

# Garrett Soil Conservation District

## Supervisor's Meeting Agenda

May 21, 2024 Board Meeting at 7 PM

1. Certification of Quorum
2. Call to Order
3. Introduction of Guests:
  - 7:00 Preston Sharps – Financial Advisor
  - 7:20 Jared Jones - Truist
4. Approval/Correction of April 16, 2024 Minutes
5. **Treasurer's Report**
  - **Financial Report Quarterly & YTD**
  - **District's Operational Spending Report**
  - April Income Statement
  - **FY24 MDA General Fund April statement**
  - April Brinker Statement
6. Chairman's Report
7. District Manager's Report
  - FY25 MDA General Fund MOU
  - FY25 MDA CBTF MOU
8. District Conservationist's Report
9. New Business
  - FY25 Garrett SCD Budget
  - 2024 Garrett County Fair
  - Activity Report
10. Old Business
  - MASCD Annual Meeting Late Registration Deadline, June 14
  - Scholarship Update
  - Tree Sale Update
  - Caron East Invoice
11. Public Comment

## **Garrett Soil Conservation District Supervisor's Meeting**

**April 16, 2024**

### **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, Assistant Treasurer
- Nevin Sines, Board Member
- Seth Metheny, District Manager (DM)
- Chad Bucklew, District Conservationist (DC)
- Jeannie Frazee, Administrative Assistant
- Daniel Norris, Representative for Brinker Account

#### **Meeting Topics**

- Certification of Quorum
- Call to Order
- Introduction of Guests: Daniel Norris – Presentation on Brinker
- Approval/Correction of March 19, 2024, Minutes
- Treasurer's Report
- Chairman's Report
- District Manager's Report
- District Conservationist's Report
- New Business
- Old Business
- Public Comment

#### **Call to Order**

Smokey Stanton, Board Chairman, certified a quorum and called the meeting to order at 7:05 pm. All board members were present.

#### **Introduction of Guests**

Daniel Norris, the District representative for the Brinker account was present to give a presentation on Brinker.

Daniel said that in 2007 he was given guidance from the District that the Brinker account needed to be in Government Securities and be very conservative.

Butch Helbig said that what the Board sees is an account that is stagnant or losing money. Daniel said that once the bills mature, they sell them and buy new bonds with a higher rate. That's how, over time, the account comes up. That strategy is a proven strategy. Daniel added that as long as nothing has changed, and he doesn't get guidance from the customer, he doesn't do anything.

William Buckel asked what the sales value is of the \$349,497.00. Daniel replied that the Face Value is \$350,000.00.

The Board excused Daniel Norris, letting him know that they have the information that is needed.

### **Approval/Correction of March 19, 2024, Minutes**

Some of the heading information needs corrected. Kristen Enlow made a motion to approve the minutes with those corrections. Nevin Sines seconded the motion. The motion passed unanimously.

Kristen Enlow stated that she has never seen an investment report with the bonds listed like they are in the Brinker report. Seth Metheny said that he can include the bank statement and the Brinker report in the Board packet moving forward but it is about 8 pages. Smokey said to put it in the packet.

### **Treasurer's Report**

Butch Helbig told the Board that he had gone over the Treasurer's Report last week. Everything looked on task. He asked if anything has changed.

### **Financial Report Quarterly & YTD**

Seth went over the Financial Report Quarterly and YTD. E&S fees started in March. The District received over \$9000 for March which is 60% of the target amount for the FY. He is expecting over \$15,000 by the end of April.

Seth pointed out that this is the end of the third quarter. All line items are at 75% or below, except those that are paid out in a lump sum at specific times. Smokey asked if anyone has any questions about any of the lines.

### **District's Operational Spending Report**

Seth went over the report. Smokey asked if anyone has any questions. Seth outlined that the expenses were for a hammer to pound stakes when surveying, a planner, some post-it notes, and a laptop briefcase for one of the employees to telework.

### March Income Statement

Seth went over the March Income Statement. E&S fees started in March. The Tree Sale income is up. Brinker did make \$1661.00. Postage was high but \$35 was spent to ship a computer to get it reimaged. Publications was high because of additions to the website for E&S fees. The charge is for a three-year subscription, though. Smokey asked what the amount budgeted was for Publications. Seth answered that it was \$300.

### FY24 MDA General Fund March Statement

Seth went over the statement. There were March per diems and mileage, postage, phone and the website which is under outreach in the MDA General Fund. The total for the month was \$467.87.

### FY24 3<sup>rd</sup> Quarter CBTF Report

Seth went over the report. This report is sent to the State at the end of each quarter. Seth said that he put in half of Jeannie's hours because she was here for the full quarter.

Kristen Enlow made a motion to accept all the financial reports. Nevin Sines seconded the motion. The motion passed.

### **Chairman's Report**

Smokey Stanton referred to an email that went out to all the Board members about the 2023 WIP Progress report. It is virtual. Seth let everyone know that it is on April 24 at 9:00 am and Board members can watch it at the District office Board room if they so choose.

### **District Manager's Report**

#### Caron East Invoice

Seth Metheny explained that last year the State purchased a Robotics Total Station for the District, which came with a one-year subscription to GPS. This year, Caron East sent the District a bill for \$2176.32. A discussion took place about who should be responsible for the bill MDA or the District. It was decided to not pay the bill now and to ask Caron East if we could partner with another state agency since it was not a service that is used everyday.

#### Boal and Associates

Seth presented the Board with a timeline of emails to Brain Boal and what was said. Seth said that he had met with him mid-September to go over payroll, taxes, and the annual compilations for both FY22 and FY23.

Nevin said that the District needs to put in writing that Brian has 30 days or the District moves on to someone else. Butch said that he agrees. Nevin said that that is not asking too much. There were no objections from the Board. Smokey asked Seth to keep the Board informed.

### **District Conservationist's Report**

Chad Bucklew said that so far 40% of EQIP and 25% of IRA funding has been spent throughout the State. Locally there are 12 EQIP contracts and 5 pending. They are trying to shift away from High Tunnels to get other things approved. There has been one large-scale plan sent to Warren for his approval.

Envirothon training was today. There were 7 to 8 kids from each high school. Carl Robinette led the training. April 30 is the County Competition Day.

There is no news on the lease. There have been a couple of proposals.

### **New Business**

#### Activity Report

The Activity Report was presented to the Board in the packet. There were no questions.

#### Pre-Construction Site Visits MOU with MDE

Seth explained that he would like to approach MDE about an MOU that would allow the District to do pre-construction site visits on plans that the District has done E&S reviews on to earn extra money for the District. He asked the Board to look over the information and be ready to discuss it at the next Board meeting.

### **Old Business**

#### MASCD Annual Meeting Registration Deadline, May 17

Seth asked Board members to let Seth or Jeannie know if they plan to attend by May 17. Members do not have to go to the full event. Kristen will be getting her 20-year pin and Bill his 5-year pin in the awards ceremony.

#### E&S Contract – Randy

Seth suggested that the Board talk about making a contract with Randy. Because he is so knowledgeable, his time involved in E&S is less than anyone else by 2 to 3 times.

#### E&S Fee Schedule Policy & Procedure

Seth presented the email from Kevin Null. William Buckel asked how the District is collecting fees. Seth let the Board know that he had produced a PowerPoint to explain the E&S system mechanics. Smokey stated that he had asked staff to develop a policy.

William noted that the Timber Harvest's are not policed. They make a big miss and do not fix it according to the plan. Seth said that the District could look at getting a bond fee. William said he is on the Forestry Board, and he does not like what is going on. Nevin asked if the State is bonded. William replied that the State is bonded.

Smokey asked if the E&S policy is on the website. Seth said that the policy isn't but the fee is. Smokey said that maybe they District should put the policy on the website. The District has set the rules, and it would be good for everyone to see the rules. Seth said that the policy would be added to the website.

### Scholarship Update

There are 3 completed applications as of today. May 1 is the deadline. Smokey asked if an announcement can be put on Facebook.

### Tree Sale Update

Jeannie Frazee gave an update on the Tree Sale. It is going well. Staff will pick up the trees on April 15, and Distribution will be on April 17 and 18.

### District Work Plan

Seth went over the District Work Plan paperwork. Seth reminded the Board that they will need to work on the FY25 District Operating Budget in the next month or two.

Seth let the Board know that Matt Jones has accepted a position with MDE working in wetlands. He will be a loss. Kristen Enlow asked when Matt will be leaving. Seth said May 1. Matt wants to work outside, and this job is in the field of his degree.

### Policy and Procedure for Expenditures and Financial Controls

Seth presented the Board with District Operations Payment Procedure and a breakdown of each bank account, its purpose, and items that would be deposits or expenditures of each account. Smokey commented that the Board can come back to this later.

### Board of Supervisors Contact Information

Seth let the Board members know that he is updating contact information for all the Board members. It will be kept at the District and also passed to each Board member.

Seth suggested that the FY25 District Budget should be split into four separate budgets. Local, Administrative Assistant, E&S, and MDA General Fund. He sent a proposal for the four budgets with the Board and asked that the members look over it before next month.

A discussion about the District's investment strategy took place. Nevin said that he brings to the table to invite 3 – 4 representatives to do a presentation. Smokey said that that is the path the Board is on. They saw Brinker. The next step is to pull in others. The Board made a suggestion to invite the investment group of First United.

Smokey said that they want to break bonds with Brinker when they mature. William said that now is the time to make the change. "It is a no-brainer if we break now", he said. There is very little difference if we sell now or when they mature. Nevin said that what he likes about the CD is that it is FDIC insured, there are guaranteed no fees coming off, and the District will not get a bill for management. Seth said that he does not expect to get guidance from the Attorney General's office until next FY. He suggested that the Board set a committee to go out and talk to local financial advisors. Smokey said that he wants to keep the Board as a whole for this. He does not want to form a sub-committee. Nevin suggested that they get two people per meeting and set a 20-minute time limit.

There being no further business, the meeting adjourned at 10:05 p.m.

