

Garrett Soil Conservation District Supervisors Meeting

December 20, 2022 7:05 PM

Participants

- Smokey Stanton, Board Chair
- Kristen Enlow, Board Vice Chair
- William Buckel, Board Member
- Katharine Dubansky, Acting Treasurer
- Chad Bucklew, District Conservationist (DC)
- Seth Metheny, District Manager (DM)

Meeting Topics

- Call to Order
- Treasurer's 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 November 21, 2022. William Buckel seconded the motion and it passed unanimously.

Treasurer's Report

The District website host contract will expire at the end of February. Katharine Dubansky motioned to renew the contract, Kristen Enlow seconded the motion and it passed unanimously. A financial report was not prepared or presented. The DM has been tasked with preparing financial reports. The DM only has access to 1 of the 4 district accounts.

District Manager's Report

Administrative Assistant interviews are ongoing and scheduled to end on December 30. DC, DM, and Chuck Hayes are conducting interviews. Kristen Enlow motioned to approve the purchase of an NRCS recommended laptop for use by an Administrative Assistant. Katharine Dubansky seconded the motion and it passed unanimously. A district payment procedure for district and office operations is limited to \$500 total per month without prior approval by the Board and staff purchases are capped at \$75 without prior approval by the DM. Katharine Dubansky motioned to accept the procedure, William Buckel seconded the motion and it passed unanimously. Katharine Dubansky motioned to have DM added to the district Truist account with check authority and the creation of a district debit card. Kristen Enlow seconded the motion and it passed unanimously. A grading and sediment control plan fee system was preliminarily prepared by the DM and the districts control plan contractor. The Board would like more information (expected annual income and a specific district role supported by COMAR) before submitting the fee system to the local governing body. A district phone for field technicians and a district phone for the DM needs more information (contract length, phone cost) before a Board vote.

Chairman's Report

State committee is still working on regional groups for MACS regional flat rates. DC and DM will develop any concerns that the District may have. MASCD winter meeting is February 9 and 10.

District Conservationist's Report

Local Workgroup is re-termed Teams Allocations with Allegany & Garrett Counties merged together. Local Workgroups previously had \$100,000 per county. Teams Allocations will have \$400,000 split between the two counties. Another \$200,000 is available for golden-winged warbler habitat. Farm Bill mandates that 50% is used for livestock support. Application deadline is January 20. Teams Allocation meeting is set for January 25th. Office lease has expired. FSA is leading contract talks, no new information. May need to look at other office spaces.

Old Business

Katharine Dubansky motioned to approve the Administrative Assistant job description. Kristen Enlow seconded the motion and it passed unanimously. DM recommended a district healthcare plan for the Administrative Assistant.

KatharineDubansky motioned to adjourn the meeting at 9:40PM. Kristen Enlow seconded the motion and it passed unanimously.