

# Garrett Soil Conservation District Board of Supervisors Meeting

December 16, 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)
- Chad Bucklew, District Conservationist (DC)
- Jeannie Frazee, Administrative Specialist
- Patrick Sines, Guest

### Certification of Quorum and Call to Order

Kristen Enlow, acting Board President, certified a quorum and called the meeting to order at 7:06 p.m. All Board members were present.

### Approval/Correction of November 18, 2025, Minutes

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

### Treasurer's Report

Kristen Enlow and Butch Helbig met with Seth Metheny and Jeannie Frazee on Thursday, December 11, to discuss the Treasurer's Report and agenda.

The MDA General Fund November statement, First United Holdings November statement, November Income statement were reviewed and discussed.

Dorsey Guard made a motion to accept the Financial statements. Nevin Sines seconded the motion. The motion passed unanimously.

### Chairman's Report

Kristen and Butch met with Seth and Jeannie on Thursday, December 11, to go over the agenda and financial reports for the December Board meeting.

### District Manager's Report

An MDA Technician job opening that was expected to be announced in January will not be happening as that pin was moved. There is no current plan for staff vacancies to be filled. Garrett SCD currently has a vacant MDA Engineering Technician, MDA Conservation Technician, NRCS Soil Conservationist, and NRCS Conservation Technician. With only 2 of 5 technicians the District's design and construction work has been limited.

### District Conservationist's Report

The NRCS staff has been trying to get caught up on payments which were placed on hold during the furlough. There is only one left to do. The FY26 first round deadline is January 15, 2026, for EQIP. This is a national deadline. Chad is not sure how long after the 15<sup>th</sup> the staff will have to get paperwork ready.

The program rollout is January 12-15, 2026. Chad does not have much news yet about what will be coming for the rest of the year. There is no new news on the lease.

### New Business

#### Activity Report

There are 12 soil and water quality conservation plans in progress. For E&S there are 7 single family, 1 timber harvest, and 5 commercial plans under review. 2 single family, 1 timber harvest, and 7 commercial plans were reviewed and returned for revisions. 8 single family, 1 timber harvest, and 6 commercial plans were reviewed and approved. There was also one concept plan reviewed.

Deferral letters for EQIP will be going out this week to determine which producers wish to carry their applications over into the new year. They need to respond to continue.

### Sustain Our Future Grant Purchases

The Board had previously requested that any use of funds be approved by the SOF organization before payment is made. Seth contacted them regarding several possible expenditures. The CEO replied that the items outlined “looked great” and that she would consult with the grants team for feedback.

Seth is requesting that the Board consider the following grant uses:

1. \$1500.00 for the 1st installment of the NCF 2027 Envirothon
2. \$1500.00 for the 2026 Maryland Envirothon dues
3. \$2000 for Envirothon Training Trunks
4. \$7,777.34 for an Em River Em2 stream flow demonstration table

Dorsey Guard made a motion to use the grant funds to pay for the four requests as outlined. Nevin Sines seconded the motion. The motion passed unanimously.

The District is also in discussions with 4-H and FFA for any funding requests that they may have.

### **Old Business**

#### E&S Review Contract

The District’s E&S Reviewer is contractual with over 30 years of experience. He is very efficient, and a new person would take much longer to do reviews. Seth wrote a proposed new contract that is word-for-word based on the 2021 contract, with the rates being raised to an amount that is closer to market rates. The District now has enough money to cover the proposed raise.

It is estimated that the District would be paying only \$32,000 to \$36,000 if the raise is granted if the Consultant does the same number of plans as were done last year. That amount is already in the budget for this year.

Dorsey Guard made a motion to accept the proposed new contract with the proposed pay amounts. Nevin Sines seconded the motion. The motion passed unanimously. The contract is to be presented to the E&S Consultant immediately.

#### MASCD Winter Meeting

The MASCD Winter Meeting is in Annapolis on Monday, February 9 and Tuesday, February 10. The main MASCD meeting will take place on Monday with Tuesday mainly dedicated to meet with local legislators. This would be a good opportunity to talk to them about staff shortages. The District can pay for registration, mileage, hotel, and meals for Board members. Anyone interested in attending needs to let Seth know by January 16. Nevin and Kristen will be out of town at that time.

#### District Scholarship

Seth presented last year’s scholarship rubric to the Board, asking that Board members look it over and bring any changes to the next meeting. It was clarified that applicants need to be full-time students, but they do not have to be in a four-year degree program. The Board was in agreement that the applications will be presented to them without names this time.

Dorsey Guard made a motion to use last year’s rubric for this year’s scholarship as is. Nevin Sines seconded the motion. The motion passed unanimously.

#### No-Till Drill

The new No-Till Drill will be arriving at the dealership on February 2, and they plan to deliver it to the District on February 8. The Board needs to decide next month which account to use to pay for it. There are several accounts that could be used. Seth is to check to see if the Money Market account requires a minimum balance.

Dorsey made a motion to adjourn the meeting. Nevin Sines seconded the motion. The motion passed unanimously. The meeting was adjourned at 9:09 pm.