

Kent Soil and Water Conservation District
Board of Supervisors Meeting Minutes
September 18th, 2025

The regular monthly meeting of the Kent Soil and Water Conservation District Board of Supervisors was held on Thursday, September 18th, 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, Sean Jones, Associate Supervisor, Nancy Metcalf, District Conservationist, and Robert Baldwin, District Manager.

I. The meeting was called to order at 7:05 p.m. by Chair, Charlie Miller

II. Review and Approval of Board Meeting Minutes from August 21st, 2025, meeting.

A motion was made to approve the minutes as corrected from the August 21st, 2025, meeting as presented by Frank Barnes Jr., 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 September and October 2025. Robert and Nancy reviewed some of the highlights. Nancy mentioned that they have been very busy with completing CRP Plans. Robert will add that to the draft for next year.

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 showed the Board the subdivision that has been approved behind the KSWCD office.

VI. Supervisor Activities

Charlie Miller attended the September Staff Meeting.

VII. Extension Report

Dwayne had a scheduling conflict 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 - Nancy gave her report

X. District Managers Report

Kent County Fair After Action Review – Included in the Board Packet. Robert gave a brief explanation of it and why we do this exercise.

2025 WIP Goals – Robert discussed the June 30th deadline and the deadlines for entering work and planning into Tracker. KSWCD should know the results by the end of this year or early next year.

Payroll Provider- Robert discussed the expense of our current payroll provider (ADP) and that he will be looking for a less expensive alternative.

Cooperator of the Year and Event – Robert discussed 4/10/2026 as the best possible date for the Cooperator of the Year Event. Easter weekend is the week before. He discussed the recent upgrades to Red Acres Farm and that they have a new events coordinator. Robert also stated that he hopes to have 3 names for the possible Cooperator of the Year for the October board meeting.

Employee Appreciation Event -Robert stated that this year's Employee Appreciation Event would be after work on October 1. He asked the Board if he could get crabs for the employees this year and they agreed.

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

KSWCD Holiday Party – Robert stated that this year's Holiday Party will be held at the Fish Whistle on December 5th, in the ground level room.

Queen Anne's SCD Cooperators Dinner – Will be held on Sept 25th at the American Legion in Centerville. Let Robert know if you would like to attend. At present, Charlie Miller, Frank Barnes Jr., Jimmy Miller and Robert Baldwin plan on attending.

Harford SCD Cooperators Dinner – Will be held on Oct 23rd at the Fire Hall in Level. Let Robert know if you would like to attend.

MASCD Monthly Report – The MASCD Monthly report was included in the Board Packet.

MDA Monthly Report – The MDA Monthly report was included in the Board Packet.

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.

XII. Old Business

District Pickup Truck – Robert gave the update on the status of the District Pickup. A letter to the County Commissioners, signed by Charlie will be sent to the County Commissioners requesting the opportunity to obtain a used ¾ pickup truck from the County’s fleet at trade in time. The letter was included in the Board Packet.

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.

XIV. Adjourn

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

The meeting was adjourned at approximately 8:00 p.m.

The next scheduled meeting of the Kent Soil and Water Conservation District Board of Supervisors will be on Thursday, October 16th, 2025 @ 7:00 pm. Dinner will be available at 6:30 p.m.

Respectfully Submitted

Robert Baldwin