

**EASTERN PANHANDLE CONSERVATION DISTRICT
BOARD OF SUPERVISORS MEETING
March 21, 2012
MINUTES**

The Eastern Panhandle Conservation District's monthly meeting of the Board of Supervisors was called to order at 7:05 p.m. by James Michael, Chairman, at the USDA Service Center in Martinsburg, WV. The following were in attendance of the meeting:

District Supervisors: James Michael, Warren Mickey, Jim Moore, Floyd Kursey, Robert Gruber and Lin Dunham

Associate Supervisor:

WVCA/EPCD: Sherry Duncan, Barbie Elliott, Suzy Lucas, Carolyn Hefner and Brian Farkas

WVDA: Sam Spencer

NRCS: Herb Andrick

WVU Extension:

OTHER: Kate Lehman (WSWA)

Agenda Approval: Warren Mickey moved to approve the agenda as presented. Jim Moore seconded. Motion carried.

Minutes

Discussion ensued over the motion made after the executive session during the last meeting. Carolyn Hefner thought it needed to be amended due to an ethics concern. Supervisors disagreed. Robert Gruber moved to accept minutes as presented. Lin Dunham seconded. Motion carried.

Correspondence Report: Lin Dunham reviewed correspondence.

PUBLIC COMMENT: None

Agency Reports:

WVCA/EPCD:

Carolyn Hefner- location of the Quarterly Meeting was changed to Morgantown due to problems with the hotel at Blackwater Falls.

Expression of interest for engineers-if you have a list or an engineer you can renew the contract. O&M schedules

2012 Annual Conference will be 2 days. The first day will be the quarterly meeting and the second day will be the awards day.

Old lime data base needs to be updated. Working on a new database for lime and want to have the information up to date when they transfer it. The auditors visited 4 districts and found some were using outdated soil test.

Review policy for election of directors for July. Supervisor asked if the association is locked in on that date. Carolyn said it is in their by-laws. Discussion for the quarterly meeting.

Flood declaration for southern part of state.

AO will receive a spreadsheet to call county clerk to get election results. WVCA will send out letters to new supervisors to let them know when and where to take oath.

Supervisor training is being planned for after the election.

Brian Farkas-just came from DC attending the NACD fly-in. Chairman Lucas gave an update and he thinks that the farm bill will not pass but will be extended one year. WVCA pushed for farm bill funding, 319 funding and watershed rehabilitation funding. DC feels that watershed rehabilitation is a local issue and not a federal issue.

The State legislature is finished. WVCA base budget was approved but no supplemental.

The flooding in southern WV will cost \$1.2-\$1.3 million. The governor is being asked for help.

Area director positions will go to the Personnel Committee on April 5 and then to the State Committee. If they are approved by State Committee, the positions will be advertised immediately and hopefully will be in place by July.

WVCA will be taking 319 personnel off the grant, so that salaries can be used for federal match.

Warren asked about the survey for travel and per diem. Brian reported that over 50% had been returned. No one is trying to take away travel and per diem just trying to get some consistency across the state. Discussion ensued about whether supervisors should be paid for serving on boards. Supervisors agree that a better understanding of travel and per diem is needed. Warren thinks that the people that are abusing the system should be turned into the ethics committee.

Jim Moore stated that when information provided from your office the data needs to be accurate so that when supervisors express concerns that it is on accurate figures. Discussion of how AEP funds should be distributed.

Flood declarations/tornados-Logan County

Barbara Elliott-thank you to those who attended the cover crop workshop.

Suzy Lucas- Final agenda for the Watershed Group meeting tomorrow from 9-12:15.

Sherry Duncan-covering for Kate. Backyard workshop went well. I81 rain garden design is finished if anyone would like to look at it. Envirothon training has 65 participants signed up. One new item Driswood Elementary is installing a nature trail with a grant they received. They want to plant a Sugar Maple and are looking for someone to donate the tree. Costs we have are between \$100-\$200. Barbie will check with Pikes Peak. They want to plant it April 21. Barbie did point out the Driswood is in Elks Run.

