

Garrett Soil Conservation District Supervisor's Meeting

October 25, 2023

Garrett Soil Conservation District Board Room

Participants

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

Meeting Topics

- Certification of Quorum
- Call to Order
- Approval/Correction of September 19, 2023, Minutes
- Treasurer's Report
- Chairman's Report
- District Manager's Report
- District Conservationist's Report
- New Business
- Old Business
- Public Comment

This meeting was postponed from October 17 because those Board members able to attend would not have resulted in a quorum.

Certification of a Quorum and Call to Order

The meeting was called to order at 7:05 pm.

Approval/Correction of September 19, 2023, Minutes

William Buckel told Jeannie Frazee that the comic books were from 1960's rather than 1930's. Seth Metheny stated that Keith Potter's correct title is Western Area Coordinator. William Buckel made a correction to a statement on page 9. Minutes were approved with clarifications and corrections.

Treasurer's Report

Financial Report Monthly and YTD

Jeannie Frazee went over the Monthly and YTD Financial Report for July 1 through September 30, 2023. Rental income was \$471.00 for the month. Brinker lost \$3,272.92. Tree Sales did not start until October 2. There was a supply cost and a postage cost, as well as a payment to the E&S Consultant.

Smokey Stanton asked if MASCD dues have been paid. Jeannie Frazee replied that they have.

Seth Metheny went over the FY24 first quarter report, which includes July, August, and September. Seth stated that the No-Till Drill and Lime Spreader are under-performing but may pick up in the spring. The Tree Sale had not yet started in September. Under Communications, the phone was at 32% for the year. Seth modified the cost, starting in October, to \$147.00. Seth pointed out to the Board that the income YTD line is skewed because the State pays the first three quarters at the beginning but does not pay the last quarter until later in the year.

District Operations September Spending Report

Seth Metheny explained the District Operations Spending Report for September 2023. The only expense was postage to return a broken computer.

FY24 MDA General Fund September Statement

Seth Metheny presented the FY24 MDA General Fund Statement for September 2023, highlighting several items, including the use of carryover to pay the E&S Contractor. Smokey Stanton asked if this is the report that Kristen Enlow needs to sign. Seth replied that it is.

FY24 First Quarter CBTF Report

Seth Metheny explained that the Quarterly CBTF Report goes to Annapolis and details spending from the CBTF monies. Spending mainly covers the Administrative Assistant's salary.

Butch Helbig made a motion to pass the Treasurer's Reports. Kristen Enlow seconded. They passed unanimously.

Chairman's Report

Smokey Staton talked about the Small Farm & Urban Agriculture program, which was discussed at the State Committee meeting. The program started with Maryland legislation to include small farms. They have a Cover Crop program for small farms and Urban Ag, and grants for electrical and water infrastructure for Urban Ag.

Smokey Stanton said that Alisha Mulkey has an Orientation video and power point presentation for New Supervisors. He asked if the Board would like to see the presentation in a separate meeting or during the regular meeting. Butch said he would like it to be at a meeting.

District Manager's Report

Boal's Accounting Update

Seth Metheny and Jeannie Frazee met with Brian Boal of Boal & Associates on September 22 to discuss different topics related to District financial reports.

William Buckel asked what Brian recommended to do with the District's Brinker funds. During the September 22 meeting Brian recommended a short-term CD.

Butch Helbig asked if it is allowable to use a credit union. First People's has a 12-month CD for 5.25%. Butch also suggested checking with Preston Sharps. William Buckel agreed that the District should check rates with Preston Sharps.

Smokey Stanton asked what Brian Boal's responsibilities are with payroll. Seth Metheny replied that he processes Jeannie's paycheck, pays taxes, and keeps records. Smokey asked Seth if he had discussed an agreed upon price for handling payroll with Brian. Seth said that Brian is to work up something and present it to the District.

Smokey Stanton asked if the District has set up the simple IRA for the Administrative Assistant. Jeannie replied that the IRA had been set up.

Kristen Enlow asked if the District is paying a match for the IRA as well. Seth Metheny replied that it is in the contract that the District would match Jeannies contribution up to 3%.

Newsletter, Volume 3, 2023

Jeannie Frazee has completed the Volume 3, 2023 newsletter. It has gone out in an email, and Jeannie has made print copies and is passing them out around the county.

Maryland Agricultural Commission Fall Tour

Seth Metheny gave an overview of the Garrett County portion of the tour. William Buckel attended the Garrett County and Allegany County portion of the tour as well.

District Conservationist's Report

SQAR Update

Chad Bucklew stated that he has not gotten any results back yet for the SQAR. For the Federal program, ActNow is not fully in effect. We are waiting for the FY24 Cost List. Chad Bucklew said that he has signed a non-disclosure agreement regarding the lease. Chad said he has a meeting tomorrow but is unable to discuss anything.

FY24 Local Work Group Update

Chad Bucklew referred the Board to the Local Work Group State Comment Summary in the Board packet. He went over the State compilation of comments. Chad said that what Garrett and Allegany County submitted was typical. Chad said that we need to get as many producers enrolled as we can. We will be okay for FY24, but there will be more funds for FY25 and FY26.

Civil Rights Responsibilities for Partners

Chad Bucklew directed the Board's attention to the Civil Rights insert in the Board packet. Due to the length of the meeting, Chad asked if the Board would like to table the Civil Rights document until the November meeting. The Board agreed. It will be an action item for the November meeting.

Old Business

Tree Sale Update

Jeannie Frazee stated that the Tree Sale started on October 2. Individuals can order online at the Tree and Bush sale website and pay by credit card or with an order form and check.

Erosion and Sediment Control Update

Seth Metheny has started to go through all the documents at the District regarding E&S and compile the information. Seth asked the Board to read through a letter that is addressed to the County Commissioners for the purpose of enacting an Erosion & Sediment Plan Fee System and make any updates or changes.

Smokey Staton stated that he has told Seth he would develop an outline for the correspondence to the Commissioners, but he has not yet finished it.

Dam Visits and Maintenance Update

Dam visits went well. At the time of the visits mowing had not yet been done. Dam #2, the 219 Dam, had woody vegetation that had been flagged for several years but had not been removed by the mowing contractor.

The ~~219~~ Wonderly Dam, also has woody vegetation that has been flagged for multiple years. There is a ~~beaver~~ However, ~~no~~ need to be removed. Dam #7, Deer Park, ~~is~~ has woody vegetation ~~on~~ the riser, but the riser is higher and of a different design, so it will not affect the dam.

Dam Mowing Contract

The Dam Mowing Bid announcement went out last month. The bid period has ended, and a contract has been awarded. Kristen Enlow made a motion to approve the contract. William Buckel seconded the motion. The motion passed unanimously.

There being no further business, the meeting adjourned at 9:11 p.m.