

**Garrett Soil Conservation District Supervisor's  
Meeting March 19, 2024  
Garrett Soil Conservation District Board Room**

**Participants**

- Smokey Stanton, Board Chair
- Kristen Enlow, Board Vice Chair, Treasurer
- Butch Helbig, Board Member
- Nevin Sines, 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 February 20, 2024, Minutes
- Treasurer's Report
- Chairman's Report
- District Manager's Report
- District Conservationist's Report
- New Business
- Old Business
- Public Comment

**Closed Session on January 23, 2024**

On January 23, 2024, at the Garrett Soil Conservation District Office Boardroom at 9:40 pm, the GSCD Board went into closed session pursuant of General Provisions Art. 3-305(b)(1). To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals." Specifically, the Board discussed the Administrative Assistant's salary and whether the salary should be a fixed or step salary. This discussion was necessary to determine the amount of money to request from the County to pay for half of the Administrative Assistant's salary. The decision was made to submit the request to the County for \$28,427.66. Members present were Smokey Stanton, Butch Helbig, William Buckel, Kristen Enlow, Nevin Sines, and Seth Metheny to take the minutes. The decision was unanimous.

## **Call to Order**

Board Chair, Smokey Stanton, called the meeting to order at 7:16 p.m. A quorum was certified. Those present were: Smokey Stanton, Butch Helbig, Nevin Sines, Seth Metheny, Chad Bucklew, and Jeannie Frazee. Kristen Enlow joined by phone a few minutes late. William Buckel was not present.

## **Approval/Correction of February 20, 2024, Minutes**

Smokey Stanton said that Kristen Enlow had asked him to request that there be a change under Scholarship. The donor's correct title is Farm Credit of the Virginias. Also, Kristen originally asked for a donation of \$250, but they decided to give \$500. Nevin Sines made a motion to approve the minutes with those changes. Butch Helbig seconded the motion. The motion passed unanimously.

## **Treasurer's Report**

### Financial Report Monthly & YTD

Smokey Stanton passed the floor to Butch Helbig, the acting Treasurer. Butch stated that when he went over everything at the Financial Meeting it looked correct.

Smokey stated that the District should have a written policy about how the E&S fees work so that the District can hold the applicant's feet to the fire. Smokey stated that the District needs a written "Policy & Procedures" on how to handle things. With the policy, the District needs to put into works what is expected of the applicant and what the applicant can expect of the District.

Smokey asked if there are any questions about the Financial Report Monthly and YTD. There were none.

### District's Operations Spending Report

Seth presented the report to the Board. Smokey Stanton asked for the maximum amount that can be spent by the District on a purchase without asking the Board for approval. Seth replied that it is \$500.

### Monthly Income Statement

Seth Metheny presented the Monthly Income Statement.

### FY 24 MDA General Fund February Statement

Seth Metheny went over the report.

Butch Helbig made a motion to pass all 4 financial statements. Nevin Sines seconded the motion. The motion passed unanimously.

## **FY25 District Investment Strategy**

Seth Metheny proposed that the District invest Brinker and the First United Money Market Account into another Money Market and CD. The total amount is \$383,503.67.

Butch Helbig stated that it is his opinion that the District should determine the amount that is investable and then go to various organizations and have them give their best price and see what they will charge.

Smokey stated that in the Financial Meeting, what was proposed was to invite Brinker in to tell the Board what they have done and how it works.

## **Chairman's Report**

Smokey Stanton passed out packets to each of the Board members. This is a follow-up to the Supervisor orientation. He asked everyone to take it home.

The Board needs to complete an Annual Workplan. Smokey stated that to do this, the Board needs to look at the current Workplan for staff.

## **District Manager's Report**

### *FY25 MDA General Fund MOU*

Seth Metheny presented the Board with a worksheet sent by MDA to complete the FY25 Budget Request for MDA General funds. Seth provided a proposal based on the FY24 Budget Request and FY24 expenditures. Total for FY24 was \$25,996. FY25 proposed is \$28,1111.

Butch Helbig stated that he feels the figures on the FY25 Proposal are very frugal. Seth replied that these are not all of the District expenses. Butch asked if the District can request to use the carryover. Seth answered that it can be requested only to use for line items on the form. Butch stated that he feels the District needs to increase the amount requested.

Butch asked Seth what the percentage increase is for the FY25 proposal. Seth said it is a 7.6% increase.

Seth said that if he increases it to 10% instead of 7.6% it would be an increase of \$500, which he can split between categories. Smokey stated that he does not want it to increase to 10%, but rather, bump it up 10% from the proposed amount, which would be an increase of \$2800.

Based on agreement from all Board members, the Board made a motion to modify the proposed FY25 MDA General Fund MOU request by increasing it an additional 10%, bringing the total requested to \$30,922.00. The motion passed unanimously.

### *MASCD Annual Meeting*

Seth went over the agenda and noted that there is the option for partial attendance if anyone cannot go for all 3 days. Supervisors should think about it. Registration can be done after the April meeting without incurring extra fees.

## **District Conservationist's Report**

Chad Bucklew stated that the Continuing Resolution has been funded through September 30 for NRCS, so there are no more two-week extensions.

The District has 11 contracts on the Farm Bill. A couple are IRA. Most are tunnels and energy audits for maple syrup producers. There are two stages to the maple syrup audits. The first is an assessment about what would be gained with improvements, and the second is funding for those improvements.

Smokey stated that the Board is not taking advantage of opportunities at the Annual meeting. It gives the opportunity to talk to the folks down state to advocate for change. "As long as we are not going to the meetings, they do not know us", he said. The Board needs to talk to the Legislators and let them know what is needed.

Chad Bucklew said that one challenge the District faces is with engineering. NRCS tried to hire more Engineers. It is hard to recruit quality Engineers because of the pay scale. It is not competitive.

## **New Business**

### Activity Report

The Activity Report was included in the Supervisor packets. Seth stated that CAD has been down, and the Technicians are not able to work on plans.

### Erosion and Sediment Control Contract

Seth said that it would be a good idea to re-evaluate his contract since we are now receiving funds from E&S fees. Smokey asked if the Agreement shows the current deal. Seth said that it does. Seth said that the Board also needs to think about what sort of compensation the District is getting for E&S for the time Seth and Jeannie are putting into it. Should it be straight time or a different amount?

### Scholarship Selection

The Southern High School Awards Banquet is on May 22, and Northern's is the next week. The Scholarship deadline is May 1. Smokey said that historically, the Board has invited the winner to come to a Board meeting where the check was presented and the winner had his/her picture taken with the Board. The Board has never given the check out at the assembly before. Kristen Enlow explained how the assembly works.

### Yough River Advisory Council

Seth said that at a previous meeting a DNR representative stated that the advisory board does not advise the state but is instead an advisory board of the County. At the March meeting Larry Tichnel read a statement from the County Commissioners that it is not an Advisory Board of the County either. Jeff McCauley resigned the next day.

The YRAC Board has recommended to fill the District's vacant position. Butch Helbig made a motion to recommend Nevin Sines as the GSCD representative for the Yough River Advisory Board to replace Willie Lantz. Kristen Enlow seconded the motion. The motion passed unanimously.

Smokey Stanton adjourned the meeting at 9:42 pm