WVDA

Sam Spencer- responded to public comments for WIP. Final due March 30. Currently in the 8 counties we have 44,632 acres under an active nutrient management plan. By 2017 we need to have 90,000 acres under active nutrient management plans. Tracking and reporting working with FSA and NRCS more actively record practices already done. WV hosting the 52nd Collegiate Soils contest.

NRCS

Herb Andrick-Herb sent written report. Herb reported that the Phillipi office will be moving to the Morgantown area. Chief White wants 90% of staff in the field with daily contact with farmers by October 1.

Office Space- right now FSA does not have a valid lease. The lease needs to be complete before renovations are done. NRCS has been directed to reduce leasing by 15% by the end of the year. Jim Moore asked Herb about the possibility of getting use of the extra office before the end of the year. Herb said he would look into it.

NEW BUSINESS:

Warm Springs Watershed report-Kate Layman-Kate presented a PowerPoint, “Why Good Streams Go Bad”. They use this program to educate the public. She also reported that WSWA is in the process of becoming a 501-3C (non profit).

Conservation Farmer-need county farmers by April meeting-Supervisors were reminded that they need county farm winners by the next meeting. Each supervisor was given a list of past winners in their county.

Request from Appalachian Grazing Planning Committee for \$1000- Robert Gruber move to send \$1000 to the Appalachian Grazing Planning Committee out of the general fund for the 2013 meeting. Floyd Kursey seconded. Motion carried.

PHWRC&D-\$1000 support-Discussion ensued about whether RC&D Councils would survive without NRCS support. Request died due to lack of motion.

Jefferson County Associate Supervisor-Lyle Tabb III-Warren reported that Lyle is very interested in becoming involved with the conservation district. He is a very active farmer and has received the WV Farm Bureau Young Farmer and Ranchers Achievement Award. Warren Mickey moved to appoint Lyle Tabb III as a Jefferson County Associate Supervisor. Robert Gruber seconded. Motion carried.

Envirothon training lunch-\$175.00-AO reported that Kate currently has 65 people signed up for Envirothon training. Robert Gruber moved to spend up to \$250 to provide lunch for Envirothon training. Warren Mickey seconded. Motion carried.

Approval of Report of Agreed-Upon Procedures-As supervisors reviewed report it was discussed that the Equipment Committee should meet and discuss the replacement of the Haybuster drills and the disposal of the district truck and trailer. Jim Moore moved to accept the Report of Agreed-Upon Procedures as presented. Robert Gruber seconded. Motion carried.

LOR-\$2800 for reimbursement of Agreed-Upon Procedures-Floyd Kursey move to send an LOR for reimbursement of Agreed-Upon Procedures in the amount of \$2800. Robert Gruber seconded. Motion carried.

Plan of Work approval-Supervisors were provided a copy of the 2013 Plan of Work containing the changes made at the Plan of Work meeting. Jim Moore moved to adopt the 2013 Plan of Work as presented. Warren Mickey seconded. Motion carried.

Policy changes approvals-Supervisors were provided a copy of the policy with changes that were discussed. Robert Gruber moved to adopt changes to the policy effective April 1, 2012. Lin Dunham seconded. Motion carried.

Budget approvals-Floyd reviewed budgets with supervisor and asked for questions. Floyd did review supplemental request, \$25000 is for Outreach Specialist and \$74614 for 2010 Drought

program reimbursement. Floyd Kursey moved to accept the FY13 CDO Budget and the FY13 EPCD General Budget. Robert Gruber seconded. Motion carried. Warren thanked Floyd and Sherry for their hard work preparing the ground work for the budget. Jim Michael asked about the match to local money. Brian thought the local money should be the match to the district's grant money. Different ideas were discussed to raise money for conservation (i.e. extraction tax, percentage of real estate tax).

Request from WVCA for return of money for 319 Widmyer Elementary project (\$2506.25)-

Jim Moore moved to return the \$2506.25 for the 319 Widmyer Elementary project. Warren Mickey seconded. Motion carried.

Review of Project Contracts Policy and Procedures- This is not final. WVCA is looking for input and suggestions. Jim Michael wondered how this affects OM&R. AO reminded him that any concerns need to be in by March 30.

Review of Transfer and Return of Funds Policy and Procedures- This is not final. WVCA is looking for input and suggestions.

Appointment of representatives to county Solid Waste Management Boards- This needs to be reviewed and appointments made by July 1.

