

Garrett Soil Conservation District

Supervisor's Meeting Agenda

June 18, 2024 Board Meeting at 7 PM

1. Certification of Quorum
2. Call to Order
3. Introduction of Guests:
 - 7:00 John Rose
 - 7:20 Maggie Roby
4. Approval/Correction of May 21, 2024 Minutes
5. **Treasurer's Report**
 - Brinker May Statement
 - **District's Operational Spending Report**
 - May Income Statement
 - **FY24 MDA General Fund May statement**
 - **Financial Report Quarterly & YTD**
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
 - Activity Report
10. Old Business
 - **Scholarship Rubric**
 - Caron East Invoice
 - **Brinker**
11. Public Comment

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 Buckel 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.

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 due to a family emergency. 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

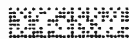
Jeannie gave an overview of the Tree Sale. There were 127 orders plus what was sold at distribution. 511 were bushes and 517 trees. One of those trees was given away for the Fair drawing. Total costs were \$8794.53. Income was \$15,300.58. Net profit was \$6506.05. The Board expressed their gratitude 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. 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.



ENV# CEBQJGVKBBBBZDP_BBBBB
BRINKER CAPITAL SECURITIES, LLC
1055 WESTLAKES DRIVE
SUITE 250
BERWYN, PA 19312



SP 03 108894 28369H 300 ASNGLP
GARRETT SOIL CONSERVATION DIST
1916 MARYLAND HWY STE C
MT LAKE PARK MD 21550

STATEMENT FOR THE PERIOD MAY 1, 2024 TO MAY 31, 2024

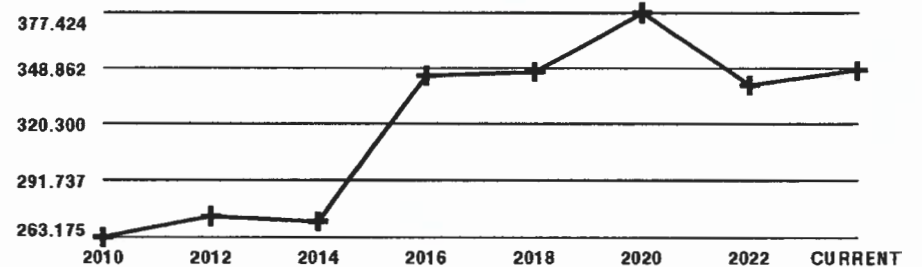
SUMMARY OF ACCOUNTS

BEGINNING VALUE OF YOUR PORTFOLIO	\$344,277.07
TOTAL VALUE OF YOUR PORTFOLIO as of May 31, 2024	\$347,983.93

Note: This summary is provided for your convenience and information only. Total Value of Your Portfolios is the sum of the Total Value for all accounts listed, including insurance and annuities assets held away. Please refer to your account statements for more detailed information and definitions. Changes in address and registration may affect accounts included in the summary.

CHANGE IN VALUE OF YOUR PORTFOLIOS

\$ thousands



Change In Value Of Your Portfolios information can be found in Miscellaneous Footnotes at the end of this statement.

ENV# CEBQJGVKBBBBZDP_BBBBC
 BRINKER CAPITAL SECURITIES, LLC
 1055 WESTLAKES DRIVE
 SUITE 250
 BERWYN, PA 19312



GARRETT SOIL CONSERVATION DIST
 1916 MARYLAND HWY STE C
 MT LAKE PARK MD 21550

STATEMENT FOR THE PERIOD MAY 1, 2024 TO MAY 31, 2024

GARRETT SOIL CONSERVATION DIST - Corporation
 Account Number: BV4-020397

Separate Acc't Manager: GLENMEDE INVESTMENT MGMT, LP
 Investment Discipline: FIXED INCOME INT G/C

BEGINNING VALUE OF YOUR PORTFOLIO	\$344,276.34
TOTAL VALUE OF YOUR PORTFOLIO	\$347,983.19

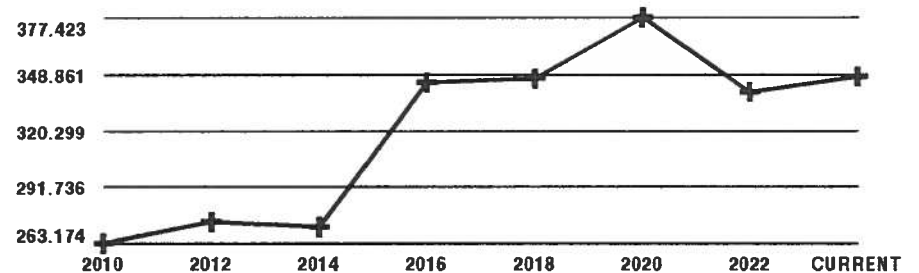
YOUR FINANCIAL PROFESSIONAL IS **For questions about your accounts:**
 DANIEL NORRIS National: 301 733 3733
 RR#: A57

FOR YOUR INFORMATION

Your quarterly trade confirmation is available now at
<https://clients.brinkercapital.com/nfaccessonline.aspx>
 You may elect to receive a paper copy of your quarterly trade confirmation at your address of record.
 Please contact Brinker to update your quarterly trade confirmation preferences.

CHANGE IN VALUE OF YOUR PORTFOLIO

\$ thousands



Change In Value Of Your Portfolio information can be found in Miscellaneous Footnotes at the end of this statement.

Account carried with National Financial Services LLC, Member
 NYSE, SIPC



Statement for the Period May 1, 2024 to May 31, 2024

GARRETT SOIL CONSERVATION DIST - Corporation
Account Number: BV4-020397

Separate Acc't Manager: GLENMEDE INVESTMENT MGMT, LP
Investment Discipline: FIXED INCOME INT G/C



Account Overview *continued*

MESSAGES AND ALERTS

All inquiries or complaints regarding your account or the activity therein should be directed to Brinker Capital Securities, LLC., 1055 Westlakes Dr., Suite 250, Berwyn, PA 19312, 800-333-4573

Advisory services offered through Orion Portfolio Solutions DBA Brinker Capital Investments. Copies of the current form ADV Part 2A, Form CRS, and Privacy Policy can be found at Orion.com. If you would like a physical copy of these important documents, please call 800.379.2513. Additional information is available at the Investment Adviser Public Disclosure website at www.adviserinfo.sec.gov by searching CRD number 107975 or SEC File Number 801 57265.

