

Minutes – Regular Meeting
Baltimore County Soil Conservation District
November 19, 2025

The regular meeting of the Board of Supervisors of the Baltimore County Soil Conservation District was called to order by Chairman McGinnis at 8:00 am with the following present:

Supervisors

Mark Duvall
Toby Mays
Mike McGinnis
Steve Smith

Staff

Jim Ensor, BCSCD
Essy Frey, BCSCD
Sara Dulina, BCSCD
Sally Barnes, NRCS

Others

Darren Alles, MDA
Hunter Martin, OOA

MDA Area Coordinator – Alles distributed copies of his report. A new planner reporting workbook is under draft development; this will account for planner's time in developing plans. Once this workbook is finished, it will be available to both MDA employees and the District Managers. Hopefully this will be finished by January 2026. NRCS Bootcamp has been postponed, this will be rescheduled for late March or early April 2026. The ESRI Federal GIS conference is scheduled for Feb. 10-11, 2026 in Washington DC. Employee evaluations are being changed by DBM. These will now be done through the Workday program and will now be done in January. Conservation Tracker (Tracker) is still moving forward to the Salesforce Platform. Tracker has been re-opened until the end of December for employees to finish their reporting. December 1st is the final day for farmers to report cover crop planting to Districts. December 19th is the final day for paperwork to be submitted by Districts to MDA. MDA's 2025 Annual NM Training is scheduled for December 4, 2025 at New Midway Volunteer Fire Company and at MDA Headquarters on December 15, 2025. MDA is trying to get a definition of Agriculture in place to be used when applicants sign up for MDA programs. Because MDA does not currently have a definition of agriculture, other agencies have created their own which has caused confusion and issues with permitting, funding, assessment, et. Alles asked the Board to review the proposed definition (included in his report) and submit comments directly to him.

**Motion - Smith moved to approve the minutes of the October Board meeting.
 The motion was seconded and passed.**

Treasurer's Report – In Hadaway's absence, Frey stated that the Treasurer's report for October in addition to revised reports for July, August and September were in the packet and asked if there were any questions.

Fees received in October were \$12,019.06 which is less than the previous month, however, we're still ahead of our FY'26 budgeted amount. We're beginning to work on the FY'27 budget, if anyone has anything they want included in this budget, please let us know. Hadaway sent an email to Board members regarding their thoughts on purchasing a new 10 month CD with a higher interest rate than we're currently receiving on the Bank of America CD.

Duvall noted for the record that you can not reply to all on an email to the Board Supervisors, according to the Maryland Open Meetings Act, otherwise, it constitutes a formal meeting of the Board. An email can be sent to a group, but individuals have to reply individually.

Motion - Smith moved to approve the pay the bills. The motion was seconded and passed.

District Conservationist's Report – In Cox' absence, Barnes informed the Board that the Federal Government Shutdown ended on Wednesday, November 26, 2025 and that NRCS staff are back in the office full time. Payments can now be made and the Continuing Resolution for USDA has been extended to September 30, 2026. Still waiting for guidance on 2026 funding.

District Manager's Report – Ensor stated his written report was in the Board packet and asked if there were any questions. Two (2) applications have been received for the expiring at-large supervisor position. The State Committee will go into closed session and the appointment will happen on Thursday, November 20, 2025. Ensor sent two emails to Jess Armacost on October 22, 2025 regarding changes to the Proposed Organizational Structure for the BC Dept. of Ag. and has yet to receive a reply. DEPS is now looking at buffers on properties where ag. building permits have been requested. Spraying of noxious weeds is finished for the season, hopefully Chuck Kauffman will return as our weed control specialist in the spring. Ensor asked the Board to consider closing the office the Friday after Christmas.

Motion - Smith moved to close the office ½ day on Christmas Eve as well as the whole day on the Friday after Christmas. The motion was seconded and passed.

The Ag. Center is scheduled for plumbing repairs on Friday, November 21, 2025 which will require the water being shut off for several hours.

Staff – The December 16, 2025 Board meeting will be held at 10:30 am at Duvall's farm. Immediately following the meeting, the staff will join the Board for a tour of Duvall's farm followed by lunch.

Extension Agent – In Crowl's absence, Ensor reminded the Board that Northern Maryland Field Crops Day is scheduled for Wednesday, December 3, 2025 at Summit Manor at 7:30 am.

Baltimore County Office Of Ag. – Hunter Martin, Agriculture Programs Specialist for BCOOA reported that 72 people attended the November 4, 2025 Farmers Fair, 47 farmers and 25 vendors. The next Farmers Fair is scheduled for January 13, 2026 from 9 am until 2 pm. The Buyer/Grower Connect will be held December 4, 2025.

Committee Reports

Urban – Dulina reported the time until review for October was 13 days, however, as of today's meeting, the time until review is 10 days. There are currently eight (8) priorities in the office for review. Hadaway is working on the standard plan with MDE. MDE's position typically is that the wording in the Standard Plan can be more strict than MDE requirements, but not less strict, however, they are open to reviewing and considering proposed deviations from this policy.

Motion - **Duvall moved that between Christmas and New Years, if necessary, one day max, all District staff can be off at the same time. The motion was seconded and passed.**

Baltimore County IT Transition - Paperwork necessary to grant access credentials to District staff has been completed and returned to Brady Locher.

Personnel – No report.

Agriculture No report.

Finance – Cooperative Extension has requested that the District sponsor Northern Maryland Field Crops Day with a donation of \$110.00.

Motion - **Smith moved to sponsor 2025 Northern Maryland Field Crops Day with a donation of \$110.00. The motion was seconded and passed.**

Old Business

MOU With Baltimore County - No new information.

State Funded District Manager Position – No new information.

Employee Handbook – Ensor will continue making updates to this.

Election of Officers – Ensor reminded the Board that MASCD highly recommends holding an annual election of officers. This election will be held at the December Board meeting.

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Proposed Organizational Structure for the BC Dept. of Ag. (DOA)- Covered previously during this meeting.

SWM of Ag Buildings – Uhdin will look at standard plan again and provide more guidance.

Being no further business, the regular meeting adjourned at 9:35 am. The next meeting is scheduled for Tuesday, December 16, 2025 at 10:30 am at Duvall's farm located at 18336 Brick Store Road in Hampstead.

Respectfully submitted,

Esther L. Frey
Administrative Assistant