

MINUTES OF GARRETT SOIL CONSERVATION DISTRICT SUPERVISORS' MEETING

August 29, 2017
District Office

Meeting was called to order at 7:00 p.m. by Chairman George Bishoff. Other supervisors in attendance were Kris Enlow, Smokey Stanton, and Katharine Dubansky. Also in attendance were Carrie Colebank, Chad Bucklew, and Shaun Sanders.

The minutes of the July 18, 2017 meeting were approved as distributed.

The following report of state funds for the month of August 2017 was presented and approved:

Balance – July 1, 2017	\$ 1,093.00
Receipts – July 1, 2017 – July 31, 2017	<u>4,228.00</u>
	\$ 5,321.00
Expenditures – July 1, 2017 – July 31, 2017	<u>826.75</u>
Balance – July 31, 2017	\$ 4,494.25

The detailed report of expenditures for all accounts for the period of July 18, 2017 thru August 29, 2017 and the Income Versus Expenditures report for the period of July 1, 2017 thru August 29, 2017 to were distributed.

George, Smokey, Chad, Carrie, and Shaun gave a report on the MASCD meeting held at Turf Valley.

Chad presented the field office activities report for the of 7/19/17 thru 8/29/17 including a summary of Farm Bill Funding and Obligated Contracts approved thru EQIP Round 3. Chad also shared another announcement dated August 18, 2017 on USDAs reorganization from Jordan Leonard. Chad led a discussion on convening a new Local Work Group for the upcoming federal fiscal year and distributed a document entitled "Guidance for Local Work Group Meetings" for board member to review. The Board reviewed and updated the LWG membership and scheduled the meeting on September 18, 2017 at 3:00 p.m. It was decided to provide light refreshment for the meeting.

Shaun reported that he was contacted by Craig Hartsock from Allegany SCD and Eric Schaffer from Maryland Bureau of Mines about the possibility of the BOM amending a MOU they have with Allegany. They would like to include some maintenance on some sand dumps in the Casselman Valley area of Garrett County in an existing MOU they have with Allegany SCD. Since the sites are in Garrett, they felt it was appropriate to obtain permission from Garrett SCD to do so. Smokey made a motion, seconded by Kris to advise them that Garrett had no problem with the project.

Discussion took place concerning the wording on forest harvest compliance agreements regarding who is "required" to sign the compliance agreement. It was decided to invite Scot

Boylan to the November supervisors meeting to review MDE requirements/ procedures on forest harvest operations.

Carrie Colebank left the meeting.

A discussion took place concerning the Districts Secretary position. The board reviewed secretarial and administrative assistant related information from MD Dept. of Budget and Management, Allegany, Washington, and Frederick counties. The consensus was that the position is not the old fashioned role of a traditional secretary/receptionist but is more of an administrative assistant. It was decided to amend the existing District Secretary job description to reflect this updated role and to identify specific administrative tasks and duties performed by the incumbent. Also, it was decided to provide her the opportunity for input on a revised job description and identify specific duties/task that she performs above a state secretary III position. Shaun reported that he had requested examples of administrative assistant job descriptions and salary scales from the county but has not received a reply yet. Supervisors wish to review **Additional** information before taking action.

Meeting adjourned at 10:35 pm.