



MINUTES

Western Conservation District Board Meeting

MAY 21, 2020

In Attendance on the 9 a.m. **Teleconference**

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

Others: Justin Knopp, Soil Conservationist; Jackie Byars, DC; Sherry Pearson, DM; Russell Kidwell, CT; Kim Fisher, Area Director; Judith Lyons, WVCA.

Call to Order

Chairman Lipscomb called the meeting to order at 9:00 a.m.

Adopt Agenda / Approve Minutes

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

On a Harris/Grant motion the minutes for April were approved. Passed

Financial Reports

Financial Reports for April were reviewed by Chairman.

Approved checks listed on the Financial Transactions for May on a Withrow/Grant motion. Passed.

Treasurer's Report - Treasurer Stephens provided and reviewed the payroll spreadsheet. **Payroll in the amount of \$470.15 was approved on a Harris/Arthur. Passed.**

Partnership Reports

Jackie Byars, District Conservationist

She has been assisting with the information needed for the reimbursable agreement for Justin's position. We need to get an invoice from Brumfield and a copy of the Reliant invoice. Also, the WCD needs to do a performance evaluation on deliverables with Justin. Jackie reported on the number of contract and approvals with 45 contracts approved to start the year. USDA has started to phase back to work with opening the office to the general public after 14 days. Her staff came back to work three weeks ago. She is looking a making a space for a countertop to stop folks at the door. Chairman Lipscomb addressed Justin's safety and PPE's. Jackie said nothing has been provided to her staff, but she will include Justin with her staff. The new soil conservationist will start in Ripley next Tuesday.

Kim Fisher, Area Director -Submitted WVCA written report

WVCA will continue to telework with no return date yet. The agency has mailed out face masks, gloves and sanitizer to all staff. Social distancing must be followed. It has been announced that Jennifer Skaggs has been named the full-time director of Conservation Services. Each CD's Plan of Work and AgEP Administration Agreement is to be submitted by June 15th. The WVACD quarterly meeting is set for July 20th and 21st at Flatwoods. Reminded supervisors to sign up to work at the State Fair.

Programs

WCD USDA Grant Employee - Justin provided a written report.

O&M Watershed Dams

Judith reviewed her written report. Her staff is not doing site visits at this time if there is an emergency folks should contact the office of Emergency Services. As far as O&M, mowing will be done in July. The proposed work orders had a set price for mowing with estimates for the other. She is working with Dave Parkulo, SCD to submit quotes for the other. The pit burner will be brought in on MC13 to burn debris. Judith has discussed with Brian the need for funding Mill Creek O&M. In looking over the amount spent over the past two years it's around \$40,000 annually. WCD is being asked to submit a LOR for \$100,000 for Mill Creek only to cover O&M for two years with a buffer. She reported on the spraying at Mill Creek 5. Oscar noted that he was there when the crew were spraying and felt they had done an excellent job and he was pleased. Judith said that Will was going there today to see if the hemlock had died out. It was noted that more of the chemical, Escort needs to be ordered, two full bottles need to be ordered. Oscar said he has about ¼ of a bottle.

- **On a Harris/Stephens motion the board will submit a LOR for \$100,000 for Mill Creek O&M. Passed.**

Don was successful in getting the Jackson County Commission to sign the FY20 agreement with the WCD and WVCA for \$4,400. Don put the agreement in the mail to the Chairman for his signature.

- **On a Stephens/Harris motion the board approved the agreement for the Chairman's signature. Passed.**

The agreements for FY21 are ready to be sent out along with a letter requesting \$2,200 from the City and \$4,400 from the County. The new agreement states that WCD will send out in January the letter requesting funding, along with reports on the past year's work performed and estimates for the current years O&M.

- **On a Stephens/Harris motion the Chairman was authorized to sign the agreements once received signed by the City of Ripley and Jackson County Commission. Passed.**

AGRICULTURE ENHANCEMENT PROGRAM (AgEP)

Oscar Harris, Committee Chairman gave a reported on the recent meeting. The committee suggested keeping the practices the same. There were no changes on caps or guidelines.

- **On a Harris/Stephens motion the practices and percentages will remain the same as last year with the per farm not per cooperator rule clarified. Passed.**
- **On a Harris/Stephens motion the signup date will be June 1st through June 26th. Passed.**
- **On a Harris/Grant motion roof runoff management will be added under water systems. Passed**
- **On a Harris/Stephens motion the revised application that includes all practices was approved. Passed.**
- **On a Harris/Arthur motion the FY21 AgEP Administrative Agreement with revisions was approved as amended. Passed.**
- **On a Grant/Arthur motion a LOR for FY21 AgEP in the amount of \$81,000 was approved. Passed.**

Russell checked with Justin on the rates to pay on roof runoff with 75% of the 90% cost that NRCS pays on this practice. This would make gutters \$3.25 per foot and outlet at \$3.35 per foot under water systems with the structure designated. He informed the board that he has a vacation scheduled for June 13-18th that had been planned since January. He has been told that staff from another district could assist with any practice completions and cost verification forms in his absence.

AgEP Payments

The following AgEP payments in the amount of \$15,645 were approved on a Stephens/Harris motion. Passed.

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|--------------------|------------|
| Nicole Dean | \$1,650.00 |
| Sharolyn Conrad | \$3,997.50 |
| John David Johnson | \$3,997.50 |
| Chad Dillion | \$1,800.00 |

LIME

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| Chris Deweese | \$2,100.00 |
| Gregory Parsons | \$2,100.00 |

OLD BUSINESS

- ◆ Mill Creek LOR \$100,000 (see OM&R)

NEW BUSINESS

- ◆ Plan of Work FY21 – Revisions were emailed, and a paper copy mailed to supervisors.
 - **On a Harris/Arthur motion the WCD FY21 Plan of Work was approved. Passed**
- ◆ FY21 LOR's for District and Supervisor Support
 - **On a Harris/Stephens motion LOR's were approved as follows:**
7/1/20 \$33,082 10/1/20 \$16,692 1/1/21 \$16,691 4/1/21 \$12,668 5/21/20 \$1,425 Audit
Passed.
- ◆ USDA Grant Reimbursement
Chairman Lipscomb reported that expenses were \$9,028.67 the requested reimbursement for the quarter from Jan 1st through March 30th is \$8,779. PEIA premium is an automatic monthly payment on the 5th of each month for \$436. Chuck is the web administrator for the PEIA payments.
- ◆ Supplies for Web Coordinator
Chairman Lipscomb asked for the district to authorize him to purchase on the credit card an ink cartridge for his home printer needed for web coordinator duties and for printer paper. He can get a ream of paper from the office.
 - **On a Harris/Stephens motion the board authorized the Chair to purchase an ink cartridge. Passed.**

SUPERVISOR REPORTS

Little Kanawha RC&D – Oscar reported that they met by teleconference. They awarded various mini grants. Oscar reported the lime spreader is broke and being repaired. It was suggested we may want to look about purchasing a new spreader. Don noted the charge for teleconferences on Tuesday and Thursday would be 4 hours. Supervisors Lipscomb and Withrow will meet at the office around 1:30 today to sign checks and documents.

- **On a Harris/Withrow motion the board authorized a policy due to the State of Emergency that a supervisor may be one of the two signatures on their own check. Passed.**

The date of the next meeting was set for June 25th at 9:00 a.m With no further business Chairman Lipscomb adjourned the teleconference meeting.

Minutes recorded by:

Sherry Pearson, DM

Attachments

Approved by: _____

James Withrow, Secretary