



MARCH 18, 2021

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## In Attendance on the 9:00 a.m. Teleconference

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

**Absent:** Jeremy Grant; Jim Withrow, Secretary

**Others:** Dennis Brumfield, CPA; Mike McMunigal, Judith Lyons, Russell Young, Kim Fisher, Sherry Pearson, WVCA; Ben Goff, WVU Extension Service

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## Call to Order:

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

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## Adopt Agenda / Approve Minutes

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**Harris moved to adopt the agenda as presented, second by Stephens. Passed.**

**Chairman Lipscomb asked for any discussion or corrections on the minutes. On a Arthur/Harris motion minutes were approved. Passed.**

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## Financial Reports

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**CDO Financial Reports and General Fund** for February 2021 were reviewed by supervisors as emailed. Dennis reviewed the report with supervisors and answered any questions. The report will be filed for audit

**Financial Transactions Report for February:** Sherry went over the invoices and checks issued for the month, automatic transfers for payroll and PEIA. **On a Harris/Arthur motion the payments were approved. Passed**

**Co-Administered Fund:** Supervisors were provided a copy of the funds cash balance report. Sherry went over the balances per fund. The board accepted the report which will be filed for audit.

**Treasurer's Report:** The report was mailed to supervisors for review. Don asked for any questions on the report. **The payroll of \$576.68 was approved as submitted on an Harris/Stephens motion. Passed.** Oscar questioned if supervisors could list in their travel under "other" the cost of ink to print all the information that is emailed to them. There was support to reimburse supervisors for printer ink but they will take up how at the April meeting. Chairman Lipscomb didn't think it should come out of travel.

## Partnership Reports

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### Ben Goff, WVU Extension

A proposal was sent requesting \$300 to assist with purchasing supplies to build native pollinator habitats like butterfly houses and bee hotels. The Mason County 4-H is creating a series of woodworking workshops to promote critical thinking, improve math skills for local youth while constructing pollinator habitats. The workshop will take place over two weeks with 20 kids. **Arthur motioned to provide \$500 to the program, second by Stephens. Passed.**

### Jackie Byars, DC, NRCS

Staff is in the process of doing assessments for EQIP and AMA with rankings due by mid-April. State office has put a good portion of funding towards animal waste and beginning farmers in MLURA areas. Major Land Use Resource Areas which looks like funding will be pretty good for WCD. Conservation Stewardship Program signups are until the end of March. NRCS is still on covid19 lockdown. No one is allowed in the office; they must meet outside. Only one person a day covers the office. She noted the schedule of Monday – Tuesday is Brock and in Ripley Aimee; Wednesday’s Jackie; and Thursday-Friday Jordan with Justin in Ripley. The employee grant reimbursements have been processed, one should already be in our account and the other had a penny mistake, it has been corrected and just needs signed by Chuck. Suzie Daubert has sent a template for the local led workgroup set for April 8<sup>th</sup>. Jackie will get with Sherry to get it set up on skype.

### Kim Fisher, Area Director, WVCA- WVCA Written Report

Kim talked on the Administrative Specialist survey and comments that were received by district supervisors. The board needs to be on record of how they would like to have their information sent either by email or mailed. Currently, they receive information both by email during the month and mail for meetings. Regarding correspondence would they want all (including junk mail) or just what needs their attention. They prefer like it is with the AS sending time sensitive correspondence by email and other being held for the board meeting. Emailed correspondence is listed or covered on the agenda. Do you want the draft agenda sent to you 5 days out so changes can be made before the 3 days prior to the meeting? The draft agenda is sent emailed out ahead of time for any changes to be made before the 3 day window. Would you like to receive a copy of the draft minutes within 24 hours of the meeting when Brian receives them. Oscar responded he would rather get the minutes later, right before the next meeting. The approved minutes are to be posted within 24 hours to the district’s webpage. So, for example today’s approved minutes will be posted to the webpage within 24 hours. Supervisors did not have any issues with the way things have been and stated you don’t fix something that is not broke.

## CORRESPONDENCE

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Emailed:

GVCD Equipment Sale; WV E-Thon Request W. McKeever; USDA-NRCS Public Comment Request; WVACD Spring Quarterly notice; Monthly Communication Call Minutes; Conservation Clips (NACD)

## Programs

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### O&M Watershed Dams- Written Report Submitted by Judith Lyons attached to WVCA Report

#### A. Watershed Meeting Report

Chuck and Oscar reported on the Watershed teleconference they attended. A lot was covered that did not involve the district speaking on watershed dam rehabilitation, projects, etc.

- B. 7-1-3U was talked about but not in depth enough to quite understand the entire process. Supervisors would still like to have a better understanding before they go to their county commissions. Kim contacted Judith to call in to provide some clarity on the program to supervisors. The 7-1-3U agreement/program is between the WVCA and the County Commission, Chuck noted the district does not sign this agreement. The EWP funds in the districts will be the funding mechanism for these projects. The county would get land rights and contract out the work with the WVCA and district reimbursing them. The in-kind will be part of the county's share of the project such as providing a dumpsite for debris. Judith stated we do not do preventative flood work. She explained to Chuck the OES Director in Mason County sent a list of 21 streams to be looked at with no blockages listed or exact location of the stream issue. Chuck noted most flooding occurs from backwater from the river opposed to flash flooding. Judith's Stream Team is working in Mason County to identify the 21 streams issues. The board asked for a better understanding of this program before going to the county commissions. Kim said that if they set up a meeting Judith will attend the meeting with them to explain the program. They would like to have a quick reference version on how this program works.

