

**Kent Soil and Water Conservation District**  
**Board of Supervisors Meeting Minutes**  
**January 16, 2025**

The regular monthly meeting of the Kent Soil and Water Conservation District Board of Supervisors was held on Thursday, January 16, 2025, at 12:00 noon.

The following individuals were present at the meeting Charlie Miller, Chair, Lewis McDonald, Vice Chair, Tim Redman, Treasurer, Frank Barnes Jr., Board Supervisor, Jimmy Miller, Associate Board Member, Alice Mason, Associate Supervisor, Sean Jones, Associate Supervisor, Dwayne Joseph, UME Ag. Agent, Jason Merrick, Soil Conservationist, and Robert Baldwin, District Manager.

The meeting was called to order at 12:10 p.m. by Chair, Charlie Miller.

**I. Review and Approval of Board Meeting Minutes from the December 19, 2024, meeting.**

The meeting minutes from the December 19<sup>th</sup> meeting will be reviewed at the February Board Meeting, when Nancy is available.

**II. Plan of Work**

There was a brief discussion of the Plan of Work for the months of January and February 2025.

**III. Financial Statements, Bills and Cash Management**

Robert reviewed the balance sheet, profit and loss statement, reserves, budget sheets, the bills, and reviewed the present cash management details. **A motion was made by Tim Redman to accept the financial statements and pay the bills. Barney seconded the motion. The motion passed. A motion was made by Lewis McDonald to move cash from the District Checking account into the Money Market account, and take cash from the Money Market account and purchase two Certificate of Deposits, one for 12 months and one for 24 months at the current rates. Tim Redman seconded the motion. The motion passed.**

**IV. Erosion and Sediment Control Program**

Robert reviewed the Erosion and Sediment Control Plans that had been submitted for the month. He gave an update of the Morgnec Solar Project that was submitted recently for review. He discussed the process for Planning and Zoning submitting small projects to KSWCD for review, the ones that don't meet the minimum threshold for permitting are only charged the application fee.

**V. Supervisor Activities**

Charlie Miller attended the January Staff Meeting

## **VI. Extension Report**

Dwayne discussed the current outbreak of AI, and there are presently 4 broiler operations affected in Delaware and Maryland. The University has hired a new Master Gardener Coordinator for Kent County and a new Ag. Agent for Caroline County. Jamie Williams, Kent County Economic Development is accepting applications for the Ag. Micro Grant program, of \$10,000 or less.

## **VII. Conservation Plans & Field Work**

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

## **VIII. NRCS Report**

Jason reviewed a handout that was prepared by Nancy and presented to the Board at the meeting.

## **IX. District Managers Report**

**Leave Policy-Inclement Weather** – Robert discussed the recent weather closure and the County’s telework policy vs the existing District policy regarding inclement weather. The District’s policy is no longer consistent with the County as the County now requires employees to either telework or take Leave when the County offices are closed Due to inclement weather. Robert explained the difference in the County policy and the existing KSWCD policy. The Board didn’t see the need to follow the County on this change and left its existing policy in effect. No further action was taken or required.

**KSWCD/Andelot and S.Wickes Westcott Memorial Scholarship** – There was a discussion on the requirements of the District sponsored scholarships. The Board asked that we keep with the intent of the scholarship and only consider applicants who intend to pursue a degree in Agriculture or Natural Resources.

**Morgnac Solar** – Robert stated that since he has not seen the next submission on this project he had nothing further to add that he didn’t already discuss in the Sediment Control portion of the meeting.

## **X. New Business/District Activities Report**

**Election of Officers** – Charlie Miller turned the meeting over to Robert to run the election. Robert asked if there were any nominations for Chairman. Lewis McDonald nominated the existing slate of officers for the 2025 Calendar Year, Tim Redman seconded the nomination of the existing slate of officers. There were no other nominations. Robert called for the vote. The vote was 4 yea and 0 no. Charlie Miller resumed his role as Chair and thanked everyone for their willingness to serve on the Board.

**MASCD Winter Meeting** – Robert reminded everyone of the upcoming MASCD winter meeting in Annapolis on Feb 3 and 4. Please let Robert know if you need reservations and or a room. The meeting will be at the Westin this year.

**Copier** – Robert shared his conversation that he had with Nancy regarding the depleting of supplies to the copiers when the Newsletter had been produced. Robert asked Brooke to get some quotes/estimates for having the newsletter printed at a print shop. Brooke got two quotes, one from Kent Printer for approx. \$600 per quarter and one from The UPS Store at .40 per copy.

Both seemed very expensive, the Board asked Robert to get a quote on the purchase/lease option for a color copier.

#### **XI. Old Business**

**District Newsletter** – Included in the board packet was a draft of the new District Newsletter. When the previous Administrative Assistant left, we lost access to the files on her computer and her webfiles on Canva (web based software). Brooke recreated the draft newsletter in MS-Publisher so the files could be kept on the computer and backed up on shared drives. Everyone agreed that the new Newsletter looked great and to move forward with printing and mailing it out.

#### **XII. 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 Lewis McDonald. to go into closed session. Tim Redman seconded the motion. The motion passed.**

**A motion was made by Frank Barnes Jr. to come out of closed session. Tim Redam seconded the motion. The motion passed.**

There was a discussion on an ongoing personnel issue with a former employee.

#### **XIII. Adjourn**

**A motion was made by Tim Redman, to adjourn the meeting. Lewis McDonald seconded the motion. The motion passed.**

The meeting was adjourned at approximately 1:50 p.m.

The next scheduled meeting of the Kent Soil and Water Conservation District Board of Supervisors will be on Thursday, February 20th, 2025 @ 12:00 noon. Lunch will be available at 11:30 a.m.

Respectfully Submitted



Robert Baldwin