		1st Quarter	2nd Quarter	3rd Quarter	April	Year-to-date	Over/under %
		1st Quarter	2nd Quarter	3rd Quarter	April	Year-to-date	Over/under %
<b>INCOME</b>							
Garrett County Commissioners	\$19,706.00	\$0.00	\$19,706.00	\$0.00	\$0.00	\$19,706.00	100%
State of Maryland CBTF	\$25,820.00	\$6,455.00	\$6,455.00	\$6,455.00	\$6,455.00	\$25,820.00	100%
State of Maryland General Fund	\$25,996.00	\$19,498.00	\$0.00	\$0.00	\$6,498.00	\$25,996.00	100%
State of Maryland E & S Carryover	\$8,275.00	\$8,275.00	\$0.00	\$0.00	\$0.00	\$8,275.00	100%
State of Maryland Other Carryover	\$1,665.54	\$0.00	\$1,665.54	\$0.00	\$0.00	\$1,665.54	100%
Grading & Sediment Plan Fees	\$15,000.00	\$0.00	\$0.00	\$9,105.60	\$22,704.58	\$31,810.18	212%
Donations							
Farm Credit of the Virginias	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100%
Enterprise Activities							
No-Till Drill	\$4,060.00	\$906.45	\$2,020.10	\$0.00	\$0.00	\$2,926.55	72%
Lime Spreader	\$3,450.00	\$432.00	\$558.00	\$0.00	\$0.00	\$990.00	29%
Tree Sale	\$14,367.52	\$0.00	\$7,247.11	\$6,600.00	\$1,453.47	\$15,300.58	106%
<b>TOTAL INCOME</b>	<b>\$118,840.06</b>	<b>\$35,566.45</b>	<b>\$37,651.75</b>	<b>\$22,913.48</b>	<b>\$37,111.05</b>	<b>\$133,242.73</b>	<b>112%</b>
<b>ASSETS</b>							
Brinker							
Principal	\$342,121.06	\$338,803.31	\$349,594.56	\$349,497.88	\$344,277.07		
Interest		-\$3,317.75	\$10,791.25	-\$96.68	-\$5,220.81	\$2,156.01	
First United							
Money Market Principal	\$48,637.94	\$44,650.83	\$40,160.96	\$33,669.67	\$33,672.50		
Money Market Interest		\$12.89	\$10.13	\$8.71	\$2.83	\$31.73	
District Checking Principal		\$2,943.26	\$1,083.77	\$4,833.02	\$3,640.76		
Rental Equipment Principal		\$13,711.65	\$13,618.78	\$14,296.68	\$15,820.87		
Truist							
CBTF Checking Principal		\$41,844.73	\$36,837.64	\$6,780.92	\$5,222.67		
General Fund Checking Principal		\$12,555.33	-\$9,121.46	\$6,241.76	\$2,711.65		
<b>TOTAL ASSETS</b>		<b>\$486,770.70</b>	<b>\$505,392.45</b>	<b>\$511,451.61</b>	<b>\$538,588.25</b>		
<b>EXPENSES</b>							
<b>FIXED EXPENSES</b>							
Rent MDA	\$10,528.00	\$0.00	\$5,263.98	\$0.00	\$0.00	\$5,263.98	50%
<b>TOTAL FIXED EXPENSE</b>	<b>\$10,528.00</b>	<b>\$0.00</b>	<b>\$5,263.98</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,263.98</b>	<b>50%</b>
<b>VARIABLE EXPENSES</b>							
<b>SUPPLIES and MATERIALS</b>							
Field Supplies	\$2,000.00	\$0.00	\$1,722.57	\$19.98	\$0.00	\$1,742.55	87%
Office Supplies	\$250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Office Equipment	\$1,000.00	\$142.71	\$250.91	\$218.99	\$63.23	\$675.84	68%
Other	\$100.00	\$0.00	\$0.00	\$20.99	\$0.00	\$0.00	0%
<b>TOTAL SUPPLIES and MATERIALS</b>	<b>\$3,350.00</b>	<b>\$142.71</b>	<b>\$1,973.48</b>	<b>\$259.96</b>	<b>\$63.23</b>	<b>\$2,439.38</b>	<b>73%</b>
<b>COMMUNICATIONS</b>							
Postage	\$200.00	\$14.90	\$17.12	\$35.70	\$0.00	\$67.72	34%
Telephone	\$1,878.06	\$541.47	\$445.53	\$441.87	\$149.85	\$1,578.72	84%
Advertising	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Printing/reproduction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
<b>TOTAL COMMUNICATIONS</b>	<b>\$2,078.06</b>	<b>\$556.37</b>	<b>\$462.65</b>	<b>\$477.57</b>	<b>\$149.85</b>	<b>\$1,646.44</b>	<b>79%</b>
<b>COMMUNITY ENGAGEMENT</b>							
Association Dues							
MASCD	\$2,625.00	\$2,625.00	\$0.00	\$0.00	\$0.00	\$2,625.00	100%
NACD	\$501.00	\$0.00	\$0.00	\$0.00	\$501.00	\$501.00	100%
WMRC&D	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	\$200.00	100%
MPT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Coop Dinner	\$600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Publications	\$300.00	\$0.00	\$0.00	\$105.67	\$0.00	\$105.67	35%
Educational Outreach							
Coloring Contest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Envirothon	\$125.00	\$0.00	\$0.00	\$0.00	\$124.40	\$124.40	100%
Scholarship	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
4-H Fair Booth Awards	\$175.00	\$175.00	\$0.00	\$0.00	\$0.00	\$175.00	100%
Fair Booth Rental	\$468.26	\$468.26	\$0.00	\$0.00	\$0.00	\$468.26	100%
MASCD Endowment	\$35.62	\$35.62	\$0.00	\$0.00	\$0.00	\$35.62	100%
<b>TOTAL COMMUNITY ENGAGEMENT</b>	<b>\$6,029.88</b>	<b>\$3,303.88</b>	<b>\$0.00</b>	<b>\$105.67</b>	<b>\$825.40</b>	<b>\$4,234.95</b>	<b>70%</b>
<b>PROFESSIONAL and TECH CONSULTANTS</b>							
Fiscal Services/Account services	\$550.00	\$0.00	\$0.00	\$0.00	\$1,200.00	\$1,200.00	218%
Technical services - E&S Consultant	\$18,000.00	\$4,315.00	\$3,210.00	\$4,459.00	\$1,600.00	\$13,584.00	75%
Dam Mowing	\$2,995.00	\$0.00	\$2,995.00	\$0.00	\$0.00	\$2,995.00	100%
Tree Cutting	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
<b>TOTAL PROF and TECH CONSULTANTS</b>	<b>\$21,545.00</b>	<b>\$4,315.00</b>	<b>\$6,205.00</b>	<b>\$4,459.00</b>	<b>\$2,800.00</b>	<b>\$17,779.00</b>	<b>83%</b>
<b>DISTRICT ENTERPRISE ACTIVITIES</b>							
Lime Spreader Maintenance	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Drill Maintenance	\$500.00	\$64.55	\$0.00	\$0.00	\$0.00	\$64.55	13%
Insurance	\$80.00	\$80.00	\$0.00	\$0.00	\$0.00	\$80.00	100%
Tree Sale	\$6,680.92	\$1,385.00	\$92.87	\$196.01	\$7,120.65	\$8,794.53	132%
<b>TOTAL ENTERPRISE EXPENSES</b>	<b>\$7,760.92</b>	<b>\$1,529.55</b>	<b>\$63.35</b>	<b>\$200.72</b>	<b>\$7,120.65</b>	<b>\$8,914.27</b>	<b>115%</b>
<b>DISTRICT EMPLOYEES</b>							
Secretarial salary	\$42,494.40	\$11,440.80	\$9,806.40	\$11,440.80	\$3,268.80	\$32,688.00	77%
District IRS Payment	\$5,070.91	\$990.15	\$1,170.19	\$1,117.21	\$824.17	\$4,101.72	81%
Fringe (Medical & IRA Match)	\$5,867.15	\$0.00	\$1,106.14	\$799.44	\$98.06	\$2,003.64	34%
Retiree Health Insurance	\$3,475.00	\$0.00	\$0.00	\$3,475.00	\$0.00	\$3,475.00	100%
CNA Surety Bond	\$152.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Employee Routine Travel Expense	\$145.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Employee Training / Conferences	\$1,000.00	\$701.38	\$180.00	\$0.00	\$0.00	\$881.38	88%
<b>TOTAL DISTRICT EMPLOYEES</b>	<b>\$58,205.46</b>	<b>\$13,132.33</b>	<b>\$12,262.73</b>	<b>\$16,832.45</b>	<b>\$4,191.03</b>	<b>\$46,418.54</b>	<b>80%</b>
<b>BOARD OF SUPERVISORS</b>							
Supervisor Per Diem	\$4,500.00	\$950.00	\$925.00	\$1,550.00	\$500.00	\$3,925.00	87%
Supervisor Travel	\$1,000.00	\$194.95	\$207.95	\$234.85	\$88.30	\$726.05	73%
MASCD meetings & conferences	\$859.00	\$849.75	\$0.00	\$0.00	\$0.00	\$849.75	99%
<b>TOTAL BOARD OF SUPERVISORS</b>	<b>\$6,359.00</b>	<b>\$1,994.70</b>	<b>\$1,132.95</b>	<b>\$1,784.85</b>	<b>\$588.30</b>	<b>\$5,500.80</b>	<b>87%</b>



CONTINGENCY		1st Quarter	2nd Quarter	3rd Quarter	April	Year-to-date	Over/under %
Contingency	\$2,120.74	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
<b>TOTAL CONTINGENCY</b>	<b>\$2,120.74</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0%</b>
<b>TOTAL EXPENSES</b>		<b>\$117,977.06</b>	<b>\$24,974.54</b>	<b>\$27,364.14</b>	<b>\$24,120.22</b>	<b>\$15,738.46</b>	<b>78%</b>
<b>RECAP EXPENSES TOTALS</b>		<b>BUDGET</b>		<b>EXPENSES YTD</b>		<b>YTD %</b>	
FIXED EXPENSES		\$10,528.00		\$5,263.98		50.00%	
SUPPLIES and MATERIALS		\$3,350.00		\$2,439.38		72.82%	
COMMUNICATIONS		\$2,078.06		\$1,646.44		79.23%	
COMMUNITY ENGAGEMENT		\$6,029.88		\$4,234.95		70.23%	
PROFESSIONAL and TECH CONSULTANTS		\$21,545.00		\$17,779.00		82.52%	
DISTRICT ENTERPRISE ACTIVITIES		\$7,760.92		\$8,914.27		114.86%	
DISTRICT EMPLOYEES		\$58,205.46		\$46,418.54		79.75%	
BOARD OF SUPERVISORS		\$6,359.00		\$5,500.80		86.50%	
CONTINGENCY		\$2,120.74		\$0.00		0.00%	
<b>TOTAL BUDGET INCOME</b>	<b>\$117,977.06</b>	<b>INCOME YTD</b>		<b>\$133,242.73</b>	<b>112.94%</b>		
<b>TOTAL BUDGET EXPENSES</b>	<b>\$117,977.06</b>	<b>EXPENSES YTD</b>		<b>\$92,197.36</b>	<b>78.00%</b>		

**Garrett Soil Conservation District  
District Operations Spending**

Date	PO	Vendor	PO Items	Item Quantity	PO Item Cost	PO Item Total
4/8/2024	41	Bass Pro	Folding Shovel	5	\$24.88	(\$124.40)
				Total PO Items		Total PO Cost
				5		(\$124.40)
4/15/2024	42	Lowes	Twine / 525 ft	1	\$7.98	(\$7.98)
			Contractor Bags / 50 count	3	\$19.98	(\$59.94)
			Trash Can / 32 gallon	1	\$40.98	(\$40.98)
				Total PO Items		Total PO Cost
				5		(\$108.90)
4/16/2024	43	Lowes	Soil Moist plus 7-7-7 / 10 lbs	1	\$70.20	(\$70.20)
				Total PO Items		Total PO Cost
				1		(\$70.20)
4/18/2024	44	Green Acres	Soil Moist / 1 lb	5	\$19.99	(\$99.95)
				Total PO Items		Total PO Cost
				5		(\$99.95)
						Total Expenses
						(\$403.45)

