



# MINUTES

## Western Conservation District Board Meeting

FEBRUARY 25, 2020

### In Attendance

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

**Absent:** Jim Withrow, Secretary

**Guests:** John David Johnson Agent, WVU Extension

**Others:** Dennis Brumfield, CPA; Kim Fisher, Area Director; Jackie Byars, DC; Justin Knopp, NRCS/WCD; Sherry Pearson, DM and Russell Kidwell, Conservation Specialist, WVCA

### Call to Order

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

### Adopt Agenda / Approve Minutes

**On a Harris/Stephens motion the agenda was adopted. Passed.**

**On a Stephens/Harris motion the January 2020 minutes were approved. Passed**

### Financial Reports

General & CDO Funds - District Bookkeeper, Dennis Brumfield reviewed the financial reports

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

**Financial Reports were accepted and will be filed for audit with all financial transactions for February approved on a Grant/Harris motion. Passed.**

Benefits Coordinator for WCD Employee – Chairman Lipscomb asked Brumfield if he had talked with PEIA about providing benefits. An agreement was received last week with Brumfield noting he had not had time to review the documents.

Great Kanawha RC&D Grant Funding – **On a Harris/Stephens motion the board had no objection to Guyan Conservation District being the Fiscal Agent for this pass through. Passed.** The board will send a letter to WVCA requesting this change.

Treasurer's Report - Treasurer Stephens provided and reviewed the payroll spreadsheet. **The total payroll of \$2,247.90 was approved on a Harris/Grant motion. Passed.** There was an error made in the amount of the travel check to Peachie. He agreed to add the \$17.25 for this month to next month's check as mentioned by Brumfield. The meal reimbursement was clarified at \$13/\$14/\$23 breakfast, lunch and dinner respectively. Don noted some issues with travel being turned in later than the 5<sup>th</sup>.

**GUEST- John David Johnson, Agent, WVU Extension, Jackson County**

John David talked about the cow shoots the district supported with funding have been moving around pretty good. He has been working on a grant to purchase a no-till drill to plant annuals pasture, a boomless sprayer

and weed wiper with a dolly. Also, spoke on fence line feeder system which is a 28-foot pad with two twelve-foot head gates, requesting \$10,000 for a program for Jackson/Mason counties. It would keep tractors off unsafe ground. Research will be done on the concrete pads with a 2% grade for proper drainage. The USDA grant will be applied for under the safety program with WVU Extension. He asked if the board would provide a letter of support to Extension for the program. **On a Stephens motion to send a letter of support and authorize the Chairman's signature on the letter, second by Harris. Passed.**

Jackie stated that NRCS had tried this in the 90's with concrete and gravel pads. John David said this would be for smaller farms 18-2 cows with skirting and not over a cost of \$6,000 per producer. Oscar said it would be supplemental for when it's muddy.

## Agency Reports

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KIM FISHER, AREA DIRECTOR, WVCA- She mentioned it's time to start looking at conservation farm candidates for this year. Asked for any comments on the Ag Conservation Day breakfast noting it was attended by more legislators than in the past. Reviewed the dates for the quarterly WVACD and State Committee meetings. WVACD contests dates and deadlines were also noted, along with the WVACD Scholarships. Clements State Tree Nursery is now selling potted trees with an order form being sent out to all CD's.

Jennifer Skaggs has set March 17<sup>th</sup>, 10:00 a.m. at Elk CD for the State AgEP Committee meeting. Supervisors are encouraged to sign up early to work the State Fair.

### JACKIE BYARS, DISTRICT CONSERVATIONIST – NRCS:

Jackie handed out a Conservation Planner Designation Programs/Certifications (WV) form she said was for an apprentice. The other side of the document has what training programs needed to become a certified conservation planner. She said this is the training plan for WCD/NRCS Grant employee Justin Knopp. Chuck asked about a training budget. A new Soil Conservationist has been hired for Ripley, Aimee McPherson, a Soil Conservationist from Missouri. She spoke on CSP renewals on five-year contracts that were extended for five years for a total of ten years. EQIP is changing tremendously with the new farm bill. Staff has been out for training on a new computer program, Conservation Desktop known as "CD". This was all mandated by national headquarters. The Focus Conservation proposals are being phased out. There are statewide fund codes for pollinators and animal waste. There have been 13 CNMP's written which should get extra points and receive funding. EQIP dollars have increased. AMA program for cover crops and high tunnels will continue.

Local Workgroup Meeting – Jackie asked for a date to set up a local meeting for supervisors to attend to discuss resource concerns and priorities in the area. The date of May 5<sup>th</sup> at 10 a.m. in Ripley at the USDA Service Center was set.

JUSTIN KNOPP, SOIL CONSERVATIONIST – WCD/NRCS Justin provided a written report to the board of his activities.

## Correspondence – No action required.

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WVACD Quarterly Meeting Minutes

## Programs

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### O&M

Oscar and Don reported on the Watershed Resource Committee Meeting held at the Capitol on AgDay.

