



## MINUTES

### Western Conservation District Board Meeting SEPTEMBER 20, 2018

#### In Attendance

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

**Others:** Dennis Brumfield, CPA, District Bookkeeper; Greg Stone, Assistant State Conservationist, USDA; Kim Fisher, Area Director; and Sherry Pearson, District Manager; WVCA.

#### Call to Order

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

#### Approval of Agenda & Minutes

**On a Harris/Grant motion the agenda was adopted as presented, motion carried. Stephens/Harris made a motion to approve the minutes, motion carried.**

#### Financial Reports

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

Dennis established an "Office Space" Line Item.

Supervisor Travel will be kept separate until end of year than will be in general fund.

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

Both reports will be field for audit. She added two additional invoices for payment to Fine Line Embroidery \$777.60 for caps and Mason County Board \$75 facility use for listening session.

**Financial Transactions for September were approved as presented with the two additional invoices as reported on a Harris/Stephens motion, motion carried.**

Treasurer's Report - Don reported \$3,317.78 for the month. **On a Harris/Withrow motion payroll was approved as submitted by the Treasurer. Motion carried.**

#### Report of Supervisor

Report of Budget Committee Meeting: All supervisors attended the budget meeting held on August 29<sup>th</sup>.

- Expenditures Report of WVCA CDO & Supplemental Funds was approved as presented on a 2.2. Harris/Stephens motion actual expenses showing a balance of \$258. Motion carried.**  
FY19 WCD Budget adopted as revised to reflect correct funding received from WVCA.
- Approval of FY19 Line Items as listed on a Harris/Stephens motion. Motion carried.**
- The board agreed to establish a line item for office space with \$10,000 from FY17 Budget and appropriate \$6,000 a year to office space. The \$10,000 came from carry over of supervisor's travel funds.
- Committee was to establish a line item to re-allocate supervisor travel. Chuck said he checked further on unused supervisor travel it can be used as needed with no restrictions.

5. Supervisor Meal Allowance Increase to reflect GSA Rates. Kim provided information on the rules that the board can use GSA rates of \$13-\$14-\$23 for a total of \$50. **On a Withrow/Grant motion the WCD will adopt the new GSA meal rates of B-\$13, L-\$14 and D-\$23. Motion carried.** Chuck said the handbook will need to be amended to reflect this change. **On a Stephens/Arthur motion the handbook will be revised with this change. Motion carried.**

6. Disbursement of Potato Equipment

Oscar asked Kim for Brian's thoughts. He felt to sell by advertising and taking sealed bids since it was purchased with taxpayer dollars. Set a minimum and re-bid if not met. **Jim made a motion to sell all equipment in November after season is done and put proceeds in general fund with a second by Peachie. Motion carried.** Don replied the equipment can be transferred among agencies.

## Programs

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### AgEP

**The following payments were approved on a Harris/Withrow motion, motion carried.**

#### LIME

David McDaniel	\$1,344.00	64 Tons
Roger Hatcher	\$ 840.00	40 Tons
Tim Whitt	\$ 882.00	42 Tons

#### WATER SYSTEMS

Danny Belcher	\$3,680.00	Pond/pipeline/trough
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#### DIVISION FENCE

Michael Facemyer	\$4,000.00	3,000 feet
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#### POLLINATOR

Deborah Hilbert	\$ 200.00	
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OM&R WATERSHED DAMS-Judith Lyons sent a written report.

### LOR'S

The district has received payment for this year's OM&R from the City of Ripley and the Jackson County Commission. All invoices are now up to date with the cost share agreements. The WCD needs to send two Letters of Request to WVCA to match the cost-share received by both the City and County. **On a Harris/Stephens motion the board approved two LORs one for \$2,000 and one for \$4,000. Motion carried.**

Annual inspections will be in October. WCD schedule is for Tuesday, October 23<sup>rd</sup> to begin at Mill Creek 13. Supervisors will meet at the Ripley field office by 8:30 a.m. to travel to the site by 9 a.m. Sherry will invite the City and County to attend the inspections.

## Correspondence

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- ◆ Letter from Jackson County Commission regarding donation of Potato Equipment.

