

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

**May 21, 2024**

### **Garrett Soil Conservation District Board Room**

#### **Participants**

- Smokey Stanton, Board Chair
- Kristen Enlow, Board Vice Chair, Treasurer
- William Buckel, Board Member (Virtual)
- Butch Helbig, Board Member, Assistant Treasurer
- Nevin Sines, Board Member
- Seth Metheny, District Manager (DM)
- Jeannie Frazee, Administrative Assistant
- Preston Sharps, Financial Advisor for First United (First 20 minutes)
- Jared Jones, Truist (Second 20 minutes)

#### **Meeting Topics**

- Certification of Quorum
- Call to Order
- Introduction of Guests: Preston Sharps and Jared Jones
- Approval/Correction of April 16, 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 7:04 pm. All board members were present. (William Buckel joined via Google Meet). Chad Bucklew from the NRCS was not present.

#### **Introduction of Guests**

Preston Sharps from First United Wealth Management joined the meeting to give a presentation about his financial services involving CD's and Money Market

Preston left an information packet and contact information. Smokey advised him that the Board could have questions later. Preston left the meeting at 7:21 pm.

Jared Jones entered the meeting at 7:22 pm. Jared Jones is representing Truist bank. His presentation was on CD's and Money Market. Jarret passed out papers with current rates. The Board can reach out to him at any time, and he will provide current rates.

Butch commented that Preston was offering four different banks plus staggering the CD's. This is what Financial Advisors say to do. He feels that there is less risk that way. He also wants some of the money to be placed so that it is liquid.

Nevin said that he likes the five-month CD because of the rate. But when it expires the next rate could be less than the rates of the longer ones now.

The rest of the meeting started at 7:40 pm.

### **Approval/Correction of the April 16, 2024, Minutes**

Nevin stated that he had not gotten his packet. It was mailed to him the previous Thursday. The mail goes to Baltimore and back. There were no questions or comments about the minutes. Nevin Sines made a motion to accept the minutes as written. Kristen Enlow seconded the motion. The motion passed.

### **Treasurer's Report**

#### Financial Report Quarterly & YTD

Seth Metheny noted that the current column says April, while the others are quarterly columns. Income for April was from the MDA CBTF, the MDA General Fund, E&S fees, and the Tree Sale. Expenses were for Office Supplies, the phones, NACD, WMRC&D, Envirothon, Boals, and E&S for Randy. The District purchased camp shovels to present to the winning Envirothon team.

Smokey asked if it is true that all the income coming into the District is stored in bank accounts and the Money Market account. Seth stated that it all goes into the checking accounts. None goes into Money Market.

Seth suggested that the financial report for FY25 should be split into 4 separate budgets. It is too confusing as it is now. Nevin agreed that it is confusing now. William Buckel commented that it looks like the income from the Tree Sale and E&S now has the District in a positive balance. He asked if the amount is close to covering the deficit. Seth replied that it is close. Butch Helbig asked for clarification of Boal's bill. Seth explained that it is paying for him to do Jeannie's payroll and to process taxes. It does not pay for taxes.

#### District's Operations Spending Report

Seth went over the Operations Spending Report.

Nevin commented that he is happy with his trees. They already have a lot of blooms. Kristen said that hers did as well. William had sent out an email to the Board complimenting the trees.

#### April Income Statement

Seth explained the April Income Statement. Total Revenue is \$31,893.07. Expenditures were \$15,738.46. There was a \$16,154.61 net surplus.

#### FY24 MDA General Fund April Statement

Seth went over the FY24 MDA General Fund April statement.

#### April Brinker Statement

The Board had asked to see the Brinker statement in the packets. It was included. Seth briefly explained the statement. Brinker lost over \$5000 last month. Butch Helbig expressed his distain regarding the amount of money the account is losing in fees to Brinker.

William Buckel made a motion to approve the Financial Quarterly and YTD Report, the District Operations Spending Report, the April Income Statement, and the FY24 MDA General Fund Statement. Kristen Enlow seconded the motion. The motion passed.

#### **Chairman's Report**

Smokey Stanton said that he had gotten the corporate resolution from Daniel Norris that will be needed to pull the money out of Brinker. He said that the Board needs to take care of it before leaving. Seth asked if the District should go ahead and pull the money out now and put it in the Money Market at 4%. Smokey replied that the District should not because the District does not yet know where the money will be going.

Smokey stated that the Board needs to go into Executive Session at the end of the meeting.

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

##### FY25 MDA General Fund MOU

Seth went over the MOU. It is mostly the same wording as the goals set by the MDA for Best Management Practices.

Smokey asked if remote work is required. Seth said that the ones who want to work remotely have already been approved. The District Manager does not have a standard telework schedule but can telework with prior approval from his supervisor.

Smokey stated that in the packet was what looked like a draft budget. Seth replied that it is a draft budget, and he asked the Board to look over the MOU's and be prepared to sign them next month.

