

**ELK CONSERVATION DISTRICT
BOARD OF SUPERVISORS MEETING
Meeting Minutes of June 27, 2019**

Supervisors Present:

Donald Burroughs
Shirley Hyre
Rebecca Lilly
John Pitsenbarger
Mike Smalley

Supervisors Absent:

Clark Mollohan
Ken Stowers
Carly Triplett

Others Present: Suzie Steele, WVCA/ECD DM; Russell Young, WVCD/ECD Conservation Specialist; Judith Lyons, WVCA Watershed Program Manager – South (via video); Kirk Burroughs, ECD Equipment/OM&R Manager; Andy Sentz, NRCS DC; Melodied Bailey, FSA County Executive Director

CALL TO ORDER

Mr. Pitsenbarger called the meeting to order at 10:04 a.m.

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

AGENDA: Mr. Burroughs moved to approve the agenda with the removal of Ms. James' name under district assistant's report; Mr. Smalley seconded; motion passed.

May 23, 2019 Minutes: Ms. Hyre moved to approve the minutes (copy attached); Mr. Burroughs seconded; motion passed.

Treasurer's Report/May 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); Mrs. Lilly seconded; motion passed.

REPORTS

WVCA PERSONNEL: Ms. Lyons (via video) reviewed her written report (copy attached). She then discussed with the board the approval of an engineering firm so that the seeping on Salt Lick Site 8 may be addressed as soon as possible. The board then discussed the OM&R MOU that will be voted on later in the meeting.

DISTRICT EQUIPMENT/OM&R MANAGER'S REPORT: Nothing to report.

DISTRICT MANAGER'S REPORT: Mrs. Steele reported on AgEP completions and payments and the photos received for the annual photo contest. Digital copies of the photos will be requested. She also reported on being out of the office last week because of the passing of her mother in law.

DISTRICT ASSISTANT'S REPORT: None

WVCA CONSERVATION SPECIALIST REPORT: Mr. Young reported on AgEP and the number of applications for the fall signup. He led a soil test training last week for some WVCA staff. He attended a grassland training in Morgantown. He presented the report from the DEP watershed specialist on the runoff/soil compaction project in Braxton County. He also reported that the \$1,500.00 grant check has been received from the WV American Water Co.

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

SWA Reports: Ms. Hyre (Braxton) reported they are still needing to hire a part time employee. She reported on the fluctuating prices and that some places have stopped paying for paper and cardboard. She is preparing a grant for operating expenses.

NRCS Personnel Report: Mr. Sentz reviewed his written report (copy attached).

FSA Personnel: Mrs. Bailey reported that CRP applications are being taken. A disaster program is available. She is working on updating farm records online (mapwv.gov). She is working with two county operations trainees. The FSA is taking nominations for their committee until August 1.

Mr. Sentz & Mrs. Bailey left meeting at 11:00 am.

WVU Extension: None

Forestry Division: None

REPORTS (cont.)

CD SUPERVISORS: Mr. Pitsenbarger extended his apologies for missing the last two meetings. He stated that the Farm Bureau celebrated their 100th anniversary on June 20. Mr. Smalley attended the meeting at Camp Caesar yesterday to review the possible work needing done there. Ms. Hyre reminded everyone of the WVACD Quarterly Meeting coming up in July. There will be a farm tour happening in conjunction with the meeting. She reported on the live and silent auctions that are held during the October WVACD meeting. She attended the public comment meeting concerning SB 655. Ms. Hyre moved to send a comment from the district stating that the following should be changed in the rules: *Paragraph 63-3-3 Administration: Change to read: 3.5 The State Conservation Committee shall consider recommendations from the Conservation Districts related to the grant program, including recipient and subrecipient monitoring.* Mr. Smalley seconded; motion passed.

COMMITTEE ACTIONS:

AG ENHANCEMENT: None. Will meet on July 9 along with the Executive Committee meeting.

BUILDING: None.

COMMUNICATION: None

EDUCATION: None

EQUIPMENT: None

FINANCE: None

FORESTRY: None

GRASSLANDS: Mr. Burroughs reported they will be meeting on July 12.

LEGISLATIVE: None

PROJECT: None

WATER QUALITY: None

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** – Mrs. Steele recommended Mr. Joe Craft and Larry Grogg as Grasslands farm for Braxton County. Mr. Smalley moved to accept the recommendation; Mrs. Lilly seconded; motion passed. Mr. Smalley moved to recognize Mr. Homer Malcomb of Webster County for the work he has done with his high tunnel; Ms. Hyre seconded; motion passed.
- **Expression of Interest** – Mrs. Steele reported on the receipt of EOI from current engineer of record, Thrasher. Mr. Smalley moved to continue the agreement with the current engineer of record; Mr. Burroughs seconded; motion passed.
- **Sponsorship of WV Grazing Lands Steering Committee Statewide Field Day** – Mrs. Steele and Mr. Burroughs reported on this item. Mr. Burroughs moved to sponsor the event in the amount of \$250.00; Ms. Hyre seconded; motion passed.

