

Garrett Soil Conservation District Supervisors Meeting

January 17, 2023 7:05 PM

Participants

- Smokey Stanton, Board Chair
- Kristen Enlow, Board Vice Chair (joining by phone)
- William Buckel, Board Member
- Chad Bucklew, District Conservationist (DC)
- Seth Metheny, District Manager (DM)
- Jeannie Frazee, Administrative Assistant

Meeting Topics

- Call to Order
- Treasurers Report
- District Manager's Report
- Chairman's Report
- District Conservationist's Report
- Old Business
- New Business
- Adjourn

Call to Order

The meeting was called to order at 7:05 PM. Kristen Enlow motioned to accept the minutes from the December 20, 2022 meeting. William Buckel seconded the motion and it passed unanimously.

Treasurer's Report

The DM presented a financial report from Boal and Associates, inclusive from July to December 2022. DM was tasked to make a request to Boal and Associates to break their report down so that it contains "Expenditures against the budget for the year to date" and "Expenditures against the budget for the month". It was noted that when the new budget is set, allowances need to be made for new increases such as mowing the dam. Also, the "Contingency Line" needs to be removed and that money placed in a spending category. The Board was tasked with getting the names changed on the First United accounts. The Board gave guidance that mileage reimbursement needs to be at IRS rate of .625 mile. Seth submitted a "District Operations Spending Outline" for office expenses. Smokey Stanton said that this is helpful for the board.

District Manager Report

The website renewal with Go Daddy expires next month. The staff advised that the website is not currently ADA accessible or responsive, and it has an outdated look. Go Daddy, with the current package, lacks the functionality to add additional elements to the website that would allow for addressing these and other needs. The Board tasked Jeannie Frazee with creating a new prototype

website in WordPress to be reviewed at the next meeting. The Board unanimously approved to accept the staff recommendation.

Chairman's Report

It was noted that Kevin Atticks will be the new MDA secretary. He has a winery background. Josh Kurtz also starts tomorrow as Maryland Department of Natural Resources Secretary. He has previously served as the Chesapeake Bay Foundation's Maryland Executive Director. Seth Metheny and Jeannie Frazee were tasked with completing an online course to obtain a certificate for the Maryland Open Meeting Act to fulfill the requirement for a designated person. Seth Metheny and Jeannie Frazee were tasked with creating a Financial Management Policy for the segregating of job functions. DM advised that the board Treasurer needs to assist with that plan. The Board would like the District to think of ways information can be spread to the community about grant opportunities. DM advised that the Facebook account is still not accessible.

District Conservationist's Report

Local Workgroups will have a meeting on January 25 at 3:00 pm at the Grantsville Public Library. Their goal for the meeting is to prioritize funding of \$458,000 for local needs. Specific to the funding is croplands and livestock. Croplands includes high tunnel funding. Livestock can be manure storage, livestock housing, and fencing. Application deadline is January 20 for first round. There is one new employee joining the local NRCS staff, which will fill all positions. Getting applications completed and ranked may open the door to more funding.

Old Business

In December the board approved purchasing a laptop for the Administrative Assistant. MDA is also purchasing computers for other staff, so DM included it in that funding, along with requests for more office furniture. DM submitted a report outlining the cost of two cell phones to use in the field for the DM and a technician. It is not possible to obtain funding from MDA due to their contract with Verizon. The cost would be \$1997.76 a year for two phones plus the cost of the phone. It was determined that insurance is not necessary. William Buckel made a motion to take the cost of the phones from the Drill and Lime Spreader Funds since they are already maintained for the season. Kristen Enlow seconded. Motion passed unanimously. DM expressed a concern about the regional flat rate causing farmers in Garrett and Allegany Counties to not receive as much funding for structures as farmers do in other areas due to the geography. DM to discuss this in regional meetings.

New Business

District received a "Statement of Liability" to be signed by employees for use of a state vehicle. Smokey Stanton advised that the District is immune from tort liability, so we cannot use it. DM was tasked with checking into this issue. The Board is requesting an "Activity Report" for each meeting that will outline where funds have gone for the month and the impact to the local economy. Seth Metheny and Chad Bucklow have been tasked with creating the format for this report for the next meeting.

Kristen Enlow made the motion to adjourn the meeting at 9:05 pm. William Buckel seconded the motion and it passed unanimously.