

MINUTES

Western Conservation District Board Meeting

September 19, 2019

In Attendance

Supervisors: Charles Lipscomb, Chairman; Oscar Harris, Vice-Chairman; Jim Withrow, Secretary; Don Stephens, Treasurer; Jeremy Grant; D.W. "Peachie" Arthur

Others: Dennis Brumfield, CPA, District Bookkeeper; Judith Lyons, Watershed Manager; Kim Fisher, Area Director; Sherry Pearson, DM; Russell Kidwell, WVCA; Jackie Byars, DC, NRCS

Call to Order

Chairman Lipscomb called the meeting to order at 9:00 a.m. at the district office in Point Pleasant.

Adopt Agenda

Chairman Lipscomb asked for the agenda to be adopted in a different order, as he would like to have the financial reports before a discussion on the August minutes. Request was approved on a Harris/Stephens motion. Motion carried.

Financial Reports

General & CDO Funds - District CPA, Dennis Brumfield reviewed the financial reports. Brumfield was asked if the rent for this year had already been restricted, where it was recorded and the balance. He noted the amount is shown in Net Assets-Restricted for Rent \$16,000 balance. Dennis was asked about the use of a signature stamp for payroll for the new position. He noted his staff would be the ones to use the signature stamp. Dennis will get a cost for the board on handling the new employee payroll and PEIA benefits.

Co-Administered Funds - WCD Co-Administered Funds Report as prepared by WVCA.

On a Harris/Stephens motion Financial Reports were accepted and will be filed for audit. Passed. Financial Transactions for September were approved on a Harris/Grant motion. Passed.

Treasurer's Report - Treasurer Stephens provided and reviewed the payroll spreadsheet. He noted that his expenses were \$3 less than noted. **The total payroll report for \$3,750.67 was approved on a Harris/Grant motion. Passed.**

Approve Amended Minutes

Chairman Lipscomb held a discussion about the minutes. **On a Harris/Stephens motion the minutes were amended not to include the addendum. Passed. On a Harris/Grant motion the minutes were approved as amended. Passed.**

Report of Budget Committee

FY 20 CDO Grant Budget will remain the same as last year. It was noted a line item will need to be added to the budget for the NRCS grant employee. WCD will pay the expenses then be reimbursed. **On a Grant/Arthur motion \$6,000 will be restricted once again in FY20 for building rent. Passed**

Travel & Per Diem Policy – The policy was revised after the Budget Committee Meeting with changes suggested at that meeting. **On a Withrow/Harris motion the revised policy was approved. Passed** Annual

Awards Banquet – The date of the banquet was set for November 14th at the WV State Farm Museum. A meal of baked steak was decided.

NRCS Grant Award - After the Budget Committee, the group met with Jackie regarding the new position. . A Personnel Committee meeting was set for Thursday, October 3, 2019 immediately following the AgEP Committee meeting. **On a Withrow/Arthur motion the Personnel Committee will be increased from three to four members with Grant being added. Harris and Stephens voting no, the motion passed.**

Agency Reports

KIM FISHER, AREA DIRECTOR- Kim reminded supervisors about the WVACD meeting and NE NACD Listening Session. Audits for last fiscal year need to be performed. The Legislative Committee discussed AgDay being on a Friday, but no changes have been made as of yet. Don Stephens noted he attended the meeting. Emergency AgEP reseeding funds need to be returned to the agency

JACKIE BYARS, DISTRICT CONSERVATIONIST – NRCS:

NRCS has 62-65 contracts this year which is a low year. The grant agreement was approved for a soil conservationist in Point Pleasant. She will also be getting an ASIS employee which is a retired employee to work in the office over the age of 55. They will get 20 hours a week doing conservation work, data entry, correspondence, etc. The state office in Morgantown has said that NRCS employees will no longer write CNMP Plans. There is \$98,000 to develop contracts to have TSP's write the CNMP's.