## Monthly Income Statement

April

Revenue	Month Actual	Month Budget	Variance
<b>Income</b>			
State of Maryland CBTF	\$6,455.00	\$2,151.66	300.00%
State of Maryland General Fund	\$6,498.00	\$2,166.33	299.95%
E & S Fees	\$22,704.58	\$3,750.00	605.46%
<b>Total Income Revenue</b>	<b>\$35,657.58</b>	<b>\$8,067.99</b>	<b>441.96%</b>
<b>Enterprise</b>			
Tree Sale	\$1,453.47	\$2,394.59	60.70%
<b>Total Enterprise Revenue</b>	<b>\$1,453.47</b>	<b>\$2,394.59</b>	<b>60.70%</b>
<b>Investment</b>			
Brinker	-\$5,220.81	\$1,411.68	-369.83%
Money Market	\$2.83	\$186.04	1.52%
<b>Total Investment Revenue</b>	<b>-\$5,217.98</b>	<b>\$1,597.72</b>	<b>-326.59%</b>
<b>Total Revenue</b>	<b>\$31,893.07</b>	<b>\$12,060.30</b>	<b>264.45%</b>
<b>Expenditures</b>			
Office Equipment	\$63.23	\$83.33	75.88%
Telephone	\$149.85	\$156.50	95.75%
NACD Dues	\$501.00	\$41.75	1200.00%
WMRC&D	\$200.00	\$16.66	1200.00%
Envirothon	\$124.40	\$10.42	1193.86%
Financial Services	\$1,200.00	\$45.83	2618.37%
E & S Consultant	\$1,600.00	\$1,500.00	106.67%
Tree Sale	\$7,120.65	\$1,203.42	591.70%
Secretarial Salary	\$3,268.80	\$3,613.12	90.47%
Employer Tax	\$824.17	\$422.58	195.03%
Fringe	\$98.06	\$488.93	20.06%
Supervisor Per Diem	\$500.00	\$375.00	133.33%
Supervisor Travel	\$88.30	\$83.33	105.96%
<b>Total Expenditures</b>	<b>\$15,738.46</b>	<b>\$7,842.88</b>	<b>200.67%</b>
<b>Total Net Surplus</b>	<b>\$16,154.61</b>		

- 1 State of Maryland CBTF 4th Quarter payment was received.
- 2 State of Maryland General Fund 4th Quarter payment was received.
- 3 E & S projects for April were busy and our projected income was a very conservative estimate.
- 4 Brinker & Money Market month budget is based on a 5% return.
- 5 NACD and WMRC&D annual dues were paid.
- 6 Envirothon expense is a once per year expense.
- 7 Financial Services expenses is for payroll accounting 07/01/2024 - 12/31/2024.
- 8 Tree sale was expected to be high because we paid for all of the trees and bushes.
- 9 Employer Tax paid IRS and MD Comptroller.



SOIL CONSERVATION DISTRICT:

Garrett

ACTUALS THROUGH:

Apr-24

CATEGORY	Approved BUDGET	EXPENDITURE DETAIL												TOTAL
		Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	
<b>BOARD OF SUPERVISORS SUPPORT</b>														
<b>Per Diem</b>														
MASCD Conference Exp	4,959		849.75											849.75
Board Meeting Per Diem	1,500	100.00	100.00	100.00	100.00	100.00		100.00	125.00	125.00	125.00			975.00
Mileage Reimb	559	56.65	56.65	56.65	56.65	56.65		56.65	56.65	56.65	56.65			509.85
<b>Total Per Diem</b>	<b>7,018</b>	<b>156.65</b>	<b>1,006.40</b>	<b>156.65</b>	<b>156.65</b>	<b>156.65</b>	<b>-</b>	<b>156.65</b>	<b>181.65</b>	<b>181.65</b>	<b>181.65</b>	<b>-</b>	<b>-</b>	<b>2,334.60</b>
<b>Association Dues</b>														
MASCD	1,800		1,800.00											1,800.00
NACD														-
<b>Total Association Dues</b>	<b>1,800</b>	<b>-</b>	<b>-</b>	<b>1,800.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,800.00</b>
<b>STATE EMPLOYEE SUPPORT</b>														
<b>Communications</b>														
Postage	750			14.90				17.12		35.70				67.72
Telephone	1,150	180.49	180.49	180.49	148.51	148.51	148.51	148.51	148.51	144.85	149.85			1,578.72
<b>Total Communications</b>	<b>1,900</b>	<b>180.49</b>	<b>180.49</b>	<b>195.39</b>	<b>148.51</b>	<b>148.51</b>	<b>165.63</b>	<b>148.51</b>	<b>148.51</b>	<b>180.55</b>	<b>149.85</b>	<b>-</b>	<b>-</b>	<b>1,646.44</b>
<b>Travel &amp; Training</b>														
Routine travel	700													-
Conference & Training	200						150.00							150.00
<b>Total Travel &amp; Training</b>	<b>900</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>150.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>150.00</b>
<b>Contractual Services</b>														
Equipment Rental	250													-
Eqpt Repair/Maint.	300													-
Advertising/Legal Publ.	100													-
Printing/Reproduction	250													-
Financial Services	300													-
<b>Total Contractual Svcs.</b>	<b>1,200</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Materials, Supplies, Eqpt</b>														
Office Supplies	1,900	46.24	29.34		71.00	102.82	119.78		91.74		63.23			524.15
<b>Total Mat'l, Supplies, Eqpt</b>	<b>1,900</b>	<b>46.24</b>	<b>29.34</b>	<b>-</b>	<b>71.00</b>	<b>102.82</b>	<b>119.78</b>	<b>-</b>	<b>91.74</b>	<b>-</b>	<b>63.23</b>	<b>-</b>	<b>-</b>	<b>524.15</b>
<b>District Activities</b>														
Outreach	750	0.62	263.26						20.99	105.67	124.40			514.94
<b>Total District Activities</b>	<b>750</b>	<b>0.62</b>	<b>263.26</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>20.99</b>	<b>105.67</b>	<b>124.40</b>	<b>-</b>	<b>-</b>	<b>514.94</b>
<b>TOTAL-Unrestricted</b>	<b>15,468</b>	<b>384.00</b>	<b>1,479.49</b>	<b>2,152.04</b>	<b>376.16</b>	<b>407.98</b>	<b>435.41</b>	<b>305.16</b>	<b>442.89</b>	<b>467.87</b>	<b>519.13</b>	<b>-</b>	<b>-</b>	<b>6,970.13</b>
<b>Fixed Charges RESTRICTED</b>														
<i>Restricted Funds may only be spent as budgeted.</i>														
Rent-State Employees	10,528						5,263.98							5,263.98
Insurance-Bond, Rental														-
Other Rent														-
<b>TOTAL-FIXED CHARGES</b>	<b>10,528</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,263.98</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,263.98</b>
<b>TOTAL SCD</b>	<b>25,996</b>	<b>384.00</b>	<b>1,479.49</b>	<b>2,152.04</b>	<b>376.16</b>	<b>407.98</b>	<b>5,699.39</b>	<b>305.16</b>	<b>442.89</b>	<b>467.87</b>	<b>519.13</b>	<b>-</b>	<b>-</b>	<b>12,234.11</b>



**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
MARYLAND DEPARTMENT OF AGRICULTURE  
AND  
GARRETT SOIL CONSERVATION DISTRICT**

Purpose: This agreement is made and entered into by the Maryland Department of Agriculture (“Department”) and the Garrett Soil Conservation District (“District”) for the purpose of defining roles and responsibilities of each agency, mutual goals, personnel and financial resources to be applied towards accomplishing goals, and terms and requirements of financial and personnel allocations, in order that the conservation and protection of soil and water resources and related natural resources may be accomplished through the use of State and District resources and through the cooperative efforts of the Department and the District.

WHEREAS, the Department is the State agency responsible for implementing the State's agricultural soil and water conservation program to further the control of agriculturally related soil erosion and non-point source water pollution; and

WHEREAS, the District is a political subdivision of the State with the responsibility for developing and implementing a program to encourage the wise use and conservation of soil, water, and related natural resources and for assisting land owners, land users, communities, and units of government to plan and apply conservation measures necessary to protect, improve, maintain or preserve soil, water, and related natural resources; and

WHEREAS, the Department's goal is to have conservation plans in place and agricultural Best Management Practices applied and/or installed on all farms in the State; and

WHEREAS, the Department through the District is committed to reducing agriculturally related non-point source pollution for the purpose of improving water quality and protecting the waters of the state; and

WHEREAS, the Department recognizes that the District has the experience and the expertise to manage an effective agricultural conservation program directed towards the achievement of this goal; and

WHEREAS, the Department has been provided financial and personnel resources within its budget to cooperate with and assist Maryland's soil conservation districts; and

THEREFORE, the Department and the District agree to cooperate in the discharge of their mutual responsibilities according to the terms specified in this Agreement.

**A. The Department agrees to:**

1. Provide funds to support Board of Supervisors' participation in monthly board meetings and semi-annual Maryland Association of Soil Conservation District (MASCD) meetings;
2. Assign, to the District, State positions as specified in Attachment A. Official job descriptions for State positions will be developed and the Department will establish the appropriate classification and salary level of positions based on the job description. Employees for State positions shall be recruited and selected according to State laws and procedural guidelines;
3. Provide funds to support District operation and/or staff and to support State employees assigned to the District as outlined in Attachment A;
4. Provide equipment for the use of Department, District, and federal employees assigned to the district in the performance of their assigned duties;
5. Provide, through an Area Coordinator and/or District Manager, administrative supervision of State employees assigned to the District to include, but not limited to: establishing official job duties and responsibilities, monitoring employee performance, providing information and training regarding State and Department regulations and procedures, and approving non-routine travel and attendance at formal training courses;
6. Provide or arrange for job-related training for managerial, clerical, and technical State employees as appropriate to the needs identified by the Department through District recommendation or Department review;
7. Assist the District in implementing the Conservation Grants Programs and other programs and projects designed to further soil and water conservation; and
8. Assist the District in efforts to obtain additional resources from other agencies, jurisdictions, and funding sources.