Request to sponsor refreshments for CREP training up to \$100- This request is from Carla Hardy. PVCD is sponsoring the room for the training. This training is for the staff and the public. Jim Moore moved to approve the request to sponsor refreshments for the CREP training up to \$100. Lin Dunham seconded. Motion carried.

2013 Conservation Agency Budget request to legislators- Jim Moore covered under Brian Farkas' report.

Elks Run Approvals/ Lime/ Ag-Enhancement Approvals- Cooperator Approvals- Barbie presented a list of payments and approvals for Elks Run, Lime and 2011 Ag-Enhancement. List included in minutes. Warren Mickey moved to approve the list as presented. Robert Gruber seconded. Motion carried. Jim Moore abstained from voting.

Barbie presented a list for approval for 2012 Ag-Enhancement. Floyd reviewed list with supervisors. Jim Moore asked if it was OK to use our BMP's for the AEP committee meeting. Supervisor thought it was fine. Jim Moore moved to approve the list as presented. Floyd Kursey seconded. Motion carried.

OLD BUSINESS

New office space-discussed earlier

Tree Sale Report- Lunch for volunteers/tree pick up- AO reported that total tree sales were \$37,465. This represents 12,552 trees. There is some concern about picking up trees because there are 642 potted plants. We may need two trailers. 748 fruit trees will be picked up on Tuesday, April 10, Clements is mailing their trees and they should be here April 10 or 11 and the balance of trees need to be pickup up at Pikes Peak on Wednesday, April 11. AO asked if district would provide

lunch for volunteers who help sort trees. Jim Moore moved to cover lunch up to \$100. Warren Mickey seconded. Motion carried.

Watershed Workshop-lunch-Warren Mickey moved to cover refreshments up to \$100 for watershed workshop. Robert Gruber seconded. Motion carried.

Update for 5K-Suzie gave an update on the 5K and passed out a current budget.

TREASURER'S REPORT

Floyd addressed the concern over the motion made after the Executive Session at the last meeting. The day following the meeting the issue was resolved with ProFence and Wind Dance Farm working out an agreement and no money changed hands involving the EPCD. Floyd reviewed the treasurer's report. Lin Dunham moved to accept the treasurer's report as presented. Robert Gruber seconded. Motion carried.

Report on accountant's actives for Jan-Feb-Floyd reported that it has not worked out very well. The numbers are not coming back the way they should or when they should. Floyd thinks we have a failure to communicate. The accountant keeps stating that it is his busy time of year. Warren is in favor of terminating services and hiring someone new. The services have not been satisfactory. Jim Moore moved to sever contract with current accountant. Question on motion. How do we conduct business without an accountant? Discussion. Motion died due to a lack of a second. Carolyn will check with the Southern CD and see how they changed accountants. She will bring Chris and Norma up to speed on our situation. Brian recommended going with our second choice. Floyd asked who makes what decision when. Jim Moore moved to give the treasurer authority to end contract effective March 30. Lin Dunham seconded. Motion carried. Jim Moore moved to give the Budget and Finance Committee the authority to hire an accountant. Lin Dunham seconded. Motion carried. Floyd said then with that all said and done we could have a new accountant before the next regular board meeting.

COMMITTEE REPORT/SUPERVISOR REPORT

Jim Moore-Jim has attended several AEP committee meetings. He thinks they will have a recommendation at the Quarterly meeting. Attending the Appalachian Grazing Conference committee meeting tomorrow. He complimented the Cover Crop Workshop. Thought is went very, very well. Executive Committee meeting March 9 concerning travel and per diem and understand there is a problem.

Robert Gruber-Thought the cover crop workshop was very good. Litter spreader is back in operation. Robert Barrett was slow paying for the drill; he did finally pay and now has the drill again.

Floyd Kursey-Floyd reported that due to the lost check for BB&T, the storage facility contacted him when the credit card did not work. Floyd went down and paid the storage fee to avoid late charges. This is the reason there was a check written to Floyd for the storage area.

Floyd attended the Cover Crop Workshop and the Watershed Workshop. Farmland Protection closed on another farm on February 25. This brings the number of protected acres in Berkeley County close to 3800 and 38 farms