Correspondence – None

Programs

O&M

Judith had sent photos that were viewed on the monitor of the low water at Mill Creek 13. The City of Ripley has noted a leak and it has drawn down to a very low level. There is a large amount of debris around the riser which needs to come out while the water level is so low. Judith said that Brian has agreed to pay for the removal of the debris, and she is working on that. The City has asked to draw from Mill Creek 10 Hughes Dam on Gay Road.

AGRICULTURE ENHANCEMENT PROGRAM (AgEP)

- ◆ Return of Emergency Re-vegetation Funds – **On a Withrow/Harris motion the board approved to return \$8,328.98 with any accrued interest. Passed**
- ◆ LOR Annual Contribution – **On a Withrow/Harris motion the board approved a LOR for \$2,200 for Mill Creek 13 OM&R. Passed**
- ◆ Payment to Southern CD – **On a Harris/Withrow motion the board approved payment for \$265 on MC 5 and \$3,640 for Poca 28. Passed.**
- ◆ City of Ripley OM&R Funding Agreement – The funding agreement was signed by the Mayor and returned to the district. **On a Withrow/Stephens motion the board approved that Oscar Harris signed the agreement with the City. Passed.** The signed agreement will be sent to WVCA for Brian's signature.
- ◆ Contract Modifications – Russell reported there were two folks that had approved contracts for two practices each, that would total more than the \$4,000 limit. The two contracts were modified not due to eligibility but due to \$4,000 limit. **On a Stephens/Withrow motion a contract for Water System and Division Fence were cancelled.** There is \$8,000 available to reallocate to other contracts.
- ◆ **On a Withrow/Harris motion to fund 5 additional contracts by reallocating \$8,160. Passed.**
 - Water Systems
 - WIT Farm Dyana Lambert \$1,690
 - Roger Stone \$1,370
 - Division Fence

Daniel Barnette	\$1,050
Nicole Dean	\$1,650
Mike Wyant	\$2,400

On a Withrow/Arthur motion the board will have a meeting on October 3rd to discuss practices Russell mentioned. Passed.

Old Business

- ◆ NRCS Grant Agreement Award

Supervisors received a copy of the grant award. Jackie had worked up an application. **On a Withrow/Arthur motion the board adopted the application form and gave Jackie authority to make changes as needed. Passed.**

On a Harris/Withrow motion the job announcement was approved with a combination of a two-year degree and experience may be considered. Passed.

- ◆ District Awards Banquet

On a Harris/Withrow motion the banquet date was set for November 14th at the WV State Farm Museum. Passed

New Business

- ◆ Universal Funding Agreement

Kim explained the reason for the new agreement between the WVCA and the WCD. It is a MOA “Memorandum of Agreement” instead of the old MOU “Memorandum of Understanding”. An agreement is enforceable, but an understanding isn’t. The changes made were to improve the agreement. **On a Withrow/Stephens motion the board approved the MOA. Passed.**

- ◆ Registration for Conservation Awards Banquet – Supervisors registration and check need to be turned in to the DM by September 27th.

- ◆ Appoint Personnel Committee

On a Harris/Withrow motion the Personnel Committee Members appointed were Lipscomb, Stephens, Withrow and Grant. Passed. A meeting of the committee was set for October 3rd immediately following the AgEP meeting.

- ◆ WV Conservation Awards Banquet

On a Harris/Withrow motion the board agreed to pay for guests of the Hussell’s and NRCS staff to attend the awards dinner. Passed.

Report of Supervisors

Great Kanawha RC&D - Peachie reported the GKRC&D has not gotten funding.

Little Kanawha RC&D – Oscar reported they have received their funding. They have a group growing lavender near the warehouse at Parkersburg.

Chairman Lipscomb talked about communication. He asked supervisors to make a better effort to communicate by reading their emails and responding.

Adjournment

The date of the next meeting was set for October 17, at 9:00 a.m. at the District office in Point Pleasant. With no further business Chairman Lipscomb adjourned the meeting at 12:34 p.m.

Minutes recorded by:

Approved by: _____

Sherry Pearson, DM

James Withrow, Secretary

Attachments