**B. The District agrees to:**

1. Assist the Department's efforts in meeting the Chesapeake Bay Total Maximum Daily Load (TMDL) goals set forth in the local Watershed Implementation Plan (WIP);
2. Assign with the Department's approval, responsibility for day-to-day administrative supervision of the Department's technical and administrative employees to an individual at the employees' assigned work site, to include, but not be limited to, the responsibility for monitoring work assignments, evaluating performance, approving leave and time sheets, and communicating with the Department's Area Coordinator providing administrative supervision to Department's employees. In the case of the Department's managerial employees, tasks will be assigned by the District Board of Supervisors and administrative supervision will be provided directly by the Area Coordinator. Employee assignments shall be made in accordance with goals and priorities stated in Attachment A and in accordance with employees' official position description. State and Departmental personnel and administrative regulations and procedures shall be followed in the supervision of State



employees assigned to the District;

3. Maintain activity records, provide reports as required by the Department to indicate progress toward goals, and consult with Department problems involved in the District's implementation of soil and water conservation programs;
4. Actively support the Conservation Grants Program and other programs and projects designed to further soil and water conservation, through dissemination of information and provision of administrative assistance, to the extent that available resources make possible;
5. Utilize State funds for the purpose allocated as defined in Attachment A, limiting use of vehicles, equipment, and supplies to official business;
6. Obtain prior Departmental approval of purchases from Department funds of items over \$500 in cost and to conduct competitive bidding to the extent possible, to assure a degree of competition, avoid favoritism, and to obtain items at lowest prices;
7. Maintain records of all expenditures of State funds and report expenditures to the Department according to the schedule and procedures established by the Department;
8. Make available to the Department records and reports pertinent to the review and evaluation of projects funded by the Department and for purposes of demonstrating effective use of funds;
9. Provide for annual audit of funds by an independent auditor and in accordance with Departmental guidelines;
10. Obtain bond insurance for all persons handling funds or authorized to handle funds including all checking and savings account signatories and the Chairman and Treasurer of the District Board but not including those individuals covered under state bond;
11. Continue efforts to obtain resources from other agencies, jurisdictions, and funding sources; and
12. Comply with the State's policy concerning drug and alcohol-free workplaces, as set forth in COMAR 01.01.1989.18 and 21.11.08, and shall remain in compliance throughout the term of this agreement.

**C. It is mutually understood and agreed that:**

1. The Department and the District will cooperate, in so far as possible with available resources, in implementing programs and conducting efforts towards meeting the goals and priorities stated in Attachment A;
2. The Department or the District, upon mutual agreement and availability of resources, will provide or arrange for additional services, facilities, equipment, materials, as required to achieve common objectives;
3. Department positions assigned to the District, as identified in Attachment A, may be reassigned during the term of this agreement if such action is required to address exceptional workload or

supervisory issues;

4. The provision of State positions and funds are conditional upon District adherence to terms specified in this agreement and availability of funds provided in the State budget;
5. The Department will monitor the District's expenditures of state funds through review and/ or audit of financial statements, reports, and District records;
6. The Department will review the District's assessment of critical conditions, progress reports, and utilization of State funds and personnel, for the purposes of determining appropriate level of continued Departmental support to accomplish District/Department objectives;
7. Unless otherwise noted in the agreement, technical guidance and direction to State employees will be provided through the staff of the United States Department of Agriculture Natural Resources Conservation Service;
8. This agreement may be amended only with the written consent of both parties. Amendments may not significantly change the scope of the MOU;
9. This agreement may be terminated at any time by written mutual agreement or by either party upon written notice to the other at least ninety (90) days in advance of the effective date of termination;
10. The Department and District shall comply with the nondiscrimination provisions of federal and Maryland law, including the provisions of the State Finance & Procurement Article, Title 19, Annotated Code of Maryland; and
11. This agreement shall become effective on the date of final signature.

IN WITNESS WHEREOF, the parties have executed this agreement by causing the same to be signed on the day and year first set forth below.

**Garrett Soil Conservation District**

**Maryland Department of Agriculture**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**ATTACHMENT A****Scope of Work****July 1, 2024 - June 30, 2025****Garrett Soil Conservation District****I. Goals**

- A. The District recognizes the importance of Maryland's efforts in meeting the Chesapeake Bay Total Maximum Daily Load (TMDL) goals set forth in the local Watershed Implementation Plans (WIP). Established milestones and goals must be accomplished by the District for the State to achieve the overall TMDL goals and progress toward Chesapeake Bay Restoration. Failing to reach the goals may result in the loss of resources provided by the Department. The District's planning (i.e.; crop, pasture, and headquarters) acres and BMP implementation goals shall continue at the necessary rate to meet or exceed WIP milestones and goals.
- B. The District and the Department will work together to conduct an outreach program to encourage agricultural landowners and operators to develop and implement soil conservation and water quality plans for farms in the District. The District will provide, with the support of the Department and NRCS, technical assistance required to develop and implement such plans.
- C. The District will provide outreach to farmers and landowners to promote continued conservation initiatives and the implementation of Best Management Practices (BMPs). The District will provide, with the support of the Department and NRCS, technical assistance required to develop and implement the BMPs.

The District and the Department agree on the following priorities:

- a. Support the promotion and participation in state and federal programs such as Maryland Agricultural Water Quality Cost-Share Program (MACS), Cover Crop, Conservation Reserve Enhancement Program (CREP), and Environmental Quality Enhancement Program (EQIP);
- b. Provide technical assistance to local governments through participation in local WIP committees and county technical advisory committees, etc.;
- c. Maintain the MDA Conservation Tracker and NRCS Engineering Tracker databases;
- d. Promote the Nutrient Management provisions of the Water Quality Improvement Act of 1998;
- e. Provide technical assistance to help farmers comply with Maryland's Concentrated Animal Feeding Operations (CAFO)/ Maryland Animal Feeding Operations (MAFO) regulations; and
- f. Support equal employment opportunities and provide all services on a non-discrimination basis, without regard to race, color, national origin, sex, age, religion, marital status, disability (mental and physical), sexual orientation, gender identity, or genetic information.

II. Resources to be Provided by the Department

A. State Positions

FTE (#)	Classification	Function	Designated State Supervisor
2	Agric Res Con Spec	Planner	District Mgr
4	Soil Con Assoc	Technician	District Mgr
1	Res Con Dist Supv	District Mgr	Area Coordinator

B. Equipment

1. All equipment will be purchased in accordance with Maryland State Finance and Procurement Code Ann. § 1-101 and COMAR Title 21 State Procurement Regulations and become the Department’s property.
2. Equipment greater than \$500 in cost will be inventoried and managed by Department’s accountability officer in conjunction with District assistance.
3. Vehicle assignment to the District is based on abiding by MDA’s fleet management procedures and anticipated annual mileage in excess of 10,000 miles per vehicle. Vehicle(s) may be reassigned if reporting indicates insufficient utilization in the District.

C. Funds

1. Funds may be provided to the District for district operations and staff support not to exceed the amounts indicated below. Budgeted funds may be subject to adjustment due to funding availability.

Category	Type	Total (\$)
Board of Supervisors Support	Per Diem	7,500
	Association Dues	1,800
State Employee Support	Communications	750
	Travel & Training	900
	Contractual Services	2,000
	Materials, Supplies, Equipment	3,200
	District Activities	750
	Rent & Insurance	10,528
<b>Total Funding Support</b>		<b>\$27,428</b>

2. Payment of funds to the District will automatically be processed on the 15th of the month prior to the beginning of the next quarter. Periods covered within a quarter are defined as:

*First:* July 1 - September 30                      *Second:* October 1 - December 31  
*Third:* January 1 - March 31                      *Fourth:* April 1 - June 30

3. Payment of funds will be based on one quarter of the total MOU amount, unless Department is notified otherwise and provided justification by the District in writing ten days prior to the 15th of the month. Department reserves the right to require justification for fourth quarter invoices.
4. Funds will be utilized for purposes allocated and as defined in this attachment or as approved in writing by the Department. The District will report, on a monthly basis, expenditures of Department funds and any interest earned on these funds. For this purpose, the District will utilize the Department's reporting form and the budget category definitions.
5. Operating funds received by the District and not utilized by June 30<sup>th</sup> are subject to reallocation by the Department and will be deducted from the District's 2nd quarter invoice.
6. District Activities funds are subject to reallocation only to the extent of the amount received from Department during the MOU period.
7. Reallocated funds may be utilized to support other Department needs on a state-wide basis.

D. Indirect Support to the District:

1. Authorized travel and training costs for employees in State positions shall be paid directly by the Department to the employee.
2. The Department will provide for maintenance of equipment procured by the Department.

III. Resources to be provided by the District:

- A. Office space will be provided for State employees located in the District.
- B. Office supplies and services, to include telephone service, will be provided to State employees located in the District.

**Chesapeake & Atlantic Coastal Bays 2010 Trust Fund (“Trust Fund”)  
SFY25  
AGREEMENT  
BETWEEN THE  
MARYLAND DEPARTMENT OF AGRICULTURE  
AND  
GARRETT SOIL CONSERVATION DISTRICT**

Purpose: This agreement between the Maryland Department of Agriculture (“MDA”) and the Garrett Soil Conservation District (hereinafter “District”) is effective on July 1, 2024 and shall expire on June 30, 2025. The objective of this agreement is to provide specific comprehensive treatment of agricultural non-point source pollution, accelerating the State’s efforts to meet the Watershed Implementation Plan (“WIP”) goals. The funding provided to the District for this purpose shall not exceed \$27,547.

WHEREAS, The MDA through the local soil conservation districts is committed to reducing or minimizing agriculturally related non-point source pollution for the purpose of improving water quality and protecting the waters of the State, and

WHEREAS, The best mechanism to address water quality issues related to agricultural impacts is through the implementation of agricultural soil conservation and water quality programs offered through the local soil conservation district designed to protect and help improve water quality, particularly that of the Chesapeake Bay and its tributaries, and

WHEREAS, The MDA, has been provided resources from the Trust Fund to assist the local soil conservation districts in implementing soil conservation and water quality programs at the local level through the provision of technical assistance grants, and

WHEREAS, The MDA recognizes that the District has the expertise to implement the proposed watershed best management practices (“BMPs”) and has elected to contract certain tasks described in this agreement to the District.

NOW, THEREFORE, the parties hereto do hereby mutually agree to the following:

**A. General Objectives**

The main goal will be to deliver and implement the most cost effective BMPs to treat water quality needs in the targeted watershed and to work toward the WIP goals for conservation planning. Limitations in staff in the District have prevented an effective outreach program with agricultural landowners. The soil conservation technical staff funded by this project will provide the additional technical assistance needed to increase implementation within the watershed.

**B. MDA agrees to:**

- 1) Provide funds necessary to implement the described project as outlined in this agreement and ATTACHMENT A. **If applicable**, this funding includes cost share for the District Manager and Secretary positions based on the Administrative Staff Support Policy adopted November 14, 1984.
- 2) Deliver the first quarter payment based on projected expenditures once the agreement is executed by both parties. MDA reserves the right to withhold quarterly payments in the event quarterly reports are delinquent or end of quarter balances are excessive.