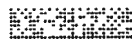


Statement for the Period May 1, 2024 to May 31, 2024

GARRETT SOIL CONSERVATION DIST - Corporation
Account Number: BV4-020397Separate Acc't Manager: GLENMEDE INVESTMENT MGMT, LP
Investment Discipline: FIXED INCOME INT G/CHOLDINGS > FIXED INCOME *continued*

Description	Symbol/Cusip Account Type	Quantity	Estimated Price on 05/31/24	Estimated Current Market Value	Estimated Annual Income
FEDERAL NATL MTG ASSN NOTE 2.62500%	3135G0ZR7	<i>continued</i>			
MOODY'S Aaa /S&P AA+ CPN PMT SEMI-ANNUAL ON MAR 06, SEP 06 Next Interest Payable: 09/06/24 Accrued Interest \$142.55					
UNITED STATES TREAS SER BM-2024 4.25000%	91282CGD7	10,000	\$99.377	\$9,937.70	\$425.00
12/31/2024 NTS NOTE CASH MOODY'S Aaa CPN PMT SEMI-ANNUAL ON JUN 30, DEC 30 Next Interest Payable: 06/30/24 Accrued Interest \$178.64					
UNITED STATES TREAS SER AK-2025 1.50000%	91282CDZ1	15,000	\$97.396	\$14,609.40	\$225.00
02/15/2025 NTS NOTE CASH MOODY'S Aaa CPN PMT SEMI-ANNUAL ON AUG 15, FEB 15 Next Interest Payable: 08/15/24 Accrued Interest \$66.14					
FEDL NATL MTG ASSN SER BENCHMARK	3135G03U5	20,000	\$96.047	\$19,209.40	\$125.00
0.62500% 04/22/2025 CASH MOODY'S Aaa /S&P AA+ CPN PMT SEMI-ANNUAL ON OCT 22, APR 22 Next Interest Payable: 10/22/24 Accrued Interest \$13.54					
FEDL HOME LN MTG CRP SER REFERENCE	3137EAEU9	5,000	\$94.833	\$4,741.65	\$18.75
0.37500% 07/21/2025 CASH MOODY'S Aaa /S&P AA+ CPN PMT SEMI-ANNUAL ON JAN 21, JUL 21 Next Interest Payable: 07/21/24 Accrued Interest \$6.77					
FEDL HOME LN MTG CRP SER BENCHMARK	3137EAEX3	15,000	\$94.086	\$14,112.90	\$56.25
0.37500% 09/23/2025 CASH					

Account carried with National Financial Services LLC, Member
NYSE, SIPC

**Statement for the Period May 1, 2024 to May 31, 2024**GARRETT SOIL CONSERVATION DIST - Corporation
Account Number: BV4-020397Separate Acc't Manager: GLENMEDE INVESTMENT MGMT, LP
Investment Discipline: FIXED INCOME INT G/C**HOLDINGS > FIXED INCOME** *continued*

Description	Symbol/Cusip Account Type	Quantity	Estimated Price on 05/31/24	Estimated Current Market Value	Estimated Annual Income
FEDL NATL MTG ASSN SER BENCHMARK MOODY'S Aaa /S&P AA+ CPN PMT SEMI-ANNUAL ON APR 08, OCT 08 Next Interest Payable: 10/08/24 Accrued Interest \$27.60	3135G05Y5	<i>continued</i>			
UNITED STATES TREAS SER E-2028 2.87500% 08/15/2028 NTS NOTE MOODY'S Aaa CPN PMT SEMI-ANNUAL ON FEB 15, AUG 15 Next Interest Payable: 08/15/24 Accrued Interest \$211.28	9128284V9 CASH	25,000	\$93.625	\$23,406.25	\$718.75
UNITED STATES TREAS SER E-2029 1.62500% 08/15/2029 NTS NOTE MOODY'S Aaa CPN PMT SEMI-ANNUAL ON FEB 15, AUG 15 Next Interest Payable: 08/15/24 Accrued Interest \$47.77	912828YB0 CASH	10,000	\$86.844	\$8,684.40	\$162.50
FEDERAL HOME LN MTG CORP NOTE 6.75000% 09/15/2029 MOODY'S Aaa /S&P AA+ CPN PMT SEMI-ANNUAL ON MAR 15, SEP 15 Next Interest Payable: 09/15/24 Accrued Interest \$285.00	3134A3U46 CASH	20,000	\$110.198	\$22,039.60	\$1,350.00
FEDERAL NATL MTG ASSN NOTE 7.25000% 05/15/2030 MOODY'S Aaa /S&P AA+ CPN PMT SEMI-ANNUAL ON NOV 15, MAY 15 Next Interest Payable: 11/15/24 Accrued Interest \$16.11	31359MFP3 CASH	5,000	\$113.684	\$5,684.20	\$362.50
FEDL NATL MTG ASSN SER BENCHMARK 0.87500% 08/05/2030	3135G05Q2 CASH	20,000	\$80.062	\$16,012.40	\$175.00

Account carried with National Financial Services LLC, Member
NYSE, SIPC

Statement for the Period May 1, 2024 to May 31, 2024

GARRETT SOIL CONSERVATION DIST - Corporation
Account Number: BV4-020397Separate Acc't Manager: GLENMEDE INVESTMENT MGMT, LP
Investment Discipline: FIXED INCOME INT G/CHOLDINGS > FIXED INCOME *continued*

