

Kent Soil and Water Conservation District
Draft Board of Supervisors Meeting Minutes
October 20th, 2025

The regular monthly meeting of the Kent Soil and Water Conservation District Board of Supervisors was held on Monday, October 20th, 2025, at 8:00 a.m. in the Kent County Department of Public Works/University of Maryland Extension Conference Room

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, Dwayne Joseph, UME Ag. Educator, Alice Mason, Associate Supervisor, Corrie Hopkins, Associate Supervisor, John Cvach, Cvach Financial, and Robert Baldwin, District Manager.

I. The meeting was called to order at 8:06 a.m. by Chair, Charlie Miller

II. Introduction of Guest – John Cvach CPA

John handed out copies of the Kent Soil & Water Conservation District Financial Report June 30, 2025 and 2024. He went through the document discussing each section. John stated that the District is “doing very well” and “that cash has increased, unusual in this time we are in”.

A motion was made to accept the KSWCD Financial Report, June 30, 2025, and 2024 as presented by Tim Redman, Frank Barnes Jr., seconded the motion. The motion passed

III. Review and Approval of Board Meeting Minutes from September 18th, 2025, meeting.

A motion was made to approve the minutes as presented from the September 18th, 2025, meeting as presented by Lewis McDonald, Tim Redman seconded the motion. The motion passed

IV. Plan of Work

There was a brief discussion of the Plan of Work for the months of October and November 2025. Robert reviewed some of the highlights.

V. Financial Statements, Bills and Cash Management

Robert reviewed the reserves, budget sheets, bills, and reviewed the present cash management details. Robert stated that the Fidelity statement was late this month due to interruptions in local mail service to the building and that the balance sheet, as well as the profit and loss statement for September would be presented at the November meeting. **A motion was made by Bill Langenfelder to accept the financial statements, pay the bills, and make the agreed to cash management transactions; Tim Redman seconded the motion. The motion passed.**

VI. 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 Morgnec Solar is taking up a lot of his time right now. He also stated that Queen Annes’ SCD has significantly raised its fees, and other Districts are looking at this as well.

VII. Supervisor Activities

Charlie Miller, Jimmy Miller and Frank Barnes Jr. attended Queen Anne's SCD Cooperators Dinner.

VIII. Extension Report

Dwayne stated that he has been very busy collecting yield data for the corn growers contest. Dwayne discussed the following upcoming events

11/4/2025 Private Pesticide Applicators Review Course

11/18/2025 Private Pesticide Applicators Test

12/10/2025 Kent County Extension Winter Ag. Mtg., Chester River Yacht and Country Club 8 a.m. until 12 noon.

IX. Conservation Plans & Field Work

There was no field report

X. NRCS Report

There was no NRCS Report

XI. District Managers Report

2025 Cooperator of the Year and Change of Venue – Robert discussed his visit to Jones Farm Station and believes it would make a good venue for the Cooperators event. He wants to make another visit with Shelly and Brooke to get their opinion on it. Corrie expressed an interest in attending as well if she is available. The Staff recommendations for Cooperator of the Year were included in the Board packet.

MASCD Endowment Grant – Robert shared that this year's grant being made available to the District is for \$1500. Robert has submitted a grant request to fund the Westcott Scholarship.

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

MASCD Monthly Report- Was included in the Board Packet

MDA Monthly Report – Was included in the Board Packet.

NACD Update – Was included in the Board Packet.

KSWCD Holiday Party – Will be 12/5/2025 @ Fish Whistle

Harford SCD Cooperators Dinner – October 23, 2025

Frederick SCD Cooperators Dinner – November 19, 2025

Cecil SCD Cooperators Dinner – January 19, 2026

NACD Annual Meeting - San Antonio, TX Feb 14-19, 2026

Robert stated that if anyone wants to attend any of the upcoming events as outlined above to please let him know and he will make the necessary arrangements.

NACD Dues – Robert shared this year’s invoice for the NACD dues. **A motion was made by Lewis McDonald to pay the NACD dues of \$775, Tim Redman seconded the motion. The motion passed.**

XIII. Old Business

Proposed Payroll Provider – In the Board Packet was a quote from PAYCHEX for payroll services for the District. The quote represents cost savings over our current payroll provider, ADP. **A motion was made by Tim Redman to switch payroll providers from ADP to PAYCHEX, Bill Langenfelder seconded the motion. The motion passed.**

District Pickup Truck Update – Robert gave the update on the status of the request for a used pickup truck from the County. The letter from the District to the County Commissioners was received and it will be on the agenda of the October 28th, 2025, County Commissioners’ meeting. Robert and Sam went to look at the truck and determined it would work for our purposes.

XIV. 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.

XV. Adjourn

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

The meeting was adjourned at approximately 9:00 a.m.

The next scheduled meeting of the Kent Soil and Water Conservation District Board of Supervisors will be on Thursday, November 20th, 2025 @ 7:00 pm. Dinner will be available at 6:30 p.m.

Respectfully Submitted

Robert Baldwin