

MINUTES OF GARRETT SOIL CONSERVATION DISTRICT
SUPERVISORS' MEETING

March 20, 2018
District Office

Meeting was called to order at 7:00 p.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, Shaun Sanders and John Rose from Edward Jones Investments.

A motion to approve the February 20, 2018 minutes was made by Smokey, seconded by Katharine.

The following report of state funds for the month of February 2018 was presented and approved:

Balance – February 1, 2018	\$ 4,853.20
Receipts – February 1, 2018 – February 28, 2018	0.00
	<hr/>
	\$ 4,853.20
Expenditures – February 1, 2018 – February 28, 2018	196.87
Balance – February 28, 2018.....	<hr/>
	\$ 4,656.33

The detailed report of expenditures for all accounts for the period of February 20, 2018 thru March 20, 2018 and the Income Versus Expenditures report for the period of July 1, 2017 thru March 20, 2018 were distributed.

Shaun shared an article from a NACD newsletter entitled “Conservation Districts Must Stay Abreast of Liability Issues”. The article stated “One of the most common liabilities is the obligation for follow up or maintenance of projects or programs covered under contracts, agreements and memos of understanding. For example, in some cases districts have taken on financial liability for maintenance of a project but have not secured the funding to perform the maintenance necessary to meet the terms of the agreement.” Shaun pointed out this was one of the purposes for establishing the districts endowment/investment account in addition to providing for long term personnel cost.

Mr. John Rose from the local office of Edward Jones Investments was introduced and spoke to the board about the services his firm could provide in managing the Districts endowment/investment account. Mr. Rose pointed out that the District is paying a management fee of approximately 1.2% of the account value. His fees are transactional base and are \$4.96 per trade. After a brief question and answer period Mr. Rose left the meeting.

Shaun reported he received an email from Andrew Sebold about the possibility of using his facility for the Districts 75th anniversary dinner. Mr. Sebold quoted a dinner price “at around \$12” and no cost to use the facilities. Shaun followed up with a phone call and Andrew insisted that he did not want to charge for the use of his facilities. The only cost would be for the meal.

August 29 at 6:00 pm was selected as the date and time for the dinner. It was decided to get a quote for a meal with two meats to consider before making a final menu selection.

Shaun presented the MASCD awards material. Due to low scores on attending MASCD and NACD meetings it was decided to pass on the MidAtlantic Farm Credit award this year. Shaun reported that he had sent a notice to Board of Education office asking that they disseminate the Conservation Education teacher of the Year award material to the appropriate people in the school system.

A discussion took place concerning the Administrative Assistant proposal on "Program support Specialist" duties and related issues. Shaun will prepare a proposed salary scale for the Administrative Assistant position for the board to review at the next supervisors meeting.

Discussion took place concerning the proposed letter that the District will be sending out to forest harvest operators notifying them that the District will start requiring them to provide proof of compliance with MDEs Certification of Responsible Personnel Training for Forest Harvest Operations prior to approving their erosion and sediment control plans. Some questions were raised about the wording of the letter and what is the date for the certification to be considered "current". Shaun will follow up and rewrite the letter.

Chad Bucklew presented the field office activities report for the period of 2/21/18 through 3/20/18. He also presented a summary of Farm Bill funded preapproved applications. Chad provided a brief recap of the recent field visit by Resources and Engineering staff. Part of the purpose of the visit was to see potentially funded projects that exceed \$150,000 in cost. Patty Engler also suggested that CREP be used for livestock exclusion fences along streams. Alterations to how engineering projects were to be recorded on tracker sheets was also discussed. Chad briefly mentioned that a continuing resolution was pending for the end of the coming week, and that there was potential for office closure. Chad also shared a questionnaire that Donnelle Keech of the Nature Conservancy was preparing to send to forest landowners in Garrett County. Chad provided an overview of the outreach project that Ms. Keech was working with MD DNR and NRCS to provide.

Shaun informed the supervisors that Heather Hutchinson had requested that the board be informed of a complaint made to MDA headquarters by a farmer concerning a delay in a cost share payment. Shaun pointed out that it was a federally funded EQIP project that did not involve MACS funds. Also Shaun reported he had previously spoken to the landowner and explained the difference between federal and state cost share programs. However, it was noted many landowners had difficulty in understanding the distinction between state and federal agencies/programs especially in a SCD office with co-mingled personnel. Chad explained that the project in question was a project funded through EQIP for Allen Wilhelm, and that there were no state cost-share funds associated with the project. Chad explained that the complaint calls in question were made last week. Chad also stated that he had tried to make phone contact with Mr. Wilhelm last Friday, but Mr. Wilhelm had just suffered a death in his family. Chad stated that a letter to follow up with Mr. Wilhelm was mailed this week.

Shaun reminded the board about the manure injection demonstration days planned for April 17, 18, and 19. A motion to donate \$100.00 towards cost to host the event was made by Smokey, seconded by Katharine. George will contact United Dairy to see if they will donate 100 pints of milk.

Meeting adjourned at 10:15

MINUTES OF THE GARRETT SOIL CONSERVATION DISTRICT
SUPERVISORS SPECIAL MEETING

MARCH 22, 2018, 10:00 am
District Office

Supervisors in attendance were George Bishoff, Smokey Stanton, and Kris Enlow. Also present were, Carrie Colebank, Shaun Sanders, Cameron Crawford, and Christine Sisler.

Purpose of the meeting was to meet with a representative of the Wealth Management department of First United Bank & Trust regarding the Districts endowment/investment account.

Christine Sisler from First United Bank & Trust was introduced. Christine explained the services available through the trust department of First United Bank & Trust and went through the Proposal for Garrett Soil Conservation District she prepared/distributed. She expounded on various items of the proposal and made the following points:

- A. The Districts account would be managed by a team of experts, not just one person.
- B. FUNB & T has their own in-house broker.
- C. They are regulated as a Fiduciary, which means they are obligated to manage the account to the account holders benefit.
- D. They have experience in managing approximately 45 non-profit investment accounts.
- E. They are familiar with Article 25 which is the law or article cited by Turnbull, Hoover, & Kahl.
- F. There is no risk in investment loss.

They charge a fee based on the value of the account of :

- 1.00 % of the first \$500,00
- .80% of the next \$500,000
- .70% of the next \$1,000,000
- .60 % of amounts over the first \$2,000,000

They will give the District a 25% discount on the fee. There is a minimum annual compensation of \$1,1500. Annual compensation and expenses are computed and charged monthly to the account unless otherwise approved in writing. (See page 15 of the proposal for a full explanation of fees and charges.)

Meeting adjourned at approximately 12:00 pm.