Falkenstein, J. Orłowski, E. Arnold. Associates: W. Shafer, R. Grossnickle. District Manager, H. Hutchinson. Soil Conservation Coordinator, K. McAfee. Additional Guests: Frederick County Office of Economic Development, Becca Tucker, UMD Ext., Mark Townsend. *Meeting ran by J. Falkenstein, Vice Chair

Meeting called to order by J. Falkenstein at 9:06 AM.

March Minutes approved as presented by motion: A. Holter, second by J. Orłowski. All in agreement.

December Joint Minutes approved as presented by motion: J. Orłowski, second by A. Holter. All in agreement.

April Joint Minutes approved as presented by motion: J. Orłowski, second by A. Holter. All in agreement.

Treasurer's Report approved as presented by motion: B. Sowers, second by J. Orłowski. All in agreement.

Expenses for the month approved as presented by motion: A. Holter, second by E. Arnold. All in agreement.

1. **Bank Account Reconciliation** Motion to accept the Bank Account Reconciliation report as is by J. Orłowski, second by A. Holter. All in agreement.

Old Business:

1. H. Hutchinson reported that she has been in contact with SSCC and Justin Hayes, MDA OAG, in regards to the board merger and the next steps. At the joint meeting it was motioned to request a public meeting.
 - a. Initially discussed holding meeting in September, however at the Cover Crop TAC meeting the districts were informed that Cover Crop Sign Up will be held in person- no sign-up dates as of yet. This will bring traffic to the office to allow for people to vote.
 - b. SSCC will meet in closed session after their regular meeting on April 20th to discuss the process for the merger.
 - c. A mail-in ballot will be available. Notices for vote and public meeting will be posted on social media, the Delmarva Farmer, and the Frederick News Post.
2. H. Hutchinson reported that she, A. Holter, and J. Orłowski met at Middletown Valley Bank to open a 12 month CD in the amount of \$180,000 paying an APY of 3.67%.
3. H. Hutchinson reported that MASCD is looking to rebrand the FASCAP program (Farm Stewardship Certification and Assessment Program) and are asking districts for letters of support.
 - a. J. Orłowski motioned to write a letter of support for MASCD to rebrand the FASCAP program, second by A. Holter. All in agreement.
4. H. Hutchinson reported that from the Cover Crop TAC Meeting that no one will be signed up from the program without a current nutrient management certification form.

Current Business:

1. H. Hutchinson reported that she received a quote for Directors & Officers insurance from Professional Governmental Underwriters, LLC.
 - a. This protects members of the board and their decisions while keeping their personal assets separate. This also covers employment practices – protection if an employee alleges wrongful termination, discrimination, harassment.



- b. After the boards merge, one board will have the option of purchasing a tail or extended reporting period to account for any claims filed after the merger for a period of one year.
 - c. H. Hutchinson has also requested a quote for a crime and content policy which will cover the copier.
 - d. Motion by B. Sowers to accept the policy for Director and Officers insurance, second by J. Orłowski. All in agreement.
2. H. Hutchinson reports that Keith Potter, Western MD Area Coordinator, says he will not be assigning new nutrient management plans to the district after the end of April. Anything in process will need to be finished by the end of May.
3. H. Hutchinson met with Frederick County for the quarterly meeting on April 5th. Gary Hessong attended and discussed requests made by H. Hutchinson to the County Executive. G. Hessong stated that the goal moving forward is to meet the intent of the code rather than the letter of the code- this would provide some flexibility or variances on non-confirming sites.
 - a. G. Hessong reported that the issue of inspectors going on site and stopping construction of BMP's or Ag Structures due to previous permit violations is no longer occurring- individuals that were responsible for these actions are no longer with the county.
 - b. Ag structures are exempt from many of the requirements of commercial structures. Installing plumbing and electric does not make a building a commercial structure. Ag structures are not a place for public use.
 - c. The County has new GIS portal that shows locations of flooding soils which is needed for logging permits.
4. H. Hutchinson reported that the current copier lease with Capitol Document Solutions expires in August and we have followed up to possibly renew the current lease with a color copier.
 - a. This would then be \$240/month which is \$26 more than what we are currently paying.
5. H. Hutchinson reported that the SCD has been asked to schedule a WIP Progress Meeting. It is strongly suggested for the Chairman to attend, but others are invited as well. The meeting will be virtual.
 - a. Meeting will be held on May 2nd.
6. H. Hutchinson reported that she and D. Stonesifer went out to Summers Farm last week. Their ag exemption is expired. They are working on addressing some of the erosion issues and seeding areas that were mulched during the season.
 - a. J. Orłowski motioned to issue an extension of the ag exemption until July 1st, 2023 for Summers Farm, second by B. Sowers. All in agreement.
7. H. Hutchinson reported that she has not sent an invitation for Secretary Atticks to visit Frederick County due to Cover Crop sign-ups now being in person and potentially holding the referendum in July.
 - a. There will be a fall Soil Health Tour in September that Secretary Atticks will be invited to.
8. K. McAfee proposed a custom painted cheese box for the MASCD Auction item. H. Hutchinson reported that Frederick SCD will be doing one as well.
 - a. B. Sowers suggested a painted scene of the Middletown Valley.
 - b. J. Orłowski motioned to spend \$200 for the cheese box and items to fill it to create an auction item for MASCD, second by B. Sowers. All in agreement.
9. K. McAfee spoke with Leslie Lenhart and Connie Palmer in regards to the 275th Jubilee for the County. The county is trying to designate a row to agriculture.
 - a. B. Sowers motioned to have a booth at the 275th Jubilee, second by E. Arnold. All in agreement.



10. H. Hutchinson reported that on April 17th she attended a meeting with MASCD and NRCS about a potential cooperative agreement to use some IRA funds from the Federal Government. Currently the District gets some funding if MDA planners write CREP plans.

Committee Reports:

- **RC&D:** No Report.
- **Info/Education:** Envirothon competition on April 25th.
- **Awards:** No Report
- **Legislative:** No Report.
- **Ag Complex:** No Report.

Communications: H. Hutchinson shared a “Thank You” card from Steve Leatherman for the flowers sent after his mother’s passing.

Conservation Plans: No Report.

Cooperating Agencies (MDA, Extension):

1. M. Townsend presented a handout of important extension dates to remember.
2. K. Stevens reported that they are still working on the feasibility study for the processing center.

Urban Report: Handout provided.

Next Meeting: Monday, May 15, 2023 at 9:00 AM held at the Burkittsville Ruritan.

Adjournment: Motion made by A. Holter and second by J. Orłowski to adjourn the regular meeting at 11:42 AM. All in agreement.

Minutes recorded by Kendra McAfee