Received a letter from Jackson County Commission supporting the transfer of potato equipment to Extension and use of the county farm for storage. **Stephens made a motion to send a letter to the Jackson CC to let them know the equipment will be advertised for sealed bid.** Chuck said he felt it was

premature to say that if the equipment doesn't sell. **Peachie made a motion to amend the previous motion to say "at this point in time" second by Jim. Motion carried.**

- ◆ Several invitations to district banquets were read by Chairman Lipscomb.
- ◆ Appalachian Grazing Conference is March 7-9<sup>th</sup>, Joe Gumm is asking for supervisors to help out.

## Old Business

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- ◆ Community Garden Grants - Requests to cancel grants were received from Buffalo High \$2,000 and Mason County Career Center \$3,000. **On a Harris/Stephens motion the board approved the cancellations. Motion carried.** A letter to the WVACD to let them know of the status of the grants was approved for the chairman's signature.
- ◆ Garden Based Learning Request from Chuck Talbott.  
**On a Harris/Stephens motion the board agreed to allocate \$7,000 to Mason and \$7,000 to Putnam County Board to establish Garden Based Learning School in each county. Motion carried.** The funds cannot be combined to give one county \$14,000.  
**On a Withrow/Harris motion the Chairman will send a letter to Chuck Talbott to advise him we approved his request; additional funding will need to be sought and to advise the board of the next plan of action. Motion carried.**
- ◆ Ag Listening Session – August 11th Mason County School Board Office, use of Custodian - \$30 per hour

Chuck has reserved the Mason County board office for a charge is \$75.00. This is for a custodian to be present to clean and lock up. He asked Kim how we will know how many folks will be attending. She will check with Brian and let us know. The Chairman has \$250 to work with to provide refreshments

- ◆ Banquet Plans Finalized

Approved the caterer and turkey meal. Supervisors will try to have some mums donated and may purchase a few for decorations. The program was finalized. Ravenswood Envirothon Team that went to Nationals in Idaho has agreed to do a presentation on their trip.

- ◆ AgDay Banner Contact Oscar agreed to be the contact for Davin White regarding the banners. Sherry reviewed the information and photos she put together for each banner. The board selected an aerial view of Mill Creek 10 and a pasture as the other.

## New Business

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- ◆ **OVB-** Ohio Valley Bank sent a letter about two Cashier's checks purchased by the WCD that were five years old. **On a Arthur/Harris motion the board will deposit these funds back in the general fund. Motion carried.**
- ◆ Ohio Valley Bank Co-Administered Non-Interest Bearing Account Closure  
**On a Stephens/Arthur motion the board will eliminate this account as approved by the WVCA. Motion carried.**
- ◆ **Registration for Conservation Awards Luncheon** – Tuesday, October 16th  
Luke & Mitsy Hunter will be awarded at this luncheon. Supervisors Harris, Lipscomb, Grant and Withrow plan to attend.

## Agency Reports

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West Virginia Conservation Agency

**Kim Fisher, Area Director** - Written Report Submitted (attached)

Kim had already left but left a reminder to register for the WVACD quarterly meeting and hotel reservation deadline is September 24<sup>th</sup>. The Partnership Luncheon is the 16<sup>th</sup>.

USDA Natural Resources Conservation Service

**Greg Stone, Assistant State Conservationist FO**

There is a new position for a soil conservationist in Point Pleasant it will be a new hire that Jackie will need to train up. Personnel is at a limit for the state he predicts a slow thaw with attrition. Oscar thanked Greg for how well the staff works with the district. NRCS is advertising for a technician position in Ripley to replace Rodney. Rodney is a civil engineering technician and will be used in that area. Greg was disappointed that the \$5,000 NRCS Grant for Community Gardens was not used. As he was in on selecting those proposals which he thought were good ones. He talked about a competitive agreement to add to staffing requested on behalf of non-profits. Western is his second priority to staff a Forester. He mentioned the Notice of Funding (NOF) rules and the WCD's efforts to hire two new positions through the grant opportunity. Unfortunately, the district missed the deadline by six minutes in submitting all the required paperwork.

**Adjournment**

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Chairman Lipscomb stated the date of the next meeting will be Thursday, November 15, at 9 a.m. With no further business, Chairman Lipscomb adjourned the meeting.

Minutes submitted by: Sherry Pearson

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

James Withrow, Secretary

Attachments