

Kent Soil and Water Conservation District
Draft Board of Supervisors Meeting Minutes
August 21, 2025

The regular monthly meeting of the Kent Soil and Water Conservation District Board of Supervisors was held on Thursday, August 21, 2025, at 7:00 p.m.

The following individuals were present at the meeting Charlie Miller, Chair, Lewis McDonald, Vice Chair, Tim Redman, Treasurer, Bill Langenfelder, Board Supervisor, Frank Barnes Jr., Board Supervisor, Jimmy Miller, Associate Supervisor, Alice Mason, Associate Supervisor, Eddie Taylor, Associate Supervisor, Nancy Metcalf, District Conservationist, Jenny Freebery, MDA Planner, Brooke Shaw, KSWCD Administrative Assistant, and Robert Baldwin, District Manager.

The meeting was called to order at 7:00 p.m. by Chair, Charlie Miller.

I. Recognition of Guest

Chair Charlie Miller recognized Jenny Freebery, MDA Planner assigned to KSWCD. Jenny shared her experience with the Board of the Summer MASCD Meeting and her award from the Maryland Envirothon. Jenny also stated the Maryland Envirothon team from Harford County finished 2nd in the recently held international NCF Envirothon competition.

II. Review and Approval of Board Meeting Minutes from July 24, 2025, meeting.

A motion was made to approve the minutes from the July 24th, 2025, meeting as presented by Tim Redman, Bill Langenfelder seconded the motion. The motion passed

III. Plan of Work

There was a brief discussion of the Plan of Work for the months of August and September 2025. Robert and Nancy reviewed some of the highlights and said it had been a very busy month for everyone.

IV. Financial Statements, Bills and Cash Management

Robert reviewed the balance sheet, profit and loss statement, reserves, budget sheets, bills, and reviewed the present cash management details. **A motion was made by Tim Redman to accept the financial statements, pay the bills, and make the agreed to cash management transactions; Lewis McDonald seconded the motion. The motion passed.**

V. Erosion and Sediment Control Program

Robert reviewed the Erosion and Sediment Control Plans that had been submitted for the month. He said that the month had been busy in all categories. Robert stated that there is a large project in Millington that will be coming for E & S approval soon. In addition, several solar projects are working their way through the County planning and permitting process.

VI. Supervisor Activities

Charlie Miller (as well as Jenny Freebery and Sam Leaverton). attended the MASCD Annual meeting at Rocky Gap near Cumberland. He discussed the highlights of the meeting, including Fabio Terlevich winning the Cooperator of the Year for the State and Jenny Freebery getting recognized by the Maryland Envirothon.

VII. Extension Report

Dwayne was on leave and was unable to attend the meeting.

VIII. Conservation Plans & Field Work

The Report was included in the Board Packet and reviewed by Nancy.

IX. NRCS Report

USDA Update – Nancy reported that interviews were completed Monday for the PSS position and RC&D are checking references. A selection and job offer should happen next week. Lance Bigelow will be starting on August 25th as a new Soil Conservationist. Joel Burley will be starting October 5th in the vacant Soil Conservationist position. Peggy Lowman's last day is September 19th as she's transferring to the Kent field office in Delaware. Kendrick Flowers will be transferring to Alabama as their Assistant for Field Operations the end of September. Nancy will be on vacation from September 6 – 12.

Training – A field Demonstration of a poultry mortality dehydrator will be held September 11th for field staff.

Local Workgroup Meeting – A Local Workgroup meeting that was scheduled for August 20th at the Queen Anne's Soil Conservation District shop at 12:00 noon has been rescheduled for September 16th, 2025, at 12:00 noon at the Queen Anne's Soil Conservation District shop, lunch will be provided.

Small Pond Approval – Nancy discussed a small pond job that has come in for a redesign and rebuild of its failed structure. Nancy updated the Board on the Small Pond Policy that MDE is now operating under. For ponds that meet the policy, it requires that Soil Conservation Districts approve the pond and report the work to MDE within specific timeframes. **A motion was made by Bill Langenfelder to approve the pond as presented by Nancy; Tim Redman seconded the motion. The motion passed.**

X. District Managers Report

State Budget MOU's – Robert discussed the State Budget MOU's that were included in the Board Packet. He stated that the State GF was a little bit higher, but the Chesapeake Bay Trust Fund (CBTF) was significantly lower than last year. The shortfall in the CBTF has been well understood and expected. **A motion was made to accept the two MOU's as presented by Tim Redman; Bill Langenfelder seconded the motion. The motion passed**

MD Open Meeting Act – Included in the Board Packet was a reprint of some Frequently Asked Questions (and answers) about the MD Open Meeting Act. Robert discussed the need for at least two of the Supervisors to take the online training and that we should be posting our agenda and meeting minutes on our website.

XI. New Business/District Activities Report – The following meetings were discussed.

MASCD Dues – Included in the Board Packet was a copy of the invoice for the MASCD dues. **A motion was made to pay the MASCD dues by Tim Redman; Lewis McDonald seconded the motion. The motion passed**

MASCD MPT Farm and Harvest Request – There was a discussion on the lack of new content on the program but there was agreement to continue to support the program. **A motion was made to pay the suggested amount of \$650 by Frank Barnes Jr.; Bill Langenfelder seconded the motion. The motion passed**

Montgomery SCD Cooperators Dinner – Included in the Board packet was an announcement of the upcoming MSCD Cooperators Dinner. Unfortunately, it is the same day and time as our September Board Meeting.

NACD Annual Meeting – The NACD Annual Meeting will be in San Antonio, TX, Feb 14-19, 2026. Robert will make the necessary arrangements for anyone wishing to attend.

Newsletter – The latest edition of the Newsletter was included in the board packet. The cover story was about our first ever staffed display at the Fair. Brooke is doing an excellent job at producing the newsletter

Request to use District Logo – Included in the Board packet was a letter from a local non-profit asking the District to “partner” with them by allowing them to use the District logo on their website as a “partner”. The local non-profit is working with local landowners and farmers to plant wildflowers on their land to grow flowers that can be distributed to area nursing homes. There was consensus that KSWCD would allow the use of the logo on the website.

XII. Old Business

District Pickup Truck – Robert gave the update on the status of the District Pickup. The cap has been swapped out and we will get it cleaned up and prepare it for sale pending finding a suitable used ¾ ton pickup to purchase from either the County or on the open market.

XIII. Closed Session

Statutory authority to close session General Provision Art. § 3-305(b) (1) This exception allows a public body to close a meeting to discuss various personnel actions with regard to, or the evaluation of, “an appointee, employee, or official over whom it has jurisdiction” or “any other personnel matter that affects one or more specific individuals.”

A motion was made by Frank Barnes Jr, to go into closed session; Tim Redman seconded the motion. The motion passed.

A motion was made by Tim Redman to come out of closed session; Lewis McDonald seconded the motion. The motion passed.

There was an update with the Board on an ongoing personnel issue with a former employee of the District.

XIV. Adjourn

A motion was made by Tim Redman to adjourn the meeting; Frank Barnes Jr. seconded the motion. The motion passed.

The meeting was adjourned at approximately 8:30 p.m.

The next scheduled meeting of the Kent Soil and Water Conservation District Board of Supervisors will be on Thursday, September 18th, 2025 @ 7:00 pm. Dinner will be available at 6:30 p.m.

Respectfully Submitted

Robert Baldwin