

**MINUTES OF GARRETT SOIL CONSERVATION DISTRICT SUPERVISORS' MEETING**

November 21, 2017  
District Office

Meeting was called to order at 10:05 a.m. by Chairman George Bishoff. Other supervisors in attendance were Smokey Stanton, Kris Enlow, and Katharine Dubansky. Also in attendance were Cameron Crawford, Carrie Colebank, Chad Bucklew, and Shaun Sanders.

A motion to approve the October 17, 2017 minutes with the addition of recording Cameron Crawford in attendance was made by Katharine, seconded by Smokey.

Minutes of the November 2, 2017 executive meeting were distributed. A motion to approve them as presented was made by Smokey, seconded by Kris.

The following report of state funds for the month of November 2017 was presented and approved:

|  |             |
|--|-------------|
| Balance – October 1, 2017 .....                        | \$ 8,318.89 |
| Receipts – October 1, 2017 – October 31, 2017.....     | 0.00        |
|  | <hr/>       |
|  | \$ 8,318.89 |
| Expenditures – October 1, 2017 – October 31, 2017..... | 3,666.34    |
| Balance – October 31, 2017 .....                       | <hr/>       |
|  | \$ 4,652.55 |

The detailed report of expenditures for all accounts for the period of October 17, 2017 thru November 21, 2017 and the Income Versus Expenditures report for the period of July 1, 2017 thru November 21, 2017 were distributed.

A discussion took place about the draft job description, compensation, and related issues for a proposed administrative assistant position for the District. Carrie presented written comments she prepared concerning her questions/concerns about the proposed job description. In her response, she indicated a willingness to take on an increased role in public information and outreach activities. She also made a proposal to the board concerning the duties identified in the following paragraph of the proposed job description: “Provides administrative support in the delivery of federal Farm Bill Programs and Conservation Technical Assistance. Assists with accepting and processing applications, eligibility forms, contract documents, contract modification, practice payments, correspondence, and assisting with contract maintenance activities. “

A motion to approve the proposed job description without the paragraph that reads “Provides administrative support in the delivery of federal Farm Bill Programs and Conservation Technical Assistance. Assists with accepting and processing applications, eligibility forms, contract documents, contract modification, practice payments, correspondence, and assisting with contract maintenance activities. “ was made by Smokey, seconded by Katharine and to make the new salary as approved in the executive meeting effective November 13, 2017. It was

decided not to take action on this paragraph until approval is received concerning the MASCD/NRCS grant. Also Shaun is to add a specific reference to “secretarial services” to the job description in the Introduction and under Duties to reflect that these core duties are provided for.

Supervisor discussed the new MASCD/NRCS contribution agreement #68-3B19-17-006. It was noted that deliverables are to be performed over a three year term. A motion was made by Katharine, seconded by Smokey to participate in the agreement and to request two units of EQIP work totaling \$10,400, two units of CTA work for a total of \$30,712, and a total of 15 CREP planning units for \$5,400.

Kris left the meeting at 11:30

A motion to approve Cameron Crawford as an associate member was made by Katharine, seconded by Smokey.

Carrie reported that she contacted Triple B Barbecue about catering the Christmas luncheon with the office staff. Triple B quoted a price of \$215.00 for 20 people. A motion to engage them for the luncheon was made by Katharine, seconded by Smokey.

Smokey left the meeting at 11:50 at which time a quorum was no longer present and the meeting officially adjourned.

Informal Discussion.

Shaun reported that there was interest in some of the western area districts about developing area wide flat rates for the MACS program. It was noted that this concept was brought up at the Western Area meeting at MASCD in July as a possible cost saving strategy for the MACS program. However, it was not clear how this would save money and it is contrary to the concept that each district knows what works best in their district/county.

George expressed his desire for the associate member to receive per diem. Shaun informed him that it should be voted on and he would put it on the agenda for the next meeting.

Remaining agenda items including the Field Office Activities report were postponed till the next meeting.