**C. The District agrees to:**

- 1) Offer the technical assistance necessary for project implementation, which includes the implementation and reporting of soil conservation and water quality plan (SCWQP) acres and best management practices (BMPs) in the watersheds.
- 2) Assist MDA's efforts in meeting the Chesapeake Bay Total Maximum Daily Load (TMDL) goals set forth in the local Watershed Implementation Plan (WIP) by:
  - a. Participating in the agricultural WIP goal setting process for the county;
  - b. Monitoring staff's performance toward meeting WIP conservation planning and BMP implementation goals on a monthly basis;
  - c. Organizing, filing, and entering SCWQP and BMP data into the Conservation Tracker database in a timely manner; and
  - d. Managing BMP verification and reconciliation at the district through sharing of SCWQP and BMP information, making phone calls to cooperators, scheduling site visits, making adjustments to data in Conservation Tracker, and coordination with appropriate staff to complete Reconciliation Spreadsheet by required deadline with actions taken in Conservation Tracker and feedback provided by staff.
- 3) Deliver local supervision of MDA employees through consultation with the Regional Coordinator by:
  - a. Coordinating and delivering work assignments to staff in consultation with the NRCS District Conservationist to ensure staff are assigned projects consistent with their respective Job Approval Authority (JAA), are focused on WIP-eligible plans and practices, and achieve their performance targets;
  - b. Conducting workload planning and employee meetings;
  - c. Coordinating and monitoring employee training, as necessary;
  - d. Approving employee leave requests;
  - e. Reviewing time sheets for accuracy and consistency with leave use and report inconsistencies to the Regional Coordinator prior to timesheet submission deadlines; and
  - f. Completing employee evaluations in consultation with the Regional Coordinator using the MDA Performance Evaluation Program (PEP) process.
- 4) Provide administrative support by:
  - a. Submitting MFOMs to MDA headquarters by fifth day of every month;
  - b. Maintaining SCD financial data and budgeting software (e.g., "Quick Books") and preparing materials for the required annual financial audit;
  - c. Purchasing office supplies for MDA staff;
  - d. Generation and maintenance of newsletters, websites and social media;
  - e. Reserving venues, scheduling caterers, and managing attendance for partnership meetings and trainings as needed; and
  - f. Assisting MDA staff with making copies and organizing file folders as needed.
- 5) Actively support MDA - Conservation Grants programs designed to further soil and water conservation, through dissemination of information and provision of administrative assistance by:
  - a. Reviewing and signing applications and claims for payment, ensuring documents are complete and correct;
  - b. Responding to questions and requests by stated deadlines or within two business days of receiving inquiry;
  - c. Scheduling farmer visits for program sign-up and reporting (i.e., Cover Crop Program);
  - d. Entering cover crop data into the SQL database;
  - e. Organizing and tracking the submission of required paperwork (e.g., NM Certification form); and
  - f. Assisting with the MACS recordation process.
- 6) Manage agricultural complaints by completing an initial investigation of the complaint and reporting results of the investigation to the Regional Coordinator.
- 7) Provide MDA with quarterly progress reports using the provided report template no later than October 10, 2024, January 10, 2025, April 10, 2025, and July 10, 2025. These reports shall include a detail of all expenditures for that quarter, including but not limited to salaries & wages, equipment, supplies, communications and other operating costs. Copies of all invoices, receipts, including check numbers, etc. for operating expenditures for that quarter shall



be submitted with the report. A copy of the Conservation Tracker report for the employee covering the reporting period shall also be included.

- 8) Retain for a period of five (5) years copies of receipts for supplies and equipment purchases, and documentation of time sheets to support the work of the contractual position. (MDA reserves the right to, at any time during the project period and for a period not to exceed five (5) years upon project completion, to audit the financial records for this project).
- 9) Obtain prior approval from the Regional Coordinator to purchase equipment with funds provided in this grant and utilize the equipment primarily for work toward meeting WIP goals (Insurance shall be obtained and maintained for a minimum of five years on any item acquired with an original per unit cost of \$5,000 or more).
- 10) Notify MDA of major field activities to allow an opportunity for site visits.
- 11) Inform and consult with MDA on any modification that may become necessary in the project goals or any changes in proposed expenses.
- 12) Acquire bond insurance for all persons handling funds or authorized to handle funds including all checking and savings account signatories and the Chairman and Treasurer of the District Board but not including those individuals covered under state bond.

**D. It is mutually understood and agreed that:**

- 1) The monitors of this agreement are:

James Stanton, Chair  
Garrett Soil Conservation District  
1916 Maryland Highway, Suite C  
Mountain Lake Park, Maryland 21550

Byron Petrauskas, Program Manager  
Maryland Department of Agriculture  
Office of Resource Conservation  
50 Harry S Truman Parkway  
Annapolis, Maryland 21401

- 2) Funding will be expended within the agreement term. Unexpended funds revert to the State. Expenditures that exceed the funding limits are the responsibility of the District.
- 3) This agreement shall become effective on the date of final signature.
- 4) This agreement may be amended in writing by mutual consent of the agreement's parties.
- 5) Any funds referred to or payments specified are subject to funding availability and any other applicable requirements of law.
- 6) If the District fails to fulfill its obligation under this agreement properly and on time, or otherwise violates any provision of the agreement, MDA may terminate the agreement by written notice to the District. The notice shall specify the acts or omissions relied upon as cause for termination. All finished or unfinished work provided by the District shall, at MDA's option, become MDA property. MDA shall pay the District fair and equitable compensation for satisfactory performance prior to receipt of notice termination, less the amount of damages caused by the District's breach. If the damages are more than the compensation payable to the District, the District will remain liable after termination and MDA can affirmatively collect damages.

- 7) If the District intends to assert a claim against MDA, the District shall do so within 30 days of the date the District knows, or should know, of the basis of the claim. Failure to file a claim within the 30-day period is a complete bar to the claim. The claim shall consist of a written statement to MDA setting forth the nature and monetary extent of the claim, and the facts on which the claim is based. Pending resolution of a claim, the District shall proceed diligently with the performance of the contract.
- 8) All BMPs installed as a result of the funding provided through this agreement will be properly operated and maintained in accordance with NRCS standards.
- 9) The Maryland Department of Agriculture and the District shall comply with the nondiscrimination provisions of federal and Maryland law, including the provisions of the State Finance & Procurement Article, Title 19, Annotated Code of Maryland.
- 10) Comply with the State's policy concerning drug and alcohol free workplaces, as set forth in COMAR 01.01.1989.18 and 21.11.08, and shall remain in compliance throughout the term of this agreement.

IN WITNESS WHEREOF, the parties have executed this agreement by causing the same to be signed on the day and year first set forth below.

**Garrett Soil Conservation District**

**Maryland Department of Agriculture**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

ATTACHMENT A

**PROJECT TITLE:** Agriculture Soil Conservation Water Quality Technical Assistance

**PROJECT PERIOD:** July 1, 2024 – June 30, 2025

**FUNDING RECIPIENT:** Garrett Soil Conservation District ("District")

**FUNDING:** \$27,547

**PROJECT DESCRIPTION:** Utilize the Chesapeake & Atlantic Coastal Bays 2010 Trust Fund ("Trust Fund") to maximize the achievement of agricultural nutrient reduction goals developed for the Watershed Implementation Plan.

Funding is provided to the District to help develop soil conservation and water quality plans covering previously unplanned acres and/or acres related to expired plans over ten years old, and to deliver and implement the most cost effective BMPs in the targeted areas. MDA is supporting the district in its efforts to engage the farm community through increased technical assistance and implementation oversight.

**DELIVERABLES:**

- 1) Conduct work in the watersheds within: Garrett County
- 2) District Manager and Admin Asst positions funded under this grant are expected to provide the services outlined on page 2 of the MOU.
- 3) Comprehensive quarterly expenditure report.

POSITION	NAME	SALARY	FRINGE	OPERATING	RENT	TOTAL
Admin Asst	Fraze	21,028	6,519	0	0	27,547
						0
						0
						0
						0
						0
<b>TOTAL FUNDING</b>		<b>\$21,028</b>	<b>\$6,519</b>	<b>\$0</b>	<b>\$0</b>	<b>\$27,547</b>

**QUARTERLY PAYMENT SCHEDULE:**

CATEGORY	QTR 1	QTR 2	QTR 3	QTR 4*	TOTAL
Admin S&W	6,887	6,887	6,887	6,887	27,547
Technical S&W	0	0	0	0	0
Operating	0	0	0	0	0
Rent	0	0	0	0	0
<b>TOTAL</b>	<b>\$6,887</b>	<b>\$6,887</b>	<b>\$6,887</b>	<b>\$6,887</b>	<b>\$27,547</b>

\*4th Qtr payment may be adjusted for rounding purposes.

**REPORTING SCHEDULE:**

Time Frame:	Due Date:
07/01/24-09/30/24	October 10, 2024
10/01/24-12/31/24	January 10, 2025
01/01/25-03/31/25	April 10, 2025
04/01/25-06/30/25	July 10, 2025

**GARRETT SCD QUARTERLY and YTD FINANCIAL REPORT - FY 25**

<b>LOCAL</b>		
<b>INCOME</b>		
Erosion & Sediment Control Administration		
District Manager		\$15,600.00
Donations		
Donations		\$500.00
Enterprise Activities		
No-Till Drill		\$4,060.00
Lime Spreader		\$3,450.00
Tree Sale		\$14,367.52
<b>TOTAL INCOME</b>		<b>\$37,977.52</b>

<b>ASSETS</b>		
Brinker		
Principal		\$0.00
Interest		\$0.00
First United		
Money Market Principal		\$0.00
Money Market Interest		\$0.00
District Checking Principal		\$0.00
Rental Equipment Principal		\$0.00
<b>TOTAL ASSETS</b>		<b>\$0.00</b>

<b>EXPENSES</b>		
<b>SUPPLIES and MATERIALS</b>		
Field Supplies		\$2,000.00
Office Supplies		\$250.00
Office Equipment		\$1,000.00
Other		\$100.00
<b>TOTAL SUPPLIES and MATERIALS</b>		<b>\$3,350.00</b>

<b>COMMUNICATIONS</b>		
Postage		\$200.00
<b>TOTAL COMMUNICATIONS</b>		<b>\$200.00</b>

<b>COMMUNITY ENGAGEMENT</b>		
Association Dues		
MASCD		\$825.00
NACD		\$501.00
WMRC&D		\$200.00
MPT		\$0.00
Coop Dinner		\$600.00
Publications		\$300.00
Educational Outreach		
Envirothon		\$250.00
Scholarship		\$1,000.00
4-H Fair Booth Awards		\$175.00
Fair Booth Rental		\$468.26
MASCD Endowment		\$75.00
<b>TOTAL COMMUNITY ENGAGEMENT</b>		<b>\$4,394.26</b>

<b>PROFESSIONAL and TECH CONSULTANTS</b>		
Dam Mowing		\$3,500.00
<b>TOTAL PROF and TECH CONSULTANTS</b>		<b>\$3,500.00</b>

<b>DISTRICT ENTERPRISE ACTIVITIES</b>	
Lime Spreader Maintenance	\$500.00
Drill Maintenance	\$500.00
Insurance	\$80.00
Tree Sale	\$6,680.92
<b>TOTAL ENTERPRISE EXPENSES</b>	<b>\$7,760.92</b>
<b>DISTRICT EMPLOYEES</b>	
Retiree Health Insurance	\$3,475.00
CNA Surety Bond	\$152.50
<b>TOTAL DISTRICT EMPLOYEES</b>	<b>\$3,627.50</b>
<b>BOARD OF SUPERVISORS</b>	
Supervisor Per Diem	\$3,000.00
Supervisor Travel	\$1,250.00
<b>TOTAL BOARD OF SUPERVISORS</b>	<b>\$4,250.00</b>
<b>CONTINGENCY</b>	
Contingency	\$10,894.84
<b>TOTAL CONTINGENCY</b>	<b>\$10,894.84</b>
<b>TOTAL EXPENSES</b>	<b>\$37,977.52</b>