NEW BUSINESS & CORRESPONDENCE

- **LOR # 8252 - Runoff Control for Compacted Soils - Agreement # 1024-08- \$28,650.00** – Ms. Hyre moved to approve the submission of the LOR; Mrs. Lilly seconded; motion passed.
- **WVCA OM&R Memorandum of Understanding** – After discussion, Ms. Hyre moved to approve the MOU providing the wording is changed to not state a specific district work crew (i.e. MOU between Elk Conservation District & a Conservation District Work Crew and WVCA); Mr. Smalley seconded; motion passed.
- **WVCA Emergency Watershed Protection Response Policy** – Discussed and reminded to submit comments asap.
- **District Employee Job Description and Hiring** – Ms. Hyre moved to approve the updated job description (copy attached) and posting to begin June 28 through July 15; Mrs. Lilly seconded; motion passed. Job posting will be submitted to all 4 county newspapers and posted on the district Facebook site and webpage.
- **District Policy Manual** – Ms. Hyre moved to approve the updated policy manual (copy attached); Mr. Smalley seconded; motion passed.
- **District Plan of Work** – Mr. Smalley moved to approve the updated Plan of Work (copy attached); Ms. Hyre seconded; motion passed.
- **District Officers, Committees, & Appointments** – Mr. Smalley moved to table this item until next meeting; Ms. Hyre seconded; motion passed.

NEW BUSINESS & CORRESPONDENCE (cont.)

- **District Annual Picnic (Nicholas County)** – After discussion, Mrs. Lilly will pursue options in Clay County for July 25.
- **District Annual Banquet (Clay or Nicholas)** – After discussion, Mr. Pitsenbarger will pursue options in Nicholas County for October 3.

AgEP PAYMENTS

Timothy Bailes	Nicholas County	Reseeding	\$630.00
Debbie Hamric	Braxton County	Fertilizer	\$162.98
Harold Johnson	Braxton County	Reseeding	\$600.00
Steven Miller	Braxton County	Lime	\$613.00
Mike Nuckles	Braxton County	Fertilizer	\$1,386.31
Giovanno Romano	Nicholas County	Fertilizer	\$550.32
Giovanno Romano	Nicholas County	Lime	\$384.76
Giovanno Romano	Nicholas County	Cover Crop	\$21.94
Lawrence Shaver II	Braxton County	Fertilizer	\$292.72
Linda Sparks	Nicholas County	Fertilizer	\$1,600.00
James Stone	Nicholas County	Fertilizer	\$105.00
Sherry Thomas	Nicholas County	Fertilizer	\$1,191.12
Kathryn Boggs	Webster County	Lime	\$443.10
Brian Smarr	Braxton County	Lime	\$400.80

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

DEP – None

Being no further business to attend to, and on **motion by Mr. Smalley; seconded by Mr. Burroughs; Mr. Pitsenbarger declared the meeting adjourned at 12:20 pm.**

_____, ECD Secretary/Treasurer

DATES TO REMEMBER: (OFFICE CLOSED/ECD MEETINGS)

- Jul 4 ECD Office CLOSED – Independence Day
- Jul 9 ECD Executive & AgEP Committee Meetings – 10 AM
- Jul 12 WV Grazing Lands Steering Committee Meeting – 10 AM @ ECD
- Jul 25 ECD Board Meeting – 10 AM & Picnic immediately following meeting
- Jul 15-16 WVACD Quarterly Meeting @ Highlands Event Center, Triadelphia, WV
- Jul 24-27 Nicholas County Fair
- Jul 30-Aug 3 Braxton County Fair
- Aug 3 WV Grassland Statewide Field Day – Ward Grass Cattle Farm, Mill Creek, WV
- Aug 13 ECD Executive Committee Meeting – 10 AM
- Aug 8-17 WV State Fair
- Aug 22 ECD Board Meeting – 10 AM
- Aug 27-28 State Conservation Farm Tours
- Sep 4 Envirothon Committee Meeting – 10 AM
- Sep 4-7 Webster County Fair
- Sep 10 ECD Executive Committee Meeting – 10 AM
- Sep 19-22 Clay County Golden Delicious Festival
- Sep 26 ECD Board Meeting – 10 AM
- Oct 8 ECD Executive Committee Meeting – 10 AM
- Oct 21-22 WVACD Quarterly Meeting @ Flatwoods Days Hotel
- Oct 24 ECD Board Meeting – 10 AM
- Nov 21 ECD Board Meeting – 10 AM
- Dec 19 ECD Board Meeting – 10 AM & Christmas Luncheon immediately following meeting
- Jan 31 Ag Day at the Capitol