Description	Symbol/Cusip Account Type	Quantity	Estimated Price on 05/31/24	Estimated Current Market Value	Estimated Annual Income
FEDERAL HOME LN MTG CORP NOTE 6.25000% 3134A4KX1 <i>continued</i>					
MOODY'S Aaa /S&P AA+					
CPN PMT SEMI-ANNUAL					
ON JUL 15, JAN 15					
Next Interest Payable: 07/15/24					
Accrued Interest \$354.17					
<hr/>					
UNITED STATES TREAS SER E-2032 2.75000%	91282CFF3	15,000	\$88.082	\$13,212.30	\$412.50
08/15/2032 NTS NOTE CASH					
MOODY'S Aaa					
CPN PMT SEMI-ANNUAL					
ON FEB 15, AUG 15					
Next Interest Payable: 08/15/24					
Accrued Interest \$121.26					
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UNITED STATES TREAS SER B-2033 3.50000%	91282CGM7	5,000	\$92.848	\$4,642.40	\$175.00
02/15/2033 NTS NOTE CASH					
MOODY'S Aaa					
CPN PMT SEMI-ANNUAL					
ON AUG 15, FEB 15					
Next Interest Payable: 08/15/24					
Accrued Interest \$51.44					
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UNITED STATES TREAS SER E-2033 3.87500%	91282CHT1	10,000	\$95.297	\$9,529.70	\$387.50
08/15/2033 NTS NOTE CASH					
MOODY'S Aaa					
CPN PMT SEMI-ANNUAL					
ON FEB 15, AUG 15					
Next Interest Payable: 08/15/24					
Accrued Interest \$113.91					
<hr/>					
Total U.S. Treasury / Agency Securities		360,000		\$343,111.04	\$10,108.75
Total Fixed Income		360,000		\$343,111.04	\$10,108.75
Total Securities				\$343,111.04	\$10,108.75
TOTAL PORTFOLIO VALUE				\$347,983.19	\$10,108.75

Account carried with National Financial Services LLC, Member
NYSE, SIPC

Statement for the Period May 1, 2024 to May 31, 2024GARRETT SOIL CONSERVATION DIST - Corporation
Account Number: BV4-020397Separate Acc't Manager: GLENMEDE INVESTMENT MGMT, LP
Investment Discipline: FIXED INCOME INT G/C**ACTIVITY** *continued*

	Amount
TOTAL TAXES, FEES AND EXPENSES	(\$330.64)

Interested Parties Information

Copies of this statement have been sent to :

Daniel Norris
New England Securities
1260 Maryland Ave. Suite 106
Hagerstown MD 21740

Miscellaneous Footnotes

CHANGE IN VALUE OF YOUR PORTFOLIO is the change in market value of your portfolio assets over the time period shown. The portfolio assets include the market value of all the securities in the account, plus insurance and annuity assets if applicable. The time frame of the graph is from account opening or September 2010, whichever is later, to the current period. Please note that large increases and/or declines in the change in the value of the portfolio can be due to additions, distribution and/or performance.

CHANGE IN VALUE reflects appreciation or depreciation of your holdings due to price changes plus any activity not reflected within Additions and Withdrawals, Misc. & Corporate Actions, Income, Taxes, Fees and Expenses, and Other Activity sections. Change in Value does not reflect activity related to assets in which NFS is not the custodian (e.g. Insurance and Annuities, Assets Held Away and Other Assets Held Away).

CALLABLE SECURITIES LOTTERY - When street name or bearer securities held for you are subject to a partial call or partial redemption by the issuer, NFS may or may not receive an allocation of called/redeemed securities by the issuer, transfer agent and/or depository. If NFS is allocated a portion of the called/redeemed securities, NFS utilizes an impartial lottery allocation system, in accordance with applicable rules, that randomly selects the securities within customer accounts that will be called/redeemed. NFS' allocations are not made on a pro rata basis and it is possible for you to receive a full or partial allocation, or no allocation. You have the right to withdraw uncalled fully paid securities at any time prior to the cutoff date and time established by the issuer, transfer agent and/or depository with respect to the partial call, and also to withdraw excess margin securities provided your account is not subject to restriction under Regulation T or such withdrawal will not cause an undermargined condition.

PRICING INFORMATION - Prices displayed are obtained from sources that may include pricing vendors, broker/dealers who clear through NFS and/or other sources. Prices may not reflect current fair market value and/or may not be readily marketable or redeemable at the prices shown.

FOREIGN EXCHANGE TRANSACTIONS - Some transaction types necessitate a foreign currency exchange (FX) in order to settle. FX transactions may be effected by Fidelity Forex, LLC. on a principal basis. Fidelity Forex, LLC., an affiliate of NFS, may impose a commission or markup on the prevailing interbank market price, which may result in a higher price to you. Fidelity Forex, LLC. may share a portion of any FX commission or markup with NFS. More favorable rates may be available through third parties not affiliated with NFS. The rate applicable to any transaction involving an FX is available upon request through your broker-dealer.

GLOSSARY Short Account Balances - If you have sold securities under the short sale rule, we have, in accordance with regulations, segregated the proceeds from such transactions in your Short Account. Any market increases or decreases from the original sale price will be marked to the market and will be transferred to your Margin Account on a weekly basis. **Market Value** - The Total Market Value has been calculated out to 9 decimal places but the individual unit price is displayed in 5 decimal places. The Total Market Value represents prices obtained from various sources, may be impacted by the frequency in which such prices are reported and such prices are not guaranteed. Prices received from pricing vendors are generally based on current market quotes, but when such quotes are not available the pricing vendors use a variety of techniques to estimate value. These estimates, particularly for **fixed income securities**, may be based on certain minimum principal amounts (e.g. \$1 million) and may not reflect all of the factors that affect the value of the security, including liquidity risk. In certain situations, a price may be derived from a single broker quote. The prices provided are not firm bids or offers. Certain securities may reflect "N/A" or "unavailable" where the price for such security is generally not available from a pricing source. The Market Value of a security, including those

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NFS carries your brokerage account and acts as your custodian for funds and securities that are deposited with NFS by you or your broker-dealer. In addition to your initial contact with your broker-dealer you may contact NFS at (800) 801-9942. Any oral communications regarding inaccuracies or discrepancies should be reconfirmed in writing to protect your rights, including those under the Securities Investor Protection Act ("SIPA"). When contacting either your broker-dealer or NFS, remember to include your entire brokerage account number to ensure a prompt reply.

ADDITIONAL INFORMATION Free credit balances ("FCB") are funds payable to you on demand. FCB are subject to open commitments such as uncleared checks and exclude proceeds from sales of certificated securities without delivery of the certificate. If your FCB is swept to a core position, you can liquidate the core position and have the proceeds sent to you or held in your account subject to the terms of your account agreement. Required rule 10b-10(a) information not contained herein will be provided on written request. Fidelity may use this free credit balance in connection with its business, subject to applicable law.