**GARRETT SCD QUARTERLY and YTD FINANCIAL REPORT - FY 25**

<b>EROSION &amp; SEDIMENT CONTROL</b>		
<b>INCOME</b>		
Erosion & Sediment Control Plan Fees		\$109,260.00
	<b>TOTAL INCOME</b>	<b>\$109,260.00</b>
<b>ASSETS</b>		
Erosion & Sediment Control Carryover		\$10,000.00
	<b>TOTAL ASSETS</b>	<b>\$10,000.00</b>
<b>EXPENSES</b>		
<b>SUPPLIES and MATERIALS</b>		
Field Supplies		\$1,500.00
Office Supplies		\$500.00
Office Equipment		\$1,000.00
Other		\$500.00
	<b>TOTAL SUPPLIES and MATERIALS</b>	<b>\$3,500.00</b>
<b>COMMUNICATIONS</b>		
Postage		\$200.00
Telephone		\$950.00
	<b>TOTAL COMMUNICATIONS</b>	<b>\$1,150.00</b>
<b>PROFESSIONAL and TECH CONSULTANTS</b>		
Fiscal Services/Account services		\$1,200.00
Technical services - E&S Consultant		\$45,000.00
	<b>TOTAL PROF and TECH CONSULTANTS</b>	<b>\$46,200.00</b>
<b>ADMINISTRATION</b>		
Administrative Assistant		\$15,600.00
District Manager		\$15,600.00
Other		\$2,000.00
	<b>TOTAL ADMINISTRATION</b>	<b>\$33,200.00</b>
<b>CONTINGENCY</b>		
Contingency		\$25,210.00
	<b>TOTAL CONTINGENCY</b>	<b>\$25,210.00</b>
	<b>TOTAL EXPENSES</b>	<b>\$109,260.00</b>

**GARRETT SCD QUARTERLY and YTD FINANCIAL REPORT - FY 25****ADMINISTRATIVE ASSISTANT****INCOME**

Garrett County Commissioners	\$27,547.00
State of Maryland CBTF	\$27,547.00
E & S Administration	\$15,600.00
<b>TOTAL INCOME</b>	<b>\$70,694.00</b>

**ASSETS**

Truist	
CBTF Carryover	\$0.00
<b>TOTAL ASSETS</b>	<b>\$0.00</b>

**EXPENSES****ACCOUNTING SERVICES**

Fiscal Services/Account services	\$2,400.00
<b>TOTAL ACCOUNTING SERVICES</b>	<b>\$2,400.00</b>

**DISTRICT EMPLOYEES**

Secretarial salary	\$42,494.40
District IRS Payment	\$5,070.91
Fringe (Medical & IRA Match)	\$5,867.15
Employee Routine Travel Expense	\$145.50
Employee Training / Conferences	\$1,000.00
<b>TOTAL DISTRICT EMPLOYEES</b>	<b>\$54,577.96</b>

**CONTINGENCY**

Contingency	\$13,716.04
<b>TOTAL CONTINGENCY</b>	<b>\$13,716.04</b>

<b>TOTAL EXPENSES</b>	<b>\$70,694.00</b>
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**GARRETT SCD QUARTERLY and YTD FINANCIAL REPORT - FY 25**

<b>MDA GENERAL FUND</b>		
<b>INCOME</b>		
State of Maryland General Fund		\$27,428.00
	<b>TOTAL INCOME</b>	<b>\$27,428.00</b>
<b>ASSETS</b>		
General Fund Carryover		\$0.00
	<b>TOTAL ASSETS</b>	<b>\$0.00</b>
<b>EXPENSES</b>		
<b>BOARD OF SUPERVISORS</b>		
MASCD Summer Annual Meeting		\$3,440.00
MASCD Winter Meeting		\$1,860.00
Board Meeting Per Diem		\$1,500.00
Board Meeting Mileage Reimbursement		\$700.00
	<b>TOTAL BOARD OF SUPERVISORS</b>	<b>\$7,500.00</b>
<b>ASSOCIATION DUES</b>		
MASCD		\$1,800.00
	<b>TOTAL ASSOCIATION DUES</b>	<b>\$1,800.00</b>
<b>COMMUNICATIONS</b>		
Telephone		\$1,785.00
	<b>TOTAL COMMUNICATIONS</b>	<b>\$1,785.00</b>
<b>TRAVEL &amp; TRAINING</b>		
Routine Travel		\$700.00
Conference & Training		\$200.00
	<b>TOTAL TRAVEL &amp; TRAINING</b>	<b>\$900.00</b>
<b>CONTRACTUAL SERVICES</b>		
Equipment Rental		\$500.00
Advertising / Legal Publication		\$100.00
Printing / Reproduction		\$400.00
Financial Services		\$1,000.00
	<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$2,000.00</b>
<b>MATERIALS, SUPPLIES, EQUIPMENT</b>		
Office Supplies		\$700.00
Field Supplies		\$600.00
Small Tools		\$300.00
Computer		\$565.00
	<b>TOTAL MATERIALS, SUPPLIES, EQUIPMENT</b>	<b>\$2,165.00</b>
<b>DISTRICT ACTIVITIES</b>		
Outreach		\$750.00
		<b>\$750.00</b>
<b>FIXED EXPENSES</b>		
Rent MDA		\$10,528.00
	<b>TOTAL FIXED EXPENSE</b>	<b>\$10,528.00</b>
	<b>TOTAL EXPENSES</b>	<b>\$27,428.00</b>



**GARRETT COUNTY AGRICULTURE FAIR INC.**  
**270 Mosser Road**  
**Post Office Box 235**  
**McHenry, Maryland 21541**  
**2024 Indoor Exhibitor Application & Agreement**  
**July 27 – August 3, 2024**

**Liability:** All property taken onto the property of the Garrett County Agricultural Fair (herein referred to as the GCAF), whether entered for exhibits or any other purpose will be done so entirely at the risk of the exhibitor and/or owner. The GCAF is not responsible for loss or damage to any property, no matter what the cause, including water, dust, wind, fire, theft, or any other cause.

**Insurance:** All exhibitors are required to have an insurance certificate verifying the exhibitor is carrying insurance in the minimum amount of \$1,000,000.00 and naming the GCAF as an additional insured. All insurance forms must be received by July 5, 2024, with this application. If you do not have your own insurance, please note that information on your application and enclose an additional \$140.00 to ride on the GCAF insurance.

**Vendor Setup Hours:** Set up will be held Friday, July 26, from 9:00 AM to 5:00 PM and Saturday, July 27, from 9:00 AM to 12:00 noon. Someone will be available to show you your exhibit space. All exhibits are to be in place no later than 12:00 noon on Saturday, July 27, 2024, unless other arrangements are made.

**The exhibits will be open to the public daily from 10:00 AM to 10:00 PM beginning Monday, July 29, 2024, through Saturday, August 3, 2024. The vendor area is not required to be manned; however, GCAF is not responsible for theft or damage to products.**

**Vendor Tear Down:** No vendor material/equipment or exhibits are to be removed before midnight Saturday, August 3, 2024. The exhibits may be removed on Sunday, August 4, from 1:00 PM to 3:00 PM, and Monday, August 5, from 9:00 AM to 12:00 noon.

**Exhibit Space Fee and Gate Passes:**

Indoor Exhibit Space is rented in 10' X 12' blocks. Each block of 10' X 12' is \$275.00 for the week of the GCAF.

Exhibit space includes all space used including canopies and display material. **There is no guarantee on the location of the exhibit space. GCAF reserves the right to limit the number of spaces per vendor and/or deny rental space when full.**

No vehicles will be permitted to be parked inside the fair ground exhibit areas. Gates will be open until 9:00 AM daily to allow vendor to bring in supplies. Any vehicles found in the exhibit area after 9:00 AM will be towed at the owner's expense.

Each 10' X 12' space leased includes six (6) daily passes. Any additional daily passes can be purchased at the fair office or any business that is selling passes. All exhibitors, whether non-

profit or commercial, are required to purchase additional passes as needed. **No refunds for unused daily passes will be given – no exceptions.**

**Prohibited items and inspection:**

The GCAF PROHIBITS the sale or display of the following items. The GCAF reserves the right to inspect any and all items for sale or in inventory to ensure compliance.

- Silly string
- Fireworks of any kind
- Guns, knives, or ammunition
- Food (except by prior agreement)
- Recreational drugs or drug paraphernalia or items that promote drug use.

- Pornography
- Any item with offensive pictures or language, as determined by the GCAF
- Alcohol

**The GCAF reserves the right to prohibit the sale or display of items the GCAF deems inappropriate or unacceptable and remove such items.**

Vendors may sell/display items from their assigned area but are not permitted to roam the grounds selling any item.

**ABSOLUTELY NO FIREARMS WILL BE PERMITTED ON THE FAIRGROUNDS AT ANY TIME EXCEPT BY LAW ENFORCEMENT. This rule will be strictly enforced.**

The GCAF will not become involved in any franchise disputes.

**PAYMENT DEADLINES:**

Please sign and return this application/agreement along with full payment by July 5, 2024. Any application returned without full payment will be considered incomplete and your space may be rented to someone that has paid full price by the deadline of July 5, 2024. Please make all checks payable to the Garrett County Agriculture Fair Inc. If you have any questions, please do not hesitate to call.

Proof of insurance must be provided or an insurance fee of \$140.00 submitted by July 5, 2024, to be considered complete. A Maryland Trader's License must be available upon request during the fair.

If you do not meet these deadlines your application will be considered cancelled, and another vendor will fill the space. Sub-renting of any space is prohibited.

**Exhibitor Information and Application**

Exhibitor Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Contact Name: (Please Print) \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

**Indoor Per Space -**

Number of 10' X 12' spaces: \_\_\_\_\_ X \$275.00= \_\_\_\_\_

Insurance (if needed) \$140.00 \_\_\_\_\_ Yes \_\_\_\_\_ No

**Total Payment:** \_\_\_\_\_

**Location Preference:**

\_\_\_\_\_ Wall Side

\_\_\_\_\_ Center Aisle

\_\_\_\_\_ Either is acceptable

Approximate Total Size:

Frontage: \_\_\_\_\_ Depth: \_\_\_\_\_

Brief description of exhibit:

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In the event the GCAF does not approve your application, or no space is available, you will be notified, and your money returned.

The GCAF could be cancelled, in part or its entirety, or restrictions placed on vendors due to unforeseen circumstances, including pandemics, extreme weather or any other circumstance the GCAF deems appropriate. As a result of entering into this agreement, the vendor agrees to abide by any and all requirements as directed by the GCAF.

I have reviewed this agreement and agree to all the terms and conditions of this agreement.

Signature: \_\_\_\_\_

Return signed contract, proof of insurance or fee for insurance, and payment to:

Garrett County Agriculture Fair  
Attn: Chip Miller  
1109 Hutton Road  
Oakland MD 21550

Questions may be directed to Chip Miller at (301)616-9840 or via email at [chipmiller1972@icloud.com](mailto:chipmiller1972@icloud.com).

