

**ELK CONSERVATION DISTRICT  
BOARD OF SUPERVISORS MEETING  
Meeting Minutes of May 23, 2019**

**Supervisors Present:**

Donald Burroughs  
Shirley Hyre  
Rebecca Lilly  
Clark Mollohan  
Mike Smalley  
Ken Stowers

**Supervisors Absent:**

John Pitsenbarger  
Carly Triplett

**Others Present:** Suzie Steele, WVCA/ECD DM; Russell Young, WVCD/ECD Conservation Specialist (via call in); Kim Fisher, WVCA Area Director; Kirk Burroughs, ECD Equipment/OM&R Manager

**CALL TO ORDER**

**Ms. Hyre** called the meeting to order at 10:02 a.m.

Pledge of Allegiance was led by **Ms. Hyre**.

**REPORTS**

**DISTRICT EQUIPMENT/OM&R MANAGER'S REPORT:** **Kirk Burroughs** reported that all is going well. Spreader has been brought back from Nicholas County for repairs.

**DISTRICT MANAGER'S REPORT:** **Mrs. Steele** reported on AgEP completions and payments, thank you from the WVU Soils Team, and weed wiper rental to CCD at end of July. She suggested a review of the plan of work, policy manual, and committees in conjunction with the June Executive Committee meeting. The Braxton County Farm Bureau meeting will be held June 17. She received an email this morning from Cassidy James resigning her position with the district (copy attached). (This will be voted on later in the meeting.) She also reported on an email received concerning the purchase of rack card for the district to be used at the WV State Fair (copy attached). (This will also be voted on later in the meeting.)

**DISTRICT ASSISTANT'S REPORT:** None

**WVCA CONSERVATION SPECIALIST REPORT:** **Mr. Young** reported that he has been doing a lot of farm visits in ECD and CCD. He reported on receiving the WVAVC grant for seedlings and trees at all elementary schools in the district. He will be attending training next week with NRCS and WVU Extension Services. He reported on FY20 AgEP funding for the district. He attended the Clay County Farm Bureau meeting and made a presentation on AgEP. He met with a DEP Watershed Specialist at the end of April to discuss a project at the Braxton County Soccer Complex. This project will have some demo areas and a plan to address soil compaction.

**AREA DIRECTOR'S REPORT:** **Mrs. Fisher** reviewed the Agency's report. (copy attached).

**Mrs. Lilly arrived at 10:35 am.**

**WVCA PERSONNEL:** None

**SWA Reports:** **Ms. Hyre (Braxton)** reported they are needing to hire a part time employee. **Mr. Stowers (Nicholas)** reported that all is going well, and they received notification of a settlement agreement with the contractor that built the transfer station.

**NRCS Personnel Report:** **Mrs. Steele** reviewed **Mr. Sentz** written report concerning the Local Work Group meetings and Focused Conservation Approach Projects for FY20 (copy Attached). (This will be voted on later in the meeting)

**FSA Personnel:** None

**WVU Extension:** None

**Forestry Division:** None

**CD SUPERVISORS:** **Ms. Hyre** reported that the next Envirothon meeting will be held September 4. This year's event was very successful and will be held at Canaan Valley next year. There will possibly be a supervisor and/or grant training in January in conjunction with the quarterly meeting. **Mrs. Lilly** had questions concerning programs offered for invasive species management. Discussion ensued. She then reported on attending the new supervisor training held earlier this week.

**COMMITTEE ACTIONS:**

**AG ENHANCEMENT:** None. **Mrs. Steele** reported that post cards were sent to cooperators outlining this year's programs along with timelines.

**COMMITTEE ACTIONS (cont.):**

**BUILDING:** Ms. Hyre reported that some supervisors met at the district building in Gassaway on May 14 to do a general inspection. All is well.

**COMMUNICATION:** Ms. Hyre reported the call-in meetings are going well. Mrs. Fisher stated that information from these meetings will be included in the Agency's monthly report.

**EDUCATION:** None

**EQUIPMENT:** None

**FINANCE:** None

**FORESTRY:** None

**GRASSLANDS:** Mr. Burroughs reported they met on May 10. A field day is planned which will be discussed later in the meeting.

**LEGISLATIVE:** None

**PROJECT:** None

**WATER QUALITY:** None

**Mr. Mollohan arrived at 11:00 am, and chaired the meeting with quorum present.**

**AGENDA:** Mr. Smalley moved to approve the agenda; Mr. Stowers seconded; motion passed.

**April 25, 2019 Minutes:** Mr. Burroughs moved to approve the minutes with the addition of the dollar amount of \$42,000.00 added to the approval of the FY20 AgEP LOR; Mr. Stowers seconded; motion passed.