Credit Adjustment Program. Accountholders receiving payments in lieu of qualified dividends may not be eligible to receive credit adjustments intended to help cover additional associated federal tax burdens. NFS reserves the right to deny the adjustment to any accountholder and to amend or terminate the credit adjustment program.

Options Customers. Each transaction confirmation previously delivered to you contains full information about commissions and other charges. If you require further information, please contact your broker-dealer. Assignments of American and European-style options are allocated among customer short positions pursuant to a random allocation procedure, a description of which is available upon request. Short positions in American-style options are liable for assignment at any time. The writer of a European-style option is subject to exercise assignment only during the exercise period. You should advise your broker-dealer promptly of any material change in your investment objectives or financial situation. **Splits, Dividends, and Interest.** Expected stock split, next dividend payable, and next interest payable information has been provided by third parties and may be subject to change. Information for certain securities may be missing if not received from third parties in time for printing. NFS is not responsible for inaccurate, incomplete, or missing information. Please consult your broker-dealer for more information about expected stock split, next dividend payable, and next interest payable for certain securities.

Equity Dividend Reinvestment Customers. Shares credited to your brokerage account resulted from transactions effected as agent by either: 1) Your broker-dealer for your investment account, or 2) through the Depository Trust Company (DTC) dividend reinvestment program. For broker-dealer effected transactions, the time of the transactions, the exchange upon which these transactions occurred and the name of the person from whom the security was purchased will be furnished upon written request. NFS may have acted as market maker in effecting trades in "over-the-counter" securities.

Retirement Contributions/Distributions. A summary of retirement contributions/distributions is displayed for you in the activity summary section of your statement. **Income Reporting.** NFS reports earnings from investments in Traditional IRAs, Rollover IRAs, SEP-IRAs and, Keoghs as tax-deferred income. Earnings from Roth IRAs are reported as tax-free income, since distributions may be tax-free after meeting the 5 year aging requirement and certain other conditions. **A financial statement** of NFS is available for your personal inspection at its office or a copy of it will be mailed to you upon your written request.

Statement Mailing. NFS will deliver statements by mail or, if applicable, notify you by e-mail of your statement's availability, if you had transactions that affected your cash balances or security positions held in your account(s) during the last monthly reporting period. At a minimum, all brokerage customers will receive quarterly statements (at least four times per calendar year) as long as their accounts contain a cash or securities balance.

Sales Loads and Fees. In connection with (i) access to, purchase, sale, exchange or redemption of, and/or maintenance of positions in mutual funds, ETFs and other investment products such as alternative investments or private placements ("funds") or (ii) infrastructure needed to support such funds, some funds, or their investment

priced at par value, may differ from its purchase price and may not closely reflect the value at which the security may be sold or purchased based on various market factors. Investment decisions should be made only after consulting your broker-dealer.

Estimated Annual Income (EAI) & Estimated Yield (EY) - EAI for fixed income is calculated using the coupon rate. For all other securities, EAI is calculated using an indicated annual dividend (IAD). The IAD is an estimate of a security's dividend payments for the next 12 months calculated based on prior and/or declared dividends for that security. EY reflects only the income generated by an investment and not changes in its price which may fluctuate. Interest and dividend rates are subject to change at any time and may be affected by current and future economic, political and business conditions. EAI and EY are estimates only and may include return of principal and/or capital gains, which would render them overstated. EAI and EY are provided for informational purposes only and should not be used or relied on for making investment, trading or tax decisions. EAI and EY are based on data obtained from information providers believed to be reliable, but no assurance can be made as to accuracy, timeliness or completeness.

affiliates, pay your introducing broker dealer and/or NFS sales loads and 12b-1 fees described in the Offering Materials as well as additional compensation for shareholder services, start-up fees, platform support and maintenance, and marketing, engagement and analytics programs. Additional information about the source(s) and amount(s) of compensation as well as other remuneration received by FBS or NFS will be furnished to you upon written request. At time of purchase fund shares may be assigned a load, transaction fee or no transaction fee status. At time of sale, any fees applicable to your transaction will be assessed based on the status assigned to the shares at time of purchase. **Margin.** If you have applied for margin privileges and been approved, you may borrow money from NFS in exchange for pledging the assets in your account as collateral for any outstanding margin loan. The amount you may borrow is based on the value of securities in your margin account, which is identified on your statement. If you have a margin account, this is a combined statement of your margin account and special memorandum account other than your non-purpose margin accounts maintained for you under Section 220.5 of Regulation T issued by the Board of Governors of the Federal Reserve Board. The permanent record of the separate account, as required by Regulation T, is available for your inspection upon request.