Updated May 4, 2024

## MT LAKE PARK FIELD OFFICE ACTIVITIES REPORT

May 2024 Report (Covers April 1 – April 30, 2024)

### Conservation Plans in Progress

**Valley of Hope** – F2717, T4388 – 340 acres

**Kevin Corbin** – F2937, T4645 – 58.04 acres

**\*Hauser** – F305, T135 – 187.53 acres

**\*Sines** – F170, T260 – 159.38 acres

**Dell Ridge Farms LLLP** – F305, T135 – 187.53 acres

**Tim Wells** – F937, T1089 – 198.40 acres

**Henry Smearman** – F2382, T4057 – 98 acres

**Custer** - F2869, T4607 – 5 acres

**Custer** – F2568, T4247 – 145 acres

**Custer** – F2779, T1287 and 4247 – 132 acres

**Robert Meekins** – F2304, T798

**Bender** – F2743, T3926 – 70.88 acres

**Andrew Rodeheaver** - F2890, T4590 and T4594 – 154 acres – (Jack & Terri Rodeheaver)

**Andrew Rodeheaver** – F2890, T4597 – 70 acres – (James Rodeheaver)

**Andrew Rodeheaver** – F2890, T4598 – 5 acres – (Christopher Hayhurst)

*(Note: There are multiple plans for Kolb Farms, Custer, and Rodeheaver. Waiting for all plans to be completed for producers before signing.)*

### Conservation Plans Signed from Last Time

**Ellen Housley** – F1020, T1174 – 226.15 acres

**Tammy Holler** – F193, T292 – 64.75 acres

**Larry Tichnell** – F782, T966 – 202.92 acres

## **Sediment Control Plans**

*(Required more than basic plan review: multiple reviews, site check, coach engineer, etc. \*\*)*

### **Submitted, Waiting for Fee**

#### **Timber Harvest:**

- Diller Timber Harvest – 24-0209 *(payment requested on 4-4 and 4-22. No response. Made contact with both owner and logging company.)*

#### **Commercial:**

- Freedom Ag & Energy – 23-0785
- \*\*Potomac Edison Mt Zion Crosscut – 24-0250

### **Under Review**

#### **Single Family:**

- Ranganathan – 24-0229

#### **Timber Harvest:**

- Harsh – 24-0302

#### **Commercial:**

- \*\*Southern Elementary School Phase 2 – 24-0167-2

### **Reviewed, Needs Revisions**

#### **Single Family:**

- McCord – 24-0291

#### **Timber Harvest:**

#### **Commercial:**

- \*\*Snowy Creek Bridge Replacement – 24-0208
- \*\*Shallmar Road Culvert Replacement – 24-0021
- \*\*P1A Solar Mt Zion Road – 22-0819

#### **Concept Plans:**

- Royal Farms
- Pugh Single Family
- C&C Property Management

- Friendsville Solar
- Fedor Storage Building
- RER Energy Solar - Beeman

## Reviewed and Approved

### Single Family:

- Canan – 24-0129
- Beck – 24-0193
- Domenick – 24-0206
- Diotte – 24-0233
- Holland – 24-0232
- Burgess – 24-0099
- Benn – 24-0270
- Lewis – 24-0279
- Bowser – 24-0168
- Craddock – 24-0121
- Bevins – 24-0039
- Lakeside Real Estate Ventures – 24-0085

### Timber Harvest:

- Tolson Mountain Farm

### Commercial:

- Cherry Glade Mennonite Temp Classrooms – 24-0087
- \*\*Southern Elementary School Phase I – 24-0167
- \*\*Backbone Solar Phase 1 Amendment 2 (MOD 3) – 23-0061-1
- \*\*Mt Lake Park Utilities Amended – 23-0768-2
- Bumble Bee RV Park – 24-0156
- \*\*Pivot Solar Bosley – 23-0263
- \*\*Grantsville Affordable Housing – 23-0649
- \*\*Wendy Ridge LLC – North Hill – 23-0791
- Loch Lynn Church of God Recreation – 24-0121
- Thousand Acres Golf Club – Cart Storage – 22-0552-2
- Enclave at Lodestone, LLC Amended – 22-0249
- Texas Eastern Transmission – 24-0194

**Practice Application** \*(NEW)

**Adam Bernard – F1518/T3979 – Survey, Design, I&E** – 561 Roofed HUA, 313 Roofed Ag Waste. Waiting for Sensitive Species return. Plans are finished. He is deciding if he wants to do cost-share on the building. Did site visit. Wants CREP.

**John Harvey - Survey & Design – F2356/T986** 614 Watering Facilities, 516 Pipeline Livestock, 578 Stream Crossing (1) 574 Spring Development. 614 Design is approved, 578 will be approved this week. Working on other 614 design.

**Phil Ferguson – F2821/T4522 – Survey & Design** – 313, 561, 382, 614 (Waste, Roofed HUA, Fence, Watering Facilities). Revised layout and multiple on-site soils investigations. Watering facility ActNow. 614 is under review. Preparing MACS application for 614. Producer is unable to pay due to his disability. He is trying to find a way. This needs to be put on hold indefinitely due to conflicts with payment while on disability.

**Hidden Hollow – Olin McKenzie – F2769/T4482 – Survey & Design. Awaiting Construction** – 313 Waste Storage Facility. Has a contract for EQIP. Have MACS appl. Looking for contractors. Needs an updated NM plan and an updated MACS appl.

**Annetta Enlow – F2775/T402 – Survey & Design** – 382 Fence. Waiting for Producer to complete fence to submit next round. Application submitted. MACS approved. Just waiting for completion check once fence is installed. Producer is searching for a contractor.

**Loren Bowser – F402/T474 – Survey & Design** – 578, 382 – Survey – 313, 561 (Waste, Roofed HUA Stream Crossing, Fence). Nutrient Management plan expired. MACS appl for exclusion fence needs signed. Updated plan with 313. Took paperwork to Loren to sign. He has not returned it. Still has had no contact with us and needs a Nutrient Management plan.

**Steve Sherrard – F649/T593 - I&E done, Survey, Design in process, should be ready summer/fall** – 313 Dry Stack Storage Structure, 561 Heavy Use Area. Plan is done. He wants to change the placement of the building. Meeting scheduled to go back to farm. Will need to change plan. Design nearing completion.

**Seth Fratz – F843/T820 – Survey, Being Designed** – 578 (Stream Crossing). Design needs redone because Dakota suggested different sites for crossing during site visit. 614 (Watering facility) almost complete. To go for review before next month. 614 design review uploaded. He has changed two trough locations. Will need to change design. East side approved. Wants to add more troughs. Design nearing completion.

**Sines Family Farm – F510/T576 – Ran Estimate MACS Cost Share – Under Construction– Fund under ActNow.** 313 Waste Storage, 561 Roofed HUA. Revised design needed. On site discussions with Jacob M (SC) & Dakota H. (CET). Some portions under Design, should be finished by March.. MACS claim completed. CAD down. Waiting for Dakota.

**Rodney Mackenzie – F2839/T4586 – Awaiting Construction** – 614 Watering Facilities

**Aaron Close – F899/T1040 – Design finished, waiting for approval** – 614 Watering Facilities FUNDING APPROVED. Uploaded. Jeff reviewed design. Needs revisions. Waiting for CAD.

**Shawn Broadwater – F1163/T1330 – Under Construction 313 & 561–614, 382 Survey and Design** -(Waste, Roofed HUA, Watering, Fence). Needs an updated Nutrient Management Plan. Application is ready to be signed. Needs updated NM Plan. For 313, is under contract. MACS 614 when he decides to put in a new trough.



**Jesse Merrill – F1326/T1412 – Survey & Design. MACS approved. Waiting to start.** 313 (Dry Stack). Can start building in 2-3 weeks. Producer is still trying to find finances. This one is dead. Producer not wanting to proceed because cannot find money to pay cost share.

**Valley of Hope – F2717/T4388 – Survey & Design** - 313 (Waste Storage) and 561 (Roofed HUA). Working on it in CAD. Visit second week of March. Also wants a liquid tank. Working on plan. Issues with him not wanting to use facility as planned. Clare did a Grazing Plan but needs revised.

**Andrew Rodeheaver – F2890/T4590 – Survey** - 313 (Waste Storage) and 561 (Roofed HUA). Plans finished. Ready to be signed. Warren setting up tour. 100 year flood plan sent to Warren for review.

**Kenton Bender – F2743/T3926 - I&E, Survey– Plan Complete, Design ongoing - Winter funding ActNow or MACS** -Additional Survey for 313 & 561 due to additional 362 Diversion above proposed site. For the 313 new survey added. Need more site visits. Last visit decided placement of livestock. Now need grazing sketch. Dakota needs to look at new pasture.

**Patrick Sines – F698/T815 – Under Construction** - ActNow Funding – 575 (Trails and Walkways) and 382 (Fence)

**Allen Wilhelm – F1243/T1482 – Survey & Design in Progress. Plan finished** – 575 Trails and Walkways. Has had site visit. Wants concrete walkway, fence below trough. Have to wait until dryer for another site visit.

**Paul Custer – F2568/T4246 – I&E, Survey & Design** - 614(Watering), 574 (Spring Development), 516 (Livestock Pipeline). Need Engineering approval. Waiting for Sensitive Species Review. Plan finished. Need to find out what all he wants to do first to send MACS app.

**Austin Cobb – Plan Complete. Kolb Farms Austin Home – Plan Complete.** Put off I&E and Survey until spring. MACS app for fence. Need site visit with Dakota. Waiting for NM plan to be sent down state.

**Scott Fike - F125/T193 – Plan & Design Complete.** Needs signed. Site visit complete. 313(Dry Stack). Design in progress. Plan signed and in Tracker. Needs another I&E visit.

**Andrew Sebold – F375/T3943/T3942 – Needs an updated plan.** Warren needs to visit. No place for livestock. 313 (Dry Stack), 516 (Livestock Pipeline). Need to update plan after Carl's site visit. Move building to upper location. Need to do I&E.

**Jason Smith – F1264/T1462 – Needs I&E.** Planning Starting. Started earlier and stopped due to loss of employment and divorce. Convert cropland to pasture and look at barn project. Is losing his current job. Wants grazing system and 313 (Dry Stack). Not sure if can proceed due to job lose.

**Andrew Dent – F2540/T4225 - I&E in progress** - 574 (Spring Development). Claire visited. Grazing Plan complete. Need to discuss paddocks, rotational grazing. Design finished. ActNow. Bulldog producer. Raises sheep to feed to bulldogs.

**Tammy Holler - F193/T292 and F2888/T4600 – Needs I&E and Plan.** Grazing system. Plan finished. Wants drinking posts, one per paddock. Is a sheep farm. Also 382 (fencing).

**Rolling Vale, Pud Miller – Conservation plan to be completed by March.** Claire visited in February. Wants fencing and water this fall.

**Todd Garlitz – F2576/T4255** – 578 (Stream Crossing). Site visit with Jeff complete. Design is approved for six years. Warren has approved. Needs to obtain a contractor.

