

MINUTES OF GARRETT SOIL CONSERVATION DISTRICT SUPERVISORS' MEETING

January 18, 2022

Due to COVID-19 concerns, the meeting was conducted via telephone.

The meeting was called to order at 7:06 p.m. by Chairman Smokey Stanton. Other supervisors present were Kris Enlow, Bill Buckel and Cameron Crawford. Chad Bucklew, Butch Helbig and Roger Kitzmiller were also present.

Minutes from the December 21st Regular Board Meeting and the December 29th Special Board Meeting were approved as submitted – Bill/Cameron (motion/second), vote: unanimous.

The District is in the process of transferring their bookkeeping/accounting responsibilities to Boal and Associates. Roger is in the process of locating pertinent documents to be provided to Boal. Cameron will check with Brian Boal to see what per diem and other records he has on hand. Cameron also has two checks for No-till drill rental payments to the District and an invoice due the county that he will get to Brian. Other documents discussed that require follow-up with Boal included: a contract (Letter of Engagement), Financial Report for Meetings, and W2 Statements. The typical financial reports (report of state funds and detailed Treasurer's Report of balances and expenditures) were not available for this meeting. Roger will attempt to pay the Go Daddy (District Website) invoice that is coming due in February using the local checking account routing and account number. No-till Drill and Lime Spreader account management will be coordinated with Boal.

Information presented to the Board:

- Office Update: (COVID-19) Federal employees continue working a combination of teleworking and office visits. Visitors are not allowed by MDA or NRCS. Employees continue to wear masks and maintain social distancing. NRCS restricts the number of office staff present to 25% of the total employees (4). The stricter of the guidelines for each agency are followed by all staff. Schedules are arranged to include field work and other outdoor activities in an attempt to keep the number of in-office employees at 25% or lower.
- The advertisement for the NO-Till Drill repair will be added to the website as soon as possible.
- Roger informed the Board that review comments from a consultant Erosion and Sediment Control Plan reviewer/MDE, for the Backbone Solar Project were received, reviewed, and forwarded to the county for submission to the developer and their engineers.

Chad mentioned that the planned phased return of USDA to a fully staffed office has been delayed by recent surges in COVID cases. The original schedule would have been for normal operations to return by the end of February. This will likely be delayed by a month or more. Chad mentioned that the Garrett Local Work Group information had been submitted to Programs staff. Chad stated that there are 31 filed applications for Farm Bill programs. About twenty of them will be ranked by mid-March. These are Golden Winged Warbler and Local

Work Group applications. The remaining ten or so, and any applications that aren't selected in the first round, will be in consideration for statewide rounds and will be ranked in early April. Chad stated that the NRCS Soil Conservationist position was advertised last week, and is already closed. The timeline of filling this position is uncertain, but will likely be a few months. Chad also mentioned that the office will be undergoing a Quality Assurance Review the week of March 21st. This will include a review of programs delivery, engineering technical assistance, building ADA accessibility, and a review of Civil Rights information posted for visitors.

- The Board is reviewing Position Descriptions for Administrative Assistant and District Manager positions, as well as a District Employee Leave Policy, all from Washington County SCD. Also being reviewed is a Position Description for Administrative Assistant, developed by Smokey, and the current Position Description that has been in place at the Garrett SCD. The Board asked Roger's opinion on the Position Descriptions; Roger replied that the current Garrett SCD Position Description for the Administrative Assistant, with the exception of adding some duties for the MASCD/NRCS Program Support Specialist, has served the District well for several years. The Board will consider/finalize a Position Description before advertising in February.
- Roger will develop a District Employee Leave Policy prior to an Administrative Assistant/Secretary being hired. The policy will be patterned after Washington County SDC's Leave Policy, with possible revisions.
- The Board approved a \$75 donation to Envirothon – Bill/Kris (motion/second), vote: unanimous.
- The Board approved submitting a flat budget request to the county for general funds and in-kind services - Cameron/Kris (motion/second), vote: unanimous.
- The Board discussed the up-coming Sexual Harassment Prevention Training. Smokey will write the SSCC to request a training closer than Washington County or a Zoom meeting.

Upon proper motion the meeting adjourned at 8:38 – Kris/Bill (motion/second), vote: unanimous.