**Treasurer's Report/April 2019 FINANCIAL STATEMENTS:** Ms. Hyre reported that all accounts are in good order. Ms. Hyre moved to approve the financials and file for audit; Mr. Stowers seconded; motion passed. Mrs. Steele reported on the balance in the supervisor travel and per diem account.

**PAYMENT OF BILLS:** Ms. Hyre moved to approve the payment of bills (list provided at meeting and attached); Mr. Stowers seconded; motion passed.

Per reports from District Manager, Mrs. Steele:

- Mrs. Hyre moved to spend up to \$100.00 on the rack cards for the display at the state fair; Mr. Stowers seconded; motion passed.
- Mr. Smalley moved to accept Ms. James' resignation; Mr. Stowers seconded; motion passed.

Per written report from NRCS DC, Andy Sentz via District Manager, Mrs. Steele:

- Ms. Hyre moved to accept the NRCS FCA projects as presented; Mr. Burroughs seconded; motion passed.

**OLD BUSINESS**

- **SPRP Contract: ECD 2018-08-22 SPRP Buffalo Creek Widen Project** – No additional information
- **Transfer of Big Ditch OM&R Funds to Camp Caesar Flood Repair Co-Admin Account** –No response to date
- **2019 Conservation Farms, Grasslands Farms, & Forestry Recognition** – None
- **Expression of Interest** – Mrs. Steele reported that there have been no responses to the advertisements. Mr. Smalley moved to continue the agreement with the current engineer of record, Thrasher; Ms. Hyre seconded; motion passed.

**NEW BUSINESS & CORRESPONDENCE**

- **LOR FY20 District Support \$37,775.00**
- **LOR FY20 District Support \$20,045.00**
- **LOR FY20 District Support \$20,044.00**
- **LOR FY20 District Support \$14,680.00**

Ms. Hyre moved to approve the submission of the four LORs; Mr. Burroughs seconded; motion passed.

- **Sponsorship of WV Grazing Lands Steering Committee Statewide Field Day** – Mrs. Steele and Mr. Burroughs reported on this item. The board would like more information before committing a dollar amount. This item will be on next month's agenda.

**AgEP PAYMENTS**

Tim Bailes	Nicholas County	Nutrient Management	\$980.00
James Cox	Nicholas County	Nutrient Management	\$1,020.96
Carl Johnson	Nicholas County	Nutrient Management	\$790.76
Benny Mullins	Nicholas County	Nutrient Management	\$2,000.00
John Pitsenbarger	Nicholas County	Lime	\$891.98
Lawrence Shaver	Braxton County	Nutrient Management	\$420.45
Larry Grogg	Braxton County	Nutrient Management	\$2,101.27
Linda Brown	Braxton County	Nutrient Management	\$1,324.80

**Ms. Hyre moved to approve the payments; Mr. Stowers seconded; motion passed.**

**AgEP EMERGENCY AGEP APPROVALS**

Donald Burroughs	Braxton County	Revegetation	\$270.00
------------------	----------------	--------------	----------

**Ms. Hyre moved to accept Kim Fisher's approval of Mr. Burroughs' application; Mr. Stowers seconded; motion passed with Mr. Burroughs recusing himself.**

Tim Bailes	Nicholas County	Revegetation	\$630.00
Harold Johnson	Braxton County	Revegetation	\$600.00

**Ms. Hyre moved to approve the two applications; Mr. Stowers seconded; motion passed.**

**DEP** - None

Being no further business to attend to, and on **motion by Mr. Burroughs; seconded by Mrs. Lilly; Chairman Mollohan declared the meeting adjourned at 11:35 am.**

\_\_\_\_\_, ECD Secretary/Treasurer

**DATES TO REMEMBER: (OFFICE CLOSED/ECD MEETINGS)**

May 27	ECD Office CLOSED - Memorial Day
Jun 11	ECD Executive Committee Meeting/Policy and Plan of Work review - 9 AM
Jun 11	WV Food and Farm Coalition Board Meeting at ECD
Jun 17	Braxton Co. Farm Bureau (Successful Timber Transactions) 7 PM @ Flatwoods Community Building
Jun 20	ECD Office CLOSED - WV Day
Jun 27	ECD Board Meeting - 10 AM
Jul 4	ECD Office CLOSED - Independence Day
Jul 9	ECD Executive Committee Meeting - 10 AM
Jul 12	WV Grazing Lands Steering Committee Meeting - 10 AM @ ECD
Jul 25	ECD Board Meeting - 10 AM
Jul 15-16	WVACD Quarterly Meeting @ Highlands Event Center, Triadelphia, WV
Aug 13	ECD Executive Committee Meeting - 10 AM
Aug 22	ECD Board Meeting - 10 AM
Aug 27-28	State Conservation Farm Tours
Oct 21-22	WVACD Quarterly Meeting @ Flatwoods Days Hotel
Jan 31	Ag Day at the Capitol