NYSE and FINRA. All transactions are subject to the constitution, rules, regulations, customs, usages, rulings and interpretations of the exchange market and its clearing house, if any, where the transactions are executed, and of the New York Stock Exchange (NYSE) and of the Financial Industry Regulatory Authority ("FINRA"). The FINRA requires that we notify you in writing of the availability of an investor brochure that includes information describing FINRA Regulation's BrokerCheck Program ("Program"). To obtain a brochure or more information about the Program or FINRA Regulation, contact the FINRA Regulation BrokerCheck Program Hotline at (800) 289-9999 or access the FINRA's web site at www.finra.org. **FINRA Rule 4311** requires that your broker-dealer and NFS allocate between them certain functions regarding the administration of your brokerage account. The following is a summary of the allocation services performed by your broker-dealer and NFS. A more complete description is available upon request. **Your broker-dealer is responsible for:** (1) obtaining and verifying brokerage account information and documentation, (2) opening, approving and monitoring your brokerage account, (3) transmitting timely and accurate orders and other instructions to NFS with respect to your brokerage account, (4) determining the suitability of investment recommendations and advice, (5) operating, and supervising your brokerage account and its own activities in compliance with applicable laws and regulations including compliance with margin rules pertaining to your margin account, if applicable, and (6) maintaining required books and records for the services that it performs. **NFS shall, at the direction of your broker-dealer:** (1) execute, clear and settle transactions processed through NFS by your broker-dealer, (2) prepare and send transaction confirmations and periodic statements of your brokerage account (unless your broker-dealer has undertaken to do so). Certain securities pricing and descriptive information may be provided by your broker-dealer or obtained from third parties deemed to be reliable, however, this information has not been verified by NFS, (3) act as custodian for funds and securities received by NFS on your behalf, (4) follow the instructions of your broker-dealer with respect to transactions and the receipt and delivery of funds and securities for your brokerage account, and (5) extend margin credit for purchasing or carrying securities on margin. Your broker-dealer is responsible for ensuring that your brokerage account is in compliance with federal, industry and NFS margin rules, and for advising you of margin requirements. NFS shall maintain the required books and records for the services it performs. **Securities in accounts carried by NFS** are protected in accordance with the Securities Investor Protection Corporation ("SIPC") up to \$500,000. The \$500,000 total amount of SIPC protection is inclusive of up to \$250,000 protection for claims for cash, subject to periodic adjustments for inflation in accordance with terms of the SIPC statute and approval by SIPC's Board of Directors. NFS also has arranged for coverage above these limits. Neither coverage protects against a decline in the market value of securities, nor does either coverage extend to certain securities that are considered ineligible for coverage. For more details on SIPC, or to request a SIPC brochure, visit www.sipc.org or call 1-202-371-8300. Funds used to purchase or sweep to a bank deposit are SIPC protected until deposited to a Program Bank at which time funds may be eligible for FDIC insurance. Assets Held Away, commodities, unregistered investment contracts, futures accounts, loaned securities and other investments may not be covered. Precious metals are not covered by SIPC protection. Mutual funds and/or other securities are not backed or guaranteed by any bank, nor are they insured by the FDIC and involve investment risk including possible loss of principal.

End of Statement

722239.10.0

Account carried with National Financial Services LLC, Member
NYSE, SIPC

ENV# CEBQJGVKBBBBZDP_BBBBD
BRINKER CAPITAL SECURITIES, LLC
1055 WESTLAKES DRIVE
SUITE 250
BERWYN, PA 19312



GARRETT SOIL CONSERVATION DIST
1916 MARYLAND HWY STE C
MT LAKE PARK MD 21550

STATEMENT FOR THE PERIOD MAY 1, 2024 TO MAY 31, 2024

GARRETT SOIL CONSERVATION DIST - Corporation
Account Number: BV5-024457

YOUR FINANCIAL PROFESSIONAL IS **For questions about your accounts:**
DANIEL NORRIS National: 301 733 3733
RR#: A57

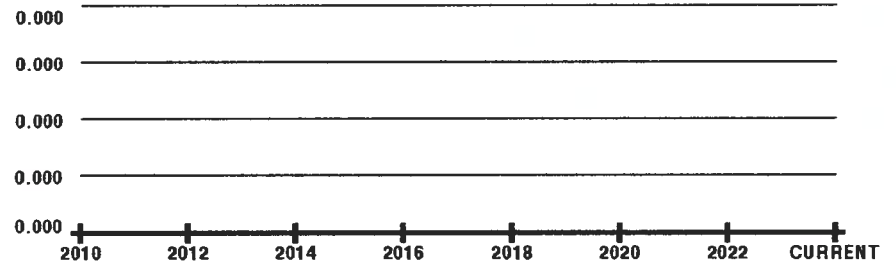
BEGINNING VALUE OF YOUR PORTFOLIO	\$0.73
TOTAL VALUE OF YOUR PORTFOLIO	\$0.74

FOR YOUR INFORMATION

Your quarterly trade confirmation is available now at
<https://clients.brinkercapital.com/nfaccessonline.aspx>
You may elect to receive a paper copy of your quarterly trade confirmation at your address of record.
Please contact Brinker to update your quarterly trade confirmation preferences.

CHANGE IN VALUE OF YOUR PORTFOLIO

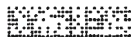
\$ dollars



Change In Value Of Your Portfolio information can be found in Miscellaneous Footnotes at the end of this statement.

Account carried with National Financial Services LLC, Member NYSE, SIPC

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Statement for the Period May 1, 2024 to May 31, 2024

GARRETT SOIL CONSERVATION DIST - Corporation
Account Number: BV5-024457

Holdings

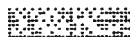
For additional information regarding your holdings, please refer to the footnotes at the end of the statement.

CASH AND CASH EQUIVALENTS - 2.70% of Total Account Value

Description	Symbol/Cusip Account Type	Quantity	Price on 05/31/24	Current Market Value	Estimated Annual Income
Cash					
CASH	FCASH			\$0.02	
Dividend Option Reinvest	CASH				
Capital Gain Option Reinvest					
Total Cash and Cash Equivalents				\$0.02	

HOLDINGS > MUTUAL FUNDS - 97.30% of Total Account Value

Description	Symbol/Cusip Account Type	Quantity	Price on 05/31/24	Current Market Value	Estimated Annual Income
Fixed Income					
METROPOLITAN WEST LOW DURATION M	MWLDX	0.087	\$8.22	\$0.72	\$0.03
Estimated Yield 4.16%	CASH				
Dividend Option Reinvest					
Capital Gain Option Reinvest					
Total Mutual Funds				\$0.72	\$0.03
Total Securities				\$0.72	\$0.03
TOTAL PORTFOLIO VALUE				\$0.74	\$0.03



GLOSSARY Short Account Balances-If you have sold securities under the short sale rule, we have, in accordance with regulations, segregated the proceeds from such transactions in your Short Account. Any market increases or decreases from the original sale price will be marked to the market and will be transferred to your Margin Account on a weekly basis. **Market Value** - The Total Market Value has been calculated out to 9 decimal places but the individual unit price is displayed in 5 decimal places. The Total Market Value represents prices obtained from various sources, may be impacted by the frequency in which such prices are reported and such prices are not guaranteed. Prices received from pricing vendors are generally based on current market quotes, but when such quotes are not available the pricing vendors use a variety of techniques to estimate value. These estimates, particularly for **fixed income securities**, may be based on certain minimum principal amounts (e.g. \$1 million) and may not reflect all of the factors that affect the value of the security, including liquidity risk. In certain situations, a price may be derived from a single broker quote. The prices provided are not firm bids or offers. Certain securities may reflect "N/A" or "unavailable" where the price for such security is generally not available from a pricing source. The Market Value of a security, including those

CUSTOMER SERVICE: Please review your statement and report any inaccuracy or discrepancy immediately by calling the telephone number of your broker-dealer reflected on the front of this statement. Reports of any inaccuracy or discrepancy regarding your brokerage account or the activity therein should be directed to your broker-dealer at the telephone number and address reflected on the front of this statement and National Financial Services LLC ("NFS").