#### C. O&M Agreements – Signed for FY22

Signed agreements have been returned to the district.

- 1) Jackson County Commission \$4,400
- 2) City of Ripley \$2,200 They included their check for \$2,200 with the agreement.

**Stephens moved to approve and sign the O&M agreements on Tug Fork Watershed Dam with the Jackson County Commission and the City of Ripley. Passed.**

#### D. Statement of Reviews

Statements of Review letters are ready for Mill Creek Sites 4,5,8,9,10,13 and Pocatalico 28 for DEP.

Supervisors were provided a copy of the letter from DEP and the Statement of Review for each site.

**On a Harris/Stephens motion authorizing the chairman to sign the six Mill Creek and one Pocatalico Statements of Review for WV DEP. Passed.**

#### E. Blakes Armour Rehabilitation:

Chairman Lipscomb received the last meeting minutes with nothing to report.

## CO-ADMINISTERED COST SHARE PROGRAMS

### A. Agriculture Enhancement Program (AgEP)

Supervisors received a written report from Russell Kidwell.

Mike McMunigal introduced himself as the Conservation Services Manger for the South Area for AgEP and 319 programs. He was attending the meeting today to answer any questions they may have since Russell is out due to the birth of his daughter. Oscar reported on the state AgEP meeting he and Russell both attended. A new allocation formula was introduced for districts to vote on. The new formula is 5% for population using 2010 census; 37.5% for the number of farms; 37.5% for the number of farm acres; and 20% equal distribution. Districts roll over funds will be put back in the base of \$880,000 then equally distributed out to districts. The roll over is added in before the formula is applied. Mike noted that Russell Young could answer the questions

that were being asked about the formula and reasons behind the population component. Russell Young phoned in to the meeting to explain the formula and answer questions. After much discussion, Harris said he will vote to adopt the new formula unless the board did not agree. The committee will vote on March 29<sup>th</sup>. **On a Harris/Stephens motion the board agreed to adopt the new formula with Arthur stating he was opposed. The motion passed with Arthur voting No.**

Set Practices for 2021

Oscar plans to talk with Russell to see if an AgEP meeting needs to be held before the next board meeting. Chairman Lipscomb suggested discussing any changes after the April local work group meeting. Otherwise, any changes can be decided at the April board meeting. Supervisors were provided a copy of the AgEP brochure that denotes eligibility, program caps, cost share rates, etc.

**AgEP Payment Approvals:**

The following is being submitted for payment approval under the AgEP program:

Dustin Burkhammer	Division Fence	\$3,300
Donnie Ennis	Frost Seeding	\$ 240
Alan Gerwig	Lime	\$ 546
Andy Hall	Frost Seeding	\$ 600

**On a Harris/Stephens motion the payments were approved as listed. Passed.**

B. Cherry Fork –

Mike said he believed the district had recently received the failed septic funding. Sherry confirmed \$30,000 was received yesterday.

C. Pasture Weed Management Pilot Program

Davin sent districts the draft press release to announce the sign up a copy was emailed to supervisors. The latest information on the release is the sign up period will be in April. Davin expects to release it to all local newspapers possibly on Monday, March 22<sup>nd</sup>.

**OLD BUSINESS**

- A. SB357/HB2633 Status was discussed. Don asked supervisors if they had made their contacts. Chuck and Peachie agreed to contact Senators Grady and Tarr. Oscar will be contacting Westfall and Don reports he has been in contact with Pinson. Don stated this year's budget includes \$3M for watershed dams and the current budget level is in the proposal. Don suggested supervisors go to the website [wvlegislature.gov](http://wvlegislature.gov) to read the bills and check on their status. Sherry will check for some information on HB2633 for supervisors.

**NEW BUSINESS**

A. Agreed Procedures Audit –

Supervisors were emailed the draft copy of the report. Sherry noted a hard copy is in the mail to them. Don noted the only finding was a reviewing supervisors' signature was missing on another supervisor's timesheet. No other consequences noted. Chairman Lipscomb said he had reviewed the findings. **On a Harris/Stephens motion the board accepted the findings and authorized the Chairman to sign the Management Representation Letter. Passed.**

B. Liability Insurance

The district's policy renews April 20<sup>th</sup> at a premium of \$7,359.27. Supervisors have been sent the most recent quote for this renewal along with a copy of our current policy limits. They plan to contact other districts and companies to get a comparable quote before the policy renews.

## **SUPERVISOR REPORTS**

### WV Envirothon Committee

Don reported on the Envirothon meeting saying with no travel being involved he did not recommend providing funding from the district this year.

### LK RC&D

Oscar said the RC&D approved some grants. They awarded grants to some pretty good projects. They are also meeting this morning.

### SAM Registration

The office has received several emails and phone calls regarding the SAMS renewal for this June. There is a fee of \$399-1 year; \$799-3 years or \$1199 for 5 years. Chuck asked to check if we need to pay if we are not applying for any new grants.

It was decided that Chairman Lipscomb and Treasurer Stephens will meet at the office at 1 p.m. to sign checks and approved documents.

The date of the next tele meeting was set for April 15, 2021 at 9:00 a.m. With no further business Chairman Lipscomb adjourned the meeting at 12:18 p.m.

Minutes recorded by:

Sherry Pearson

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

James Withrow, Secretary