**Melvin Custer – F2721/T4395** – Plan finished. Wants a solar well. Design close to review.

**Ian Reike – F184/T296** – F184/T296 – 313 (Dry Stack) 561 (Roofed HUA). **Under Construction.**

**Rick Eden – F1392/T1466** – F1392/T1468 – 313 (Dry Stack) 561 (Roofed HUA). **Survey.**

**Henry Smearman – F2382/T4057** – **Survey & Design Complete.** 313 (Dry Stack), 561 (Roofed HUA). Farm visit scheduled. Wants 561 (fencing), 574 (spring), 614 (watering facilities). Claire is doing a Grazing Plan. Plan should be completed by next month.

**Larry Tichnell – F782/T966** – 313 (Dry Stack) 516 (Roofed HUA). Need a visit from Warren. Recommend moving building location. Plan is complete. Building being resized.

**Robert Bender – F2743/T3926** – Plan finished

**Kevin Corbin – F2937/T4645** – Site visit completed. Waiting for FSA. Plan being completed. Wants 313 (Dry Stack) next year also stream fencing. Needs a grazing plan.

\***Dave Uphole** – Scheduling a visit. Very minimal livestock.

\***Brian Beitzel** – Possible pipeline

\***Jill Hauser** – Have had a farm visit. Wants to meet with Claire May 10. Interested in a walkway of 1600 to 1800' and potable water.

\***Annie Simco** – Starting to work with her. Wants numerous practices.

\***Bradley Rodeheaver** – Has 20 beef cattle. To begin plan.

\***Danny Kauffman** – Assigned a planner

\***Adam Sisler** – Assigned a Conservationist. Needs a grazing system. 20 acres. Wants water. Is on a reclaimed strip mine.

### EQIP 2024 Applications

**9 Applications for Syrup Energy Evaluations**

**18 High Tunnel applications**

**6 Grazing**

**7 Forestry**

**1 Wildlife**

**1 CPA 106**

**2 Fencing**

**Other Activities**

WIP Meeting – April 3

MACS Meeting – April 5

Tree and Bush Sale Distribution – April 15-18

Agricultural Preservation Advisory Board April 23

Envirothon Training – April 30

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## 2024 MASCD ANNUAL MEETING AGENDA

### Monday July 8

12 pm- 1:45 pm	<b>New Supervisor Orientation</b>
12 pm- 1:45 pm	<b>District Managers Meeting</b>
2 pm- 3 pm	<b>Area Meetings</b>
3:15 pm- 5 pm	<b>Board Meeting #1</b>
5:30-7:30 pm	<p style="text-align: center;"><b>Crab Feast Monday</b>  <b>(separate ticket required)</b></p> <p style="text-align: center;">Widgeon Pavilion, Horn Point Laboratory, 5475 Lovers Lane, Cambridge          Crab feast includes: Steamed crabs, fried chicken, cole slaw, potato salad, cornbread, corn on the cob, dessert plus all the fixings.</p>

### Tuesday, July 9

7 am- 8 am	<b>Breakfast</b>
8 am-9:30 am	<p style="text-align: center;"><b>Opening Session</b></p> <p>Keynote Speaker Brad Gingras (Superior Strategies) will talk about changes in the workplace and the importance of recognizing the value and differences in generations, as well as communication strategies for districts and partners.</p>
9:30 am-12 pm	<p style="text-align: center;"><b>Administrative Committee</b></p> <p>Agenda is still being developed- Check back for updates! Potential topics include:</p> <ul style="list-style-type: none"> <li>● Results of the District Survey and Available Resources for Districts</li> <li>● Roundtable Introductions for NRCS, MDA, FSA and MASCD Outreach Specialists</li> <li>● Maryland Legislative Updates</li> <li>● NRCS Leasing Requirements and Process</li> <li>● MDA Budget Forecast and Implications for Districts</li> <li>● IRA Funding Updates and Plans for Implementation</li> <li>● Small Farm Cover Crop Program and Urban Ag Updates</li> </ul>

12 pm-1 pm	<b>Lunch</b>
1:15 pm-4:30 pm	<p><b>Technical Committee Meeting</b></p> <p>Agenda is still being developed- Check back for updates! Potential topics include:</p> <ul style="list-style-type: none"> <li>• What's Ahead for WIP after 2025?</li> <li>• On-Farm Trials- Project Overview and First Results</li> <li>• Making Conservation a Part of Farm Business Planning</li> <li>• Small Ponds- What is MDE's Process for Review and Approval?</li> <li>• NRCS Areas- Overview and Benefits for SCDs and Cooperators</li> <li>• NRCS Update on Engineering Reviews and Project Approvals</li> <li>• Focus on Lower Shore: Saltwater Intrusion, Trends in Rainfall &amp; Flooding</li> </ul>
5:30 pm-6 pm	<b>Evening Reception</b>
5:30-7:30 pm	<b>Awards Banquet and Auction</b>

## Wednesday, July 10

7 am- 8 am	<b>Breakfast</b>
7 am- 8 am	<b>NRCS District Conservationists Meeting</b>
8:15 am- 10 am	<p><b>SSCC Training</b></p> <p>Brad Gingras (Superior Strategies) will return to take a deeper dive into how to recruit, retain and manage a multigenerational workforce.</p> <p>SSCC Training will also include an additional topic TBD.</p>
10 am- 11 am	<b>General Business Meeting</b>
11 am- 12 am	<b>Board Meeting #2</b>

Afternoon TBD	<p><b>CSP Information Session and Q&amp;A</b></p> <p>Additional information to come!</p>
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# Fruit Tree and Bush Sale

## Final Report

April 25, 2024

Total Orders 127 + sales at distribution

Bushes District Purchased – 511 - (507 sold, 4 black raspberry left)

Trees District Purchased – 515 – (514 sold, 1 gave away for Fair prize)

### **Costs:**

Bushes	\$2211.00
Trees	\$5668.28
Supplies	\$ 279.05
Refunded	\$ 60.00
Gas-Get Trees	\$ 128.25
Square	\$ 447.95
<b>Total Costs</b>	<b>\$8794.53</b>

### **Income:**

Tree & Bush Sales \$15,300.58

**Net Profit**                 **\$6506.05**

## Final Tree & Bush Sale Assessment

### **Top Sellers:**

Crimson Crisp Apple – 70 (Most sold)

Gold Rush Apple – 50

Yellow Transparent Apple – 50 (Most talked about)

Long John Plum – 41

Castleton Plum – 41

Bartlett Pear – 47 (Sold out early)

Montmorency Cherry – 37 (Most requested. Could have sold more if we had them.) This variety is self-pollinating. Would suggest we get it and one other cherry next year.

Bosc – 17 (Sold out early. 17 was all we could get.)

Blueberry 4 Pack with Succession Fruiting – 54 (Was very popular)

### **Trees with Less Appeal:**

Fuji, Gala, Autumn Crisp, Ruby Rush.

### **Tree and Bush Notes for Next Year:**

Need a unique tree like Pippin every year but need to change it up. Probably wouldn't sell much more Pippin next year. The story behind Pippin generated the interest. Need another tree with a stand-out background. Probably won't sell as many as our top sellers, but it generates a lot of hype for the sale.

Need at least 2 Antique varieties. Yellow Transparent was the most talked about tree we carried, and it was because it was an Antique, well-known, and well-loved. Would suggest we carry it again next year, and add 1 or two more well-loved antique varieties, like the Wolf River.

Just label raspberries as "black" or "red". The company substituted this year without telling us. Would relieve any problems in the future.

Bushes – Northland is a high/low bush blueberry for the extreme north. It didn't sell as well but people who wanted it only wanted it. Would suggest Chippewa for next year. Very similar but possibly better. Chippewa is one of the hardiest blueberries I have ever seen. Is a high/low at only 3 feet. Can't use in place of a high bush.

People didn't really like the size on the elderberries and raspberries. Make sure advertising clearly tells the size. Red Raspberries were taller, but maybe make sure they know they are in a small pot and are only about 3" to 4" high.

## **Notes for Next Year:**

Make up labels in advance for bushes. Few of them came marked.

Make sure to have the following: Trash bags for trees, twine to bundle trees, Soil Moist to dip trees, trash can to dip trees, labels for trees from company, our labels for bushes, buckets with soil if we decide to keep any trees for anything else like the Native Plant festival. Hose to water bushes. Main order list to track who picked up and what they ordered. Yellow plastic ribbons to tie around trees and bushes with name. A canopy or tent.

We paid extra for tree tags but was worth it.

When packing orders, do not use the actual order forms. They are deceiving. Make up a packing list or packing forms ahead of distribution.

Trees are bare root, and they need to be dipped in Soil Moist right away after receiving. Keep in mind that a crew may need to stay into the evening to dip and pack trees the day of pick up.

We needed the day between pick up and distribution even though trees were dipped and packed the day of pick up. Could possibly start distribution the second day in the evening, but need that day to resolve problems and pack bush orders.

We could have sold quite a few more trees the day of distribution. We only had 3 left that day because we got a lot of orders right before distribution. Could also have sold blueberries. Raspberries and Elderberries did not go as well at distribution because of their size.

Could use two trailers to put the trees in. We needed the trailers to keep the sun off the tree roots. Otherwise, we had to move them throughout the day. They were jammed in only one trailer, so it was harder to get to people's orders. If we had two trailers that size it would have worked very well. Trees were taller than trailer but were okay with tops slightly bent. Trailer this year came from Dorsey Guard. Miranda used her trailer to pick up.

In the email and texts, the week ahead of pick up, tell them that if they do not pick up as arranged, we will give away the order, and they will not get a refund. Make sure that is on the site again. Also, let them know that the trees are bareroot, and we are not responsible if trees do not grow if they are picked up later than expected.

If the weather is nice, the tree dip only lasts around two days.

## **Things that worked well this year:**

Packed all the trees together for an order. Exception was if there were way too many to pack together. Tied the whole bunch with twine, dipped them, and put in one trash bag, tied with twine.

Put bushes in alphabetical order so we could find them easily. Need to label them with type of bush. Many people do not know what they are looking at.

Put yellow plastic ribbon around each tree order and each bush order with the name.

Email people a month ahead, a week ahead, and a day ahead. Also text them because some people never get their email.

A canopy is needed because of both rain and sun. We need to keep paperwork dry.





Quote

Caron East, Inc.  
 429 N. Mechanic Street  
 Cumberland, MD 21502  
 (301) 724-4490

Order Number: 0076166  
 Order Date: 4/25/2024

Salesperson: 0002  
 Customer Number: 00-0000666

**Sold To:**

Garrett Soil Conservation District  
 1916 Maryland Hwy. Suite C  
 Mt. Lake Park, MD 21550

**Ship To:**

Garrett Soil Conservation District  
 1916 Maryland Hwy. Suite C  
 Mt. Lake Park, MD 21550

**Confirm To:**

Seth Metheny

**Telephone:**

(301) 501-5886

<b>Customer P.O.</b>	<b>Ship VIA</b>	<b>F.O.B.</b>	<b>Terms</b>
	NONE		Net 30 Days

Item Number	Unit	Ordered	Shipped	Back Order	Price	Amount
/GPS 100 HOURS		1.00	0.00	0.00	870.00	870.00
GPS Network 100 hours						

Net Order: 870.00  
 Less Discount: 0.00  
 Freight: 0.00  
 Sales Tax: 0.00  
**Order Total:** 870.00