NFS carries your brokerage account and acts as your custodian for funds and securities that are deposited with NFS by you or your broker-dealer. **In addition to your initial contact with your broker-dealer you may contact NFS at (800) 801-9942.** Any oral communications regarding inaccuracies or discrepancies should be reconfirmed in writing to protect your rights, including those under the Securities Investor Protection Act ("SIPA"). When contacting either your broker-dealer or NFS, remember to include your entire brokerage account number to ensure a prompt reply.

ADDITIONAL INFORMATION Free credit balances ("FCB") are funds payable to you on demand. FCB are subject to open commitments such as uncleared checks and exclude proceeds from sales of certificated securities without delivery of the certificate. If your FCB is swept to a core position, you can liquidate the core position and have the proceeds sent to you or held in your account subject to the terms of your account agreement. Required rule 10b-10(a) information not contained herein will be provided on written request. Fidelity may use this free credit balance in connection with its business, subject to applicable law.

Credit Adjustment Program. Accountholders receiving payments in lieu of qualified dividends may not be eligible to receive credit adjustments intended to help cover additional associated federal tax burdens. NFS reserves the right to deny the adjustment to any accountholder and to amend or terminate the credit adjustment program.

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End of Statement

722239.10.0

Account carried with National Financial Services LLC, Member
NYSE, SIPC

Garrett Soil Conservation District
District Operations Spending

Date	PO	Vendor	PO Items	Item Quantity	PO Item Cost	PO Item Total
5/10/2024	45	Walmart	Windshield Wiper Blade	1	\$14.44	(\$14.44)
				Total PO Items		Total PO Cost
				1		(\$14.44)
<hr/>						
5/21/2024	46	Staples	4-Sided Folder, Light Green, 20/Box	3	\$22.99	(\$68.97)
				Manila Folder, 250/Box	1	(\$26.49)
				9x12 Envelope, 100/Box	1	(\$18.59)
				Workmate Clipboard	1	(\$22.15)
				Total PO Items		Total PO Cost
				6		(\$136.20)
						Total Expenses
						(\$150.64)

Monthly Income Statement

May

Revenue	Month Actual	Month Budget	Variance
Income			
E & S Fees	\$5,638.10	\$3,750.00	150.35%
Total Income Revenue	\$5,638.10	\$3,750.00	150.35%
Enterprise			
No-Till Drill	\$789.00	\$338.33	233.20%
Tree Sale	\$726.00	\$287.50	252.52%
Total Enterprise Revenue	\$1,515.00	\$287.50	526.96%
Investment			
Brinker	\$3,706.86	\$1,411.68	262.59%
Money Market	\$2.75	\$186.04	1.48%
Total Investment Revenue	\$3,709.61	\$1,597.72	232.18%
Total Revenue	\$10,862.71	\$5,635.22	192.76%
Expenditures	Month Actual	Month Budget	Variance
Rent	\$5,264.02	\$877.33	600.00%
Field Supplies	\$65.37	\$166.66	39.22%
Office Supplies	\$136.20	\$20.83	653.86%
Telephone	\$149.85	\$156.50	95.75%
E & S Consultant	\$2,198.08	\$1,500.00	146.54%
Secretarial Salary	\$3,268.40	\$3,613.12	90.46%
Employer Tax	\$376.07	\$422.58	88.99%
Fringe	\$1,444.71	\$488.93	295.48%
Supervisor Per Diem	\$450.00	\$375.00	120.00%
Supervisor Travel	\$69.75	\$83.33	83.70%
Total Expenditures	\$13,422.45	\$7,704.28	174.22%
Total Net Surplus	-\$2,559.74		

- 1 E & S projects for May were busy and our projected income was a very conservative estimate.
- 2 Drill and Spreader income for spring started being received.
- 3 Brinker & Money Market month budget is based on a 5% return.
- 4 Rent is paid bi-annually.
- 5 3 part folders for conservation plans were purchased under office supplies.
- 6 Fringe benefits included a couple medical reimbursements.

SOIL CONSERVATION DISTRICT:

Garrett

ACTUALS THROUGH:

May-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	
BOARD OF SUPERVISORS SUPPORT														
Per Diem														
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	125.00		1,100.00
Mileage Reimb	559	56.65	56.65	56.65	56.65	56.65		56.65	56.65	56.65	56.65	69.75		579.60
Total Per Diem	7,018	156.65	1,006.40	156.65	156.65	156.65	-	156.65	181.65	181.65	181.65	194.75	-	2,529.35
Association Dues														
MASCD	1,800			1,800.00										1,800.00
NACD														-
Total Association Dues	1,800	-	-	1,800.00	-	-	-	-	-	-	-	-	-	1,800.00
STATE EMPLOYEE SUPPORT														
Communications														
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	149.85		1,728.57
Total Communications	1,900	180.49	180.49	195.39	148.51	148.51	165.63	148.51	148.51	180.55	149.85	149.85	-	1,796.29
Travel & Training														
Routine travel	700													-
Conference & Training	200						150.00							150.00
Total Travel & Training	900	-	-	-	-	-	150.00	-	-	-	-	-	-	150.00
Contractual Services														
Equipment Rental	250													-
Eqpt Repair/Maint.	300													-
Advertising/Legal Publ.	100													-
Printing/Reproduction	250													-
Financial Services	300													-
Total Contractual Svcs.	1,200	-	-	-	-	-	-	-	-	-	-	-	-	-
Materials, Supplies, Eqpt														
Office Supplies	1,900	46.24	29.34		71.00	102.82	119.78		91.74		63.23	201.57		725.72
Total Mat'l, Supplies, Eqpt	1,900	46.24	29.34	-	71.00	102.82	119.78	-	91.74	-	63.23	201.57	-	725.72
District Activities														
Outreach	750	0.62	263.26						20.99	105.67	124.40			514.94
Total District Activities	750	0.62	263.26	-	-	-	-	-	20.99	105.67	124.40	-	-	514.94
TOTAL-Unrestricted	15,468	384.00	1,479.49	2,152.04	376.16	407.98	435.41	305.16	442.89	467.87	519.13	546.17	-	7,516.30
Fixed Charges RESTRICTED														
<i>Restricted Funds may only be spent as budgeted.</i>														
Rent-State Employees	10,528						5,263.98				5,264.02			10,528.00
Insurance-Bond, Rental														-
Other Rent														-
TOTAL-FIXED CHARGES	10,528	-	-	-	-	-	5,263.98	-	-	-	-	-	5,264.02	10,528.00
TOTAL SCD	25,996	384.00	1,479.49	2,152.04	376.16	407.98	5,699.39	305.16	442.89	467.87	519.13	5,810.19	-	18,044.30

