

# Garrett Soil Conservation District Board of Supervisors Meeting

November 18, 2025

## Garrett Soil Conservation District Board Room

### Participants

- Kristen Enlow, Acting Chair
- Butch Helbig, Board Treasurer
- Nevin Sines, Board Member
- Seth Metheny, District Manager (DM)
- Chad Bucklew, District Conservationist (DC)
- Jeannie Frazee, Administrative Specialist
- Kevin Corbin, Guest

### Executive Session October 21, 2025

At the October 21, 2025 GSCD Board of Supervisors meeting, Dorsey Guard made a motion to adjourn the open meeting and to close the meeting subject to Article 3-305 B 1, "To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals." The purpose of closing the meeting is to discuss the Administrative Assistant's salary. Nevin Sines seconded the motion. The motion passed unanimously to close the meeting. The reason for closing the session is to avoid the Administrative Assistant's salary being discussed in front of Jeannie.

The open meeting was adjourned at 9:30 pm. Kristen Enlow read Article 3-305B 1. Those present for the Executive Session were Kristen Enlow, Butch Helbig, Nevin Sines, Dorsey Guard, and Seth Metheny.

A decision was made to offer a new employment contract to the Administrative Assistant, increasing her salary and her personal healthcare cost fund effective immediately.

### Certification of Quorum and Call to Order

Kristen Enlow, acting Board President, certified a quorum and called the meeting to order at 7:25 pm. Dorsey Guard was not present.

### Approval/Correction of October 21, 2025 Minutes

Butch Helbig made a motion to accept the October 21, 2025, minutes as written. Nevin Sines seconded the motion. The motion passed unanimously.

### Treasurer's Report

Butch Helbig, Kristen Enlow, Seth Metheny and Jeannie Frazee met on November 12 to go over the financial reports. The MDA General Fund October statement, First United October holdings statement, October income statement, and the October financial report were discussed.

Butch Helbig made a motion to accept the Financial Statements. Nevin Sines seconded the motion. The motion passed unanimously.

### Chairman's Report

Kristen met with Butch and Seth to go over the Financial Reports and Agenda on November 12. She would like to continue with the practice of both the Treasurer and Board Chair going over the Treasurer's Report and agenda at once so that two Board members are seeing everything.

## **District Manager's Report**

### MASCD Endowment Grant

Last year, the MASCD Endowment Grant amount per District was \$2000.00. Garrett applied for the grant and used \$1500.00 to pay for the National Envirothon dues requested by MASCD and \$500 toward the local Envirothon. This year the grant is only \$1500.00. Seth suggested that the District apply for the grant and use all of it toward the national Envirothon dues. Butch Helbig made a motion that the District submit an application for the MASCD Endowment grant and that the funds be used to pay the FY26 National Envirothon dues. Nevin Sines seconded the motion. The motion passed unanimously.

## **District Conservationist's Report**

NRCS has only been back four days after a 43-day government shutdown. Originally, Chad had been told that NRCS would remain in office during the shutdown but that changed when it happened. The last government shutdown was in 2018-2019 when the government was closed for 35 days. Since NRCS employees are back, they are trying to get caught up on payments that hung in limbo during the furlough. Construction for some of the producers was affected.

Nevin Sines asked if there is a problem with the District purchasing its own building. Chad said that the building would need to fulfill the requirements of NRCS but NRCS could let the District know what those needs are in advance. There are some Districts that own their own building. NRCS leases are for 10 years with an option for 20. It is unknown what this building appraises for or what the County is asking for it. In order for it to be approved by NRCS it will need a climate controlled server room with its own HVAC.

## **New Business**

### Activity Report

There are 13 Conservation Plans in progress. For E&S there are 1 single family, 1 timber harvest, and 9 commercial plans under review. 2 single family and 2 commercial plans were reviewed and need revisions. 12 single family plans, 2 timber harvests, and 3 commercial plans were reviewed and approved. There were also 4 Concept plans reviewed. There are quite a few producers in the County that the District has been working with in various stages.

### Envirothon Dues

The District has traditionally given \$750 to the state Envirothon dues. However, if the District would pay \$1000 the District logo would be added to the Envirothon t-shirts. The Board was concerned about spending the grant money before receiving it. It was decided to postpone the decision until the December meeting to make sure the Sustain grant money is received.

### Fair Award

The Fair Booth award that the District gives annually is stated in the fair book as being for both FFA and 4H. We have only had 4H winners, and the budget has only been allowing for three winners. If all had entered there would be six. The booth is a large diorama constructed by a 4H or FFA club. In recent years there have only been two entries each year even though we have offered a first, second, and third place award. Entries are also at times not really geared towards conservation, so it is questionable as to how much conservation education is being done

At the last staff meeting, changing the contest to a photography contest was discussed. Photography is becoming increasingly popular among the 4H members, and this will encourage 4H students to actively think about best management practices to obtain a photo. The photo will need to be of a best management practice. The photos will be displayed in the 4H building in place of the dioramas. It was discussed whether the grant could be used to increase awards but the Board determined that it is not a good idea because that money is only available for one year. The Board unanimously agreed to changing the contest to a photography contest and awarding a 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> prize only with 4H and FFA entrants competing together. The change of wording for the fair book needs to be in in the next week.

### E&S Review Contract

Seth made a recommendation that the Board review Randy's contract for E&S plan review services. His original contract was from 2021. Randy has been doing this job for over 30 years. He is highly efficient. This is a fair rate for this type of work. It would be more to hire a private contractor. The District paid him \$18,000 last year but there was \$45,000 in the budget. The Board decided to wait until all Board members are present to vote.

### Robotic Total Station

The software to run the Robotic Total Station came with the station for three years when MDA purchased it. It is now up for renewal. The District can purchase a perpetual license. After 6 years of use it would be cheaper to buy the perpetual license. The District could purchase it with carryover funds either way. Keith Potter would like the District to use CBTF carryover rather than State General fund carryover. Seth is to find out if buying the perpetual service if the data collector can be transferred to a new data collector. Seth will contact Board members individually if it must be done before the next meeting.

### FY25 Receipts and Disbursements

Brian Boal completed the FY25 Receipts and Disbursements today. The District had turned over bank statements and the FY25 ledger to Brian to complete the review. Boals sent the District a Letter of Understanding asking for \$950.00. Nevin Sines made a motion to pay Brian Boals the requested \$950.00 for the FY25 Receipts and Disbursements report and that the Compilation be sent to MDA. Butch Helbig seconded the motion. The motion passed unanimously.

### **Old Business**

There are a number of obsolete equipment items at the District office that are taking up space. The board approved of staff disposing of any out dated equipment that is owned by the District. Any USDA or MDA inventoried equipment would need to follow their equipment policy prior to disposing of it.

MASCD Winter meeting will be February 9 and 10 in Annapolis, MD. The 9<sup>th</sup> will be MASCD meetings and partner updates. The 10<sup>th</sup> will provide meetings with legislators.

Nevin Sines made a motion to close the meeting. Butch Helbig seconded the motion. The motion passed unanimously. The meeting adjourned at 9:16 pm.