Replacing rusted gates is the only repairs needed for our dams. He felt the report could have been type written and distributed. Those districts that did not need repairs had to set through the discussions of the others that did. JCC Agreement - Don said he spoke to the JCC's attorney about the OM&R agreement. Don asked for a copy of the agreement to take to the JCC. Kim said that Brian has the documents. She will let Brian know.

### AGRICULTURE ENHANCEMENT PROGRAM (AgEP)

**On a Harris/Grant motion the following contract payment was approved. Passed.**

#### Frost Seeding

M. Dale Stone	\$1,000
Don Hussell	\$1,000

#### CHERRY FORK 319

Analabs	\$ 30.00
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**On a Harris/Grant motion the board approved payment. Passed.**

## Unfinished Business

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- ◆ FY19 Agreed Upon Procedures Draft Report – Sherry reviewed the draft report with the supervisors. Don Stephens called attention to the last paragraph stating it was important. Kim said Don had done a good job with the supervisors travel not having any errors. A Letter of Representation to Lowe & Associates was approved for signature by the Chairman and Treasurer.
- ◆ Acceptance of Agreed Upon Procedures – **On a Harris/Grant motion the draft Agreed Upon Procedures Report was approved. Passed.**
- ◆ Annual Agriculture Workshop – The tentative date of April 2<sup>nd</sup> has been set with the WV Farm Museum. The DM has mandatory training on March 31<sup>st</sup> and April 1<sup>st</sup> so the set up for the workshop will need to be taken care of by someone else. Chairman Lipscomb said that Justin and Russell could see that is done. Jackie noted that her staff will also be available to help with the workshop.

## New Business

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- ◆ Funding Requests –
  1. Mid-Ohio Valley Grain Conference – March 6, 2020 at the Army National Guard Armory located just outside of Point Pleasant. Ben Goff, Agent, Mason/Putnam County Extension Service, sent a memo asking for support of the conference. **On a Harris/Stephens motion the board agreed to provide \$250 to the conference. Passed.**
  2. Putnam County Parks & Recreation Commission – A request to assist with the Esther and Norman Walter Memorial Nature Trail repairs and upgrades. Don suggested that Peachie take this to the Great Kanawha RC&D for funding. **On a Harris/Stephens motion \$250 support for this project. Passed.**
- ◆ Buffalo FFA Rodeo Support for National FFA Trip – A letter of request from Buffalo FFA asking the WCD for support of their fund raiser to attend a national FFA competition. The board had provided support last year. Although they cannot make a vote until it's on the agenda next month, the consensus was to provide support
- ◆ Personnel Policies:
  - Travel Expenses- Justin attended training in Beckley using the WCD credit card to pay his expenses. Chuck suggested reimbursing expenses like supervisors do and using the form they use. A travel advance would be the way to handle in the future for out of state travel. An electronic funds transfer was set up with Peoples Bank by Chuck and Jeremy for Justin's pay. Sherry reported this past Friday was his payday with the funds not transferring until after 7 p.m. on Friday evening. For a Friday payday the funds would need to transfer every Thursday evening. Peoples Bank sent a replacement form to sign that would change

the day of transfers to ever other Thursday. The board agreed to move the transfer to Thursdays. **On a Harris/Grant motion the EFT will be changed to transfer on Thursdays with Peoples Bank. Passed.** Bill Bailey Insurance has set up workman's compensation with Brick Street which had to be paid to begin the coverage. The WCD has been approved to carry PEIA Health Insurance. The agreement that needs signed by the board for PEIA and a disclaimer for not paying in to state retirement. Chuck mentioned that Justin's 60 day waiting period is up March 6<sup>th</sup>. He will now be eligible for health insurance.

- ◆ **Century Farm Application** – An application was received for a Jackson County Farm. Don Stephens reviewing the application. **The WV Century Farm application for Gary Sheppard, Jr. was approved on a Harris/Stephens motion. Passed.**
- ◆ **Mason County Outdoor Youth Expo** – The staff would like to participate at the event this year providing an activity for all 4-6<sup>th</sup> graders in Mason County. The materials for the activity can be purchased with the funding that has already been allocated in the budget (\$350) for this event.

## Report of Supervisors

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WVACD Quarterly – Chuck attended the meeting. Everyone has a copy of the minutes in their folders. Chuck mentioned CCR's and that there no longer any SSRP program funds available in the WCD. These funds were transferred by Brian to OM&R. Kim stated that was because WCD had a need. Chuck said that other districts still have their SSRP funds.

## Adjournment

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The date of the next meeting was set for March 19th, at 9:00 a.m. at the District office in Point Pleasant. With no further business Chairman Lipscomb adjourned the meeting at 1:20 p.m.

Minutes recorded by:

Sherry Pearson,DM

Attachments

Approved by: \_\_\_\_\_

James Withrow, Secretary