Smokey asked what the District needs to do for the \$27,000 with regard to the Annual Work Plan. Seth replied that the District needs to work toward MDA's goals. He went over the District's requirements as stated in the MOU. Smokey asked if for the Work Plan the District can use these goals and its local priorities. There were no other questions.

### FY25 MDA CBTF MOU

Seth went over the MDA CBTF MOU. Both MOU's are similar.

The total amount for the FY25 MDA CBTF MOU is \$27547.00.

### MACS Authorized Signature

For MACS cost-share the District Manager is authorized to sign, and the alternate Seth is requesting is Jarrod Sisler. The District Conservationist is the authorizing technician and Chad has selected Craig Zimmermann as the alternate. Craig was retired from MDA and came back with NRCS. The Board will need to sign their approval for these selections. Seth Metheny asked the Board's approval for Jarrod Sisler to be the designated alternate for MDA and Craig Zimmermann to be the designated alternate technician. Kris Enlow made a motion for Jarrod Sisler to be the designated alternate for MDA and Craig Zimmerman to be the designated alternate technician. Butch Helbig seconded. The motion passed.

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

Chad was unable to be at the meeting. He drafted a letter which Seth read to the Board.

There are 18 new contracts and one not quite complete. These contracts are for high tunnels, energy audits and grazing. The value of these contracts is approximately \$269,000.

### **New Business**

#### FY25 Garrett SCD Budget

Seth divided the District's financials into four different budgets: MDA General Fund, E & S, Administrative Assistant, and Local. Seth went over all four budget recommendations. Smokey asked if there is a deadline for the Board to decide. Seth said that he thinks the Board would want to do it before July. Smokey explained that Seth has given a recommended income and chart of expenditures, but the Board will need to fine-tune them.

Smokey noted that the Board will need a special meeting for the Budget.

Butch asked about Caron East. Nevin asked if the Board needs to decide whether to continue with Boals for payroll. Seth replied that, yes, the Board will need to determine if they want to continue with Boals, find someone else, or purchase Quickbooks online. It can be done in-house but a Board member would need to be involved to approve timesheets.

Smokey asked if a time could be identified for the special meeting. It was decided that the special meeting will be on Tuesday, June 4 at 7:00 pm.

### 2024 Garrett County Fair

Seth directed the Board's attention to the Exhibitor Application in the Board packet. It is \$275 for a 10x12 space, plus \$140.00 for insurance for a total of \$415.00. Smokey asked the amount that is in the budget for the Fair. Seth replied that it will need to be paid with next year's budget. There were no objections. The District was approved to send in the application and payment for the 2024 Garrett County Fair Booth.

### Activity Report

Seth went over the Activity Report.

### **Old Business**

#### MASCD Annual Meeting Late Registration Deadline, June 14

Late registration is a week away. William has already registered. Smokey encouraged other members to go. Seth let members know that they do not have to attend the whole thing if they do not want to do so. They can attend only one or two days.

#### Scholarship Update

There were nine applications. Smokey suggested that the Board not try to jam the decision into the meeting tonight. Butch suggested that all the Board members look through the applications and pick their top choices.

#### Tree Sale Update

Jeannie gave an overview of the Tree Sale. There were 127 orders plus what was sold at distribution. 511 were bushes and 517 trees. One of those trees was given away for the Fair drawing. Total costs were \$8794.53. Income was \$15,300.58. Net profit was \$6506.05. The Board expressed their gratitude to the entire staff for everything they did with the Tree Sale. Kristen Enlow asked that it be included in the minutes that the Board is very appreciative of the efforts of the staff to make the Tree and Bush sale a success.

#### Caron East Invoice

Seth stated that he reached out to Caron East, and they have given him a new invoice for \$870 for 100 hours instead of the unlimited yearly service. Smokey said that if the District doesn't spend the money, it becomes available for another need. Smokey asked Seth where the bill came from. Seth answered that it came from Caron East. Smokey asked who told them to send the bill. Seth answered that it was probably their secretary who has retired. Caron East has worked with the District in the past on survey equipment. William Buckel had sent an email saying that the software is needed with the equipment for mapping. Therefore, it may be necessary to pay for the subscription. Smokey asked if it is in the budget. Seth replied that it is not because the original subscription was wrapped into the purchase. Butch asked if the District could piggyback on anyone. Seth replied that he did not think that is an option. Butch also asked

if the District could pay per hour instead of buying 100 hours. Seth said that he would reach out to Caron East to find out if the District can do “pay as you go” or if it is cheaper to buy the 100 hours, and to find out if the 100 hours has an expiration.

Nevin Sines made a motion that the regular meeting end and the Board go into Executive Session. Kristen Enlow seconded the motion. The regular meeting ended at 9:25 pm.

Seth Metheny and Jeannie Frazee were asked to leave the room. No reason was stated by the Board for the Executive Session.