

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

November 16, 2021

The meeting was called to order at 7:05 p.m. by Chairman Smokey Stanton. Other supervisors present were Kris Enlow, Bill Buckel and Katharine Dubansky. Chad Bucklew, Carrie Colebank, Butch Helbig and Roger Kitzmiller were also present.

Minutes for the October 19, 2021 Board Meeting were approved as submitted – Katharine/Bill (motion/second), vote: unanimous.

The following report of state funds was presented and approved:

Balance – October 1, 2021	\$18,888.38
Receipts – October 1, 2021 – October 31, 2021	<u>0.00</u>
	\$ 18,888.38
Expenditures – October 1, 2021 – October 31, 2021	<u>3,765.82</u>
Balance – October 31, 2021	\$15,122.56

A detailed Treasurers Report of balances and expenditures for all accounts, for the period of October 19 through November 16, 2021, was distributed. The Treasurer's Report was approved as distributed – Kris/Katharine (motion/second), vote: unanimous.

Information presented to the Board:

- Office Update: (COVID-19) Federal employees continue working a combination of teleworking and office visits. MDA is essentially open for business with a recommendation that anyone who has not been vaccinated wear a mask and maintain social distancing. NRCS is open by appointment only with a requirement that all persons wear a mask and maintain social distancing. NRCS also restricts the number of office staff present to 50% of the total employees (6). The stricter of the guidelines 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 50% or lower. A sign-in sheet has been placed at the front counter in order to keep track of visitors.
- Roger is looking at using a contract between the District and a former engineering contractor as a template to develop an agreement between the District and Randy Storey, to assist with Erosion and Sediment Control/Timber Harvest Plan review.
- Discussions between MASCD, conservation districts, MDE and NRCS are on-going in anticipation of NRCS no longer providing small pond design review and approval as of December 31, 2021.

Chad presented the activity report for November and noted the design work ongoing by some of the new staff. Roger noted that the waste storage project for Adam Bernard was also being

designed by Cody. Chad noted that several of the completed practices also resulted in finished contracts.

Chad discussed the national announcement of program application deadlines that was announced on Farmers.gov. The application deadline for EQIP and AMA in Maryland will be January 7th, 2022. Application deadline for RCPP initiatives, including the MDA sponsored RCPP that is eligible for some Garrett producers, will be December 3rd, 2021. The CSP Classic application deadline will be April 1, 2022.

Chad noted that Local Work Group guidance has not yet been released. It seems likely that the LWG meeting would be a virtual setting again this year.

Chad also discussed that the federal staff would be phasing into a return to the offices. The National Headquarters staff will be the first to return to the office, followed by regional, state, and local offices dates to follow. In-office staffing of the Garrett Field Office should be phased in by late January or February.

- The Board approved the revised Cooperative Agreement (between the District and NRCS) Katharine/Bill (motion/second), vote: unanimous. Roger will forward the signed agreement to NRCS.
- The Board decided to perform maintenance/repairs on the District's current No-Till Drill as opposed to purchasing a new drill - Katharine/Bill (motion/second), vote: unanimous.
- An official District Budget (format, items, amounts, etc.) was approved by the Board – Kris/Katharine (motion/second), vote: unanimous.
- Due to current restrictions/concerns related to COVID 19, the Board will not sponsor a Christmas Luncheon with office staff this year.

At 9:00 PM, a motion was made by Katharine, seconded by Kris, to go into executive session, pursuant to statutory authority to close session General Provisions Article Section 3-305(b), to discuss personnel matters, specifically: 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; or any other personnel matter that affects one or more specific individuals. The motion passed unanimously. All attendees vacated the room with the exception of the four (4) Board Members.