

Garrett Soil Conservation District Board of Supervisors Meeting

October 21, 2025

Garrett Soil Conservation District Board Room

Participants

- Kristen Enlow, Acting Chair
- Butch Helbig, Board Treasurer
- Nevin Sines, Board Member
- Dorsey Guard, Board Member
- Seth Metheny, District Manager (DM)
- Jeannie Frazee, Administrative Specialist
- Loretta Collins, Executive Secretary of SSCC

Executive Session September 16, 2025

At the end of the September 16, 2025, meeting, Smokey Stanton read the Closing Statement form titled "Presiding Officer's Written Statement for Closing a Meeting Under the Open Meetings Act" for the Board to go into Closed Session.

Kristen Enlow made a motion 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 for closing the meeting is to discuss the Administrative Assistant's salary. Butch Helbig seconded the motion. There were no objections, rendering the vote unanimous to close the meeting. The reason for closing the session is to avoid the Administrative Assistant's salary being discussed in front of either Jeannie or Seth, as he made the request for the raise.

Those present were Smokey Stanton, Kristen Enlow, Butch Helbig, Dorsey Guard, and Nevin Sines. The Board discussed employee compensation. There was no vote and action was deferred.

Certification of Quorum and Call to Order

Smokey Stanton resigned from the Board on October 9, and Kristen Enlow is now the Acting Chair. Kristen certified a quorum and called the meeting to order at 7:04

Introduction of Guests

Loretta Collins, Executive Secretary of the State Soil Conservation Committee (SSCC), was in attendance. Loretta said that SSCC is not just part of MDA. It has many partners including DNR and UMD Extension. The western Maryland SSCC representative is Diane Flickinger from Frederick SCD.

Approval/Correction of September 16, 2025 Minutes

Dorsey Guard made a motion to approve the September 16, 2025, minutes. Butch Helbig seconded the motion. The motion passed unanimously.

Treasurer's Report

Butch let the Board know that he had met with Seth on October 14 to go over the financials. Everything is in order.

FY26 MDA General Fund September Statement

Expenditures for September were \$450.63.

First Quarter First United Holdings Statement

First United Holdings has a monthly statement and a quarterly statement. The quarterly statement outlines specific details for each investment. September is showing \$976.00 to the positive.

FY26 September Financial Report

Dorsey Guard made a motion to accept the FY26 MDA General Fund September Statement and the FY26 September Financial Report. Nevin Sines seconded the motion. The motion passed unanimously.

Chairman's Report

There was no Chairman's Report

District Manager's Report

Sustain Our Future Grant

The district was contacted by the Sustain Our Future Foundation (SOFF) about the District receiving a grant for \$100,000. They are working with Pivot Energy to distribute funds in Garrett County as SOFF determines will best benefit the community in the areas of soil health, environmental education, and flood mitigation. Seth suggested that some of the things the grant could be used for would be Envirothon, 4H outreach, FFA outreach, soil health days, and flood mitigation projects.

Seth has talked to SOFF, and they sent a contract that will need to be signed by October 31, as they need the grant funds distributed before December 1, 2025. SOFF is requiring that the District maintain a separate fund on its books and maintain specific records. The District will need to have all copies of invoices, receipts, ads, direct mail pieces and records of the recipients of mail to document spending. The District would need to provide these records to SOFF upon request. Seth suggested that the District open a separate bank account to handle the grant. It was suggested that maybe the District could get email approval from the foundation each time, then approval by the Board, and then payment made

Justin Hayes, Assistant Attorney General, Deputy Principal Counsel to MDA, has suggested the District change some wording in the contract.

Dorsey Guard made a motion that the District accept the grant, that the District make changes to the contract as outlined by Justin Hayes and as is necessary to address the District not being a 501C3, and that the District sign the contract and return it to the SOFF by October 31, 2025. Butch Helbig seconded the motion. Butch Helbig and Dorsey Guard voted for the motion. Nevin Sines voted against the motion. The motion passed by majority.

Report from Loretta Collins

Smokey Stanton has resigned from the Garrett SCD. There are two applicants for Garrett on SSCC's agenda. SSCC is currently in the process of changing how new district Board members are selected. Loretta prepares a packet for the SSCC board of each applicant which includes the application and a profile. It also includes information about current board members for that district. Things that the SSCC takes into consideration when determining the selected applicant is Board's preference, background, and expertise. Loretta suggested that the District consider bringing on Associate Members.

Loretta said it was disappointing that no one from the Garrett SCD board attended the MASCD Annual Meeting. It was held in Allegany County this year specifically so that it would be easier for western counties to attend. The next MASCD Annual Meeting will be in Solomon's Island.

E&S Update

Seth asked Justin Hayes staff to advise about E&S expenditures, The District was told that it can continue to collect E&S review fees that contribute to carryover funds with the goal of establishing a full-time E&S reviewer in 2027. Fees collected can be used to pay for the Administrative Assistant's salary for a portion of her time spent with E&S, but they cannot be paid to the District for work done by the District Manager during his workday. The District Manager is an MDA employee and is paid for his full work hours by the State.

Seth and Jeannie are using Federal computers and the Federal network for E&S. Seth proposed that the District purchase laptops, a printer, District internet, and a server. So that the District can review E&S independently. This equipment would be owned by the District. The computers would be used for E&S review.

Nevin Sines made a motion that the District purchase laptops, a printer, a server, and internet for use for E&S. Butch Helbig seconded the motion. The motion passed unanimously.

New Business

Board of Supervisors position

Now that Smokey has resigned, a second board member will need to be added to the bank accounts. Dorsey Guard agreed to be added to the accounts. Nevin Sines made a motion for Dorsey Guard to be added to all bank accounts and Smokey Stanton to be removed from all bank accounts. Butch Helbig seconded the motion. The motion passed unanimously. Butch will go to the banks this week to add and remove names from the accounts.

Activity Report

There are 14 Conservation Plans in progress. For E&S 10 Single Family plans, 1 Timber Harvest, and 6 Commercial plans are currently under review. Needing Revisions are: 1 Single Family, 1 Timber Harvest, and 3 Commercial plans. Approved for the month of September were: 12 Single Family plans, 3 Timber Harvests, 1 Commercial plan. One Concept plan was reviewed and received comments.

Staff attended the Regional Engineering Meeting on September 3, the Regulatory Agricultural Roundtable on September 15, the Land Reclamation Committee on September 17, and the Western Maryland RC&D Annual Meeting on September 25.

Obsolete Equipment

There is obsolete equipment that is owned by the District that staff would like to dispose of. Many of the obsolete equipment has some value as an antique collectable.

Old Business

FY6 Budget

Seth suggested the Board hold a special meeting to discuss the budget so it can get approved. Dorsey and Nevin agreed that the Board does not need another special meeting. Dorsey said that he wants to go into closed session this evening to decide on the Administrative Assistant's salary.

Dorsey Guard made a motion to approve the proposed budget with the accommodation of the Administrative Assistant's salary to be determined. Nevin Sines seconded the motion. The motion passed unanimously.

Dorsey Guard made a motion to approve payment of reservations to the Cooperator's dinner for spouses of Board members and staff members attending the dinner. Butch Helbig seconded the motion. The motion passed unanimously.

Executive Session

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. Jeannie Frazee left the meeting.

Those present for the Executive Session were Kristen Enlow, Butch Helbig, Nevin Sines, Dorsey Guard, and Seth Metheny.