SOIL CONSERVATION DISTRICT:		Garrett		ACTUALS THROUGH:				May-24						
CATEGORY	BUDGET	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	TOTAL
BD of SUPERVISORS SUPPORT														
Per Diem	7,018	156.65	1,006.40	156.65	156.65	156.65	-	156.65	181.65	181.65	181.65	194.75	-	2,529.35
Association Dues	1,800	-	-	1,800.00	-	-	-	-	-	-	-	-	-	1,800.00
STATE EMPLOYEE SUPPORT														
Communications	1,900	180.49	180.49	195.39	148.51	148.51	165.63	148.51	148.51	180.55	149.85	149.85	-	1,796.29
Travel & Training	900	-	-	-	-	-	150.00	-	-	-	-	-	-	150.00
Contractual Svcs.	1,200	-	-	-	-	-	-	-	-	-	-	-	-	-
Mat'l, Supplies, Eqpt	1,900	46.24	29.34	-	71.00	102.82	119.78	-	91.74	-	63.23	201.57	-	725.72
District Activities	750	0.62	263.26	-	-	-	-	-	20.99	105.67	124.40	-	-	514.94
TOTAL UNRESTRICTED	15,468	384.00	1,479.49	2,152.04	376.16	407.98	435.41	305.16	442.89	467.87	519.13	546.17	-	7,516.30
Fixed Charges-Restricted	10,528	-	-	-	-	-	5,263.98	-	-	-	-	5,264.02	-	10,528.00
TOTAL	25,996	384.00	1,479.49	2,152.04	376.16	407.98	5,699.39	305.16	442.89	467.87	519.13	5,810.19	-	18,044.30
CUMULATIVE EXPENSES		384.00	1,863.49	4,015.53	4,391.69	4,799.67	10,499.06	10,804.22	11,247.11	11,714.98	12,234.11	18,044.30	18,044.30	
Prior Year Carryover														
	11,417.45	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	TOTAL
Beginning Balance		11,417.45	29,236.45	26,091.96	22,584.92	21,163.76	19,465.78	12,891.39	11,836.23	11,393.34	10,925.47	16,904.34	11,094.15	
Interest Earned														-
Funds Received from MDA		19,498.00								6,498.00				25,996.00
TOTAL Monthly Expense		384.00	1,479.49	2,152.04	376.16	407.98	5,699.39	305.16	442.89	467.87	519.13	5,810.19	-	18,044.30
*Expenses paid with Carryover Funds		1,295.00	1,665.00	1,355.00	1,045.00	1,290.00	875.00	750.00						8,275.00
Current Fund Balance		29,236.45	26,091.96	22,584.92	21,163.76	19,465.78	12,891.39	11,836.23	11,393.34	10,925.47	16,904.34	11,094.15	11,094.15	
														26,319.30

EXPLANATION OF ADJUSTMENTS, DISTRICT ACTIVITIES, UNUSUAL EXPENSES, *CARRYOVER EXPENSES, ETC.

THIS STATEMENT WAS PREPARED USING DISTRICT FINANCIAL RECORDS BY:

 (SIGNATURE) (PRINTED NAME) (TITLE) (DATE)

VERIFIED WITH BANK STATEMENT BY: _____
 (SIGNATURE) (PRINTED NAME) (TITLE)

DATE APPROVED BY BOARD OF SUPERVISORS: _____
 (DATE)

