

Kent Soil and Water Conservation District
Board of Supervisors Meeting Minutes
July 24, 2025

The regular monthly meeting of the Kent Soil and Water Conservation District Board of Supervisors was held on Thursday, July 24, 2025, at 7:00 p.m.

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 Supervisor, Alice Mason, Associate Supervisor, Eddie Taylor, Corrie Hopkins, Associate Supervisor, Dwayne Joseph, University of Maryland Extension Ag. Agent, Nancy Metcalf, District Conservationist, Loretta Collins, Executive Director, State Soil Conservation Committee, and Robert Baldwin, District Manager.

The meeting was called to order at 7:10 p.m. by Chair, Charlie Miller.

I. Recognition of Guest

Chair Charlie Miller recognized Loretta Collins, Executive Director, State Soil Conservation Committee.

II. Review and Approval of Board Meeting Minutes from the June 18, 2025, meeting.

A motion was made to approve the minutes from both meetings as presented by Lewis McDonald; Tim Redman seconded the motion. The motion passed

III. Plan of Work

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

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 transfers from checking to cash management accounts; Frank Barnes Jr. 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 are several solar projects in the county pipeline that will be coming for E & S approval soon.

VI. Supervisor Activities

Frank Barnes Jr. attended the Upper Shore MASCD meeting in Grasonville. He discussed the highlights of the meeting.

Charlie Miller has been reappointed.

VII. Extension Report

Dwayne discussed the following items

- The SNAP education program has been eliminated at the Federal level, all of SNAP educators and the program staff at College Park will be laid off 9/30/2025
- The Dean of AGNR is on board now, Dr. Wendy Powers. She has a background in Extension and is very well versed on Extension.
- On August 6, there will be a half day Grain Business and Risk Assessment Workshop
- On August 12-13 there will be a meeting hosted by Chesapeake Farms for Federal Regulators. Dwayne and Jennifer Debnam will speak on Kent County ag issues.

VIII. Conservation Plans & Field Work

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

IX. NRCS Report

Staffing Update – Nancy shared the RC&D announcement for the hiring of the Program Support Specialist that closes August 3rd. The duty station is Kent and the new hire will assist NRCS staff in both Kent and QA field offices. Lance Bigelow, a recent college graduate and 1890's scholar, has been assigned to the Kent field office and will report for duty as a Soil Conservationist on August 24th. NRCS posted critical vacancies with a short turn around time for current staff to apply for lateral moves. Peggy Lowman was selected for a Soil Conservationist position in Delaware, Kent County field office. A GS11 Soil Conservationist position was just offered and accepted. This is a replacement of Jen Richardson's position and will be stationed in Kent.

USDA Update (Rollins Letter) – Nancy shared the Secretary of Agriculture's Memorandum for the Department of Agriculture's Reorganization Plan that creates 5 new hubs across the country and proposes to vacate 4 facilities in the capital region among other changes.

Local Workgroup Meeting – A Local Workgroup meeting will be held on August 20th at the Queen Anne's Soil Conservation District shop from 12:00 noon until, lunch will be provided.

X. District Managers Report

MASCD Upper Shore Mtg – Robert stated that he, Sam, and Frank Barnes Jr. attend the meeting, the agenda and draft minutes are included in this month's board packet. They did bring up the issue of the hospitality bag for MASCD and the general feeling was that they should have a Hospitality Room or do nothing. No one attending the meeting cared for the Hospitality Bag idea.

MACS Authorized Signature Form – Robert discussed the request from MACS to update our authorized signature form. The form was circulated at the meeting for the required signatures.

State Budget Allocation – Robert shared the State budget allocation with the Board, we got a slight increase in the FY 26 GF operating fund, but the Chesapeake Bay Trust Fund allocation for the District Manager was zeroed out.

District Truck/State Trucks – Robert stated that in a discussion he recently had with Dave Mister, the MDA Tech position recently vacated by Jesse will not be filled. While Jesse's truck has been reassigned to Sam, Dave told Robert that any underutilized State truck would be reassigned. The District needs a ¾ ton truck for the burning program to pull the trailer that carries the UTV and large water tank. Robert discussed the potential to purchase an off lease ¾ ton truck from the County, switching the MDA Techs out of the District truck to an MDA truck and selling the District ½ ton pickup to pay for the County off lease truck. The Board was supportive of this idea and asked that they be kept apprised of any movement with the County on this concept.

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

Fair – Robert and Nancy both shared their perspective of working at our first ever staffed display at the Fair this year. Both had positive things to say about this effort and think it is important to continue this outreach event in the future. The staff were fully supportive of the effort, and everyone either staffed or helped with the logistics of the display, some did both. It was a great effort and well received by the public. Many posts were made on the KSWCD Facebook page regarding the being at the fair this year.

NACD Annual Meeting – The NACD Annual Meeting will be in San Antonio, TX, Feb 14-19, 2026

MASCD Monthly Reports – The June and July MASCD monthly reports were included in the board packet. The June report arrived after the June board meeting, so it was included this month with the July report.

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.

XII. Old Business

None

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 Lewis McDonald to come out of closed session; Tim Redman 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. There was also a discussion of the Salaries of the District and recommended adjustments that affect the proposed budget.

A motion was made by Tim Redman to adopt the proposed FY 26 Budget for the District with the recommended salary adjustments. Lewis McDonald seconded the motion. The motion passed.

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 9:10 p.m.

The next scheduled meeting of the Kent Soil and Water Conservation District Board of Supervisors will be on Thursday, August 21st, 2025 @ 7:00 pm. Dinner will be available at 6:30 p.m.

Respectfully Submitted

Robert Baldwin