GARRETT SCD QUARTERLY and YTD FINANCIAL REPORT - FY 24

		1st Quarter	2nd Quarter	3rd Quarter	4th Quarter		
		1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Year-to-date	Over/under %
INCOME							
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	\$28,342.68	\$37,448.28	250%
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	\$789.00	\$3,715.55	92%
Lime Spreader	\$3,450.00	\$432.00	\$558.00	\$0.00	\$726.00	\$1,716.00	50%
Tree Sale	\$14,367.52	\$0.00	\$7,247.11	\$6,600.00	\$1,453.47	\$15,300.58	106%
TOTAL INCOME	\$118,840.06	\$35,566.45	\$37,651.75	\$22,913.48	\$44,264.15	\$140,395.83	118%
ASSETS							
Brinker							
Principal	\$342,121.06	\$340,923.20	\$349,594.56	\$349,497.88	\$344,277.07		
Interest		-\$3,317.75	\$10,791.25	-\$96.68	-\$1,513.95	\$5,862.87	
First United							
Money Market Principal	\$48,637.94	\$47,143.40	\$40,160.96	\$33,669.67	\$33,672.50		
Money Market Interest		\$12.89	\$10.13	\$8.71	\$5.58	\$37.31	
District Checking Principal		\$1,674.64	\$1,083.77	\$4,833.02	\$3,640.76		
Rental Equipment Principal		\$15,176.65	\$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		\$27,142.43	-\$9,121.46	\$6,241.76	\$2,711.65		
TOTAL ASSETS		\$502,236.50	\$505,392.45	\$511,451.61	\$545,741.35		
EXPENSES							
FIXED EXPENSES							
Rent MDA	\$10,528.00	\$0.00	\$5,263.98	\$0.00	\$5,264.02	\$10,528.00	100%
TOTAL FIXED EXPENSE	\$10,528.00	\$0.00	\$5,263.98	\$0.00	\$5,264.02	\$10,528.00	100%
VARIABLE EXPENSES							
SUPPLIES and MATERIALS							
Field Supplies	\$2,000.00	\$0.00	\$1,722.57	\$19.98	\$65.37	\$1,807.92	90%
Office Supplies	\$250.00	\$0.00	\$0.00	\$0.00	\$136.20	\$136.20	54%
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	\$20.99	21%
TOTAL SUPPLIES and MATERIALS	\$3,350.00	\$142.71	\$1,973.48	\$259.96	\$264.80	\$2,640.95	79%
COMMUNICATIONS							
Postage	\$200.00	\$14.90	\$17.12	\$35.70	\$0.00	\$67.72	34%
Telephone	\$1,878.06	\$541.47	\$445.53	\$441.87	\$299.70	\$1,728.57	92%
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%
TOTAL COMMUNICATIONS	\$2,078.06	\$556.37	\$462.65	\$477.57	\$299.70	\$1,796.29	86%
COMMUNITY ENGAGEMENT							
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%
TOTAL COMMUNITY ENGAGEMENT	\$6,029.88	\$3,303.88	\$0.00	\$105.67	\$825.40	\$4,234.95	70%
PROFESSIONAL and TECH CONSULTANTS							
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	\$3,798.08	\$15,782.08	88%
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%
TOTAL PROF and TECH CONSULTANTS	\$21,545.00	\$4,315.00	\$6,205.00	\$4,459.00	\$4,998.08	\$19,977.08	93%
DISTRICT ENTERPRISE ACTIVITIES							
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%
TOTAL ENTERPRISE EXPENSES	\$7,760.92	\$1,529.55	\$63.35	\$200.72	\$7,120.65	\$8,914.27	115%
DISTRICT EMPLOYEES							
Secretarial salary	\$42,494.40	\$11,440.80	\$9,806.40	\$11,440.80	\$6,537.20	\$39,225.20	92%
District IRS Payment	\$5,070.91	\$990.15	\$1,170.19	\$1,117.21	\$1,200.24	\$4,477.79	88%
Fringe (Medical & IRA Match)	\$5,867.15	\$0.00	\$1,106.14	\$799.44	\$1,542.77	\$3,448.35	59%
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%
TOTAL DISTRICT EMPLOYEES	\$58,205.46	\$13,132.33	\$12,262.73	\$16,832.45	\$9,280.21	\$51,507.72	88%
BOARD OF SUPERVISORS							
Supervisor Per Diem	\$4,500.00	\$950.00	\$925.00	\$1,550.00	\$950.00	\$4,375.00	97%
Supervisor Travel	\$1,000.00	\$194.95	\$207.95	\$234.85	\$158.05	\$795.80	80%
MASCD meetings & conferences	\$859.00	\$849.75	\$0.00	\$0.00	\$0.00	\$849.75	99%
TOTAL BOARD OF SUPERVISORS	\$6,359.00	\$1,994.70	\$1,132.95	\$1,784.85	\$1,108.05	\$6,020.55	95%
CONTINGENCY							
Contingency	\$2,983.74	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
TOTAL CONTINGENCY	\$2,983.74	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
TOTAL EXPENSES	\$118,840.06	\$24,974.54	\$27,364.14	\$24,120.22	\$29,160.91	\$105,619.81	89%

RECAP EXPENSES TOTALS	BUDGET	EXPENSES YTD	YTD %
FIXED EXPENSES	\$10,528.00	\$10,528.00	100.00%
SUPPLIES and MATERIALS	\$3,350.00	\$2,640.95	78.83%
COMMUNICATIONS	\$2,078.06	\$1,796.29	86.44%
COMMUNITY ENGAGEMENT	\$6,029.88	\$4,234.95	70.23%
PROFESSIONAL and TECH CONSULTANTS	\$21,545.00	\$19,977.08	92.72%
DISTRICT ENTERPRISE ACTIVITIES	\$7,760.92	\$8,914.27	114.86%
DISTRICT EMPLOYEES	\$58,205.46	\$51,507.72	88.49%
BOARD OF SUPERVISORS	\$6,359.00	\$6,020.55	94.68%
CONTINGENCY	\$2,983.74	\$0.00	0.00%

TOTAL BUDGET INCOME	\$118,840.06
TOTAL BUDGET EXPENSE:	\$118,840.06

INCOME YTD	\$140,395.83	118.14%
EXPENSES YTD	\$105,619.81	89%

**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
Total Funding Support		\$27,428

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 30th 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
						0
TOTAL FUNDING		\$21,028	\$6,519	\$0	\$0	\$27,547

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
TOTAL	\$6,887	\$6,887	\$6,887	\$6,887	\$27,547

*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

District Chairman Proxy at MASCD Annual Meeting

MASCD would like to have Bill appointed as a proxy to be able to vote at the business/board meeting.



2024 Scholarship

Applicant Name

Criteria	Score 3 points	Score 2 points	Score 1 point	Student's Score
Field of Study	Direct major in agriculture or natural resources	Other environmental science major	Non-environmental science major but intends to have a career in agriculture or natural resources	
Unweighted GPA	<3.75	3.74 - 3.5	3.49 - 3.0	
Previous Garrett SCD Scholarship Winner	No			
Student described involvement in agriculture or natural resources activities	Provides 3 or more examples of involvement	Provides 1-2 examples of involvement	Provides no examples of involvement but does describe future plans for involvement	
Agriculture or natural resources related work experience	Has held one paid or volunteer position and provides specific details about the position	Has held at least one paid or volunteer position but does not provide specific details	Provides no direct experience but describes future plans	
			Total Score	



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:
 MD. Dept. Of Agriculture
 50 Harry Truman Pkwy
 Annapolis, MD 21401

Ship To:
 MD. Dept. Of Agriculture
 50 Harry Truman Pkwy
 Annapolis, MD 21401

Confirm To: Seth Metheny
Telephone: (301) 694-6822

Customer P.O.	Ship VIA	F.O.B.	Terms
	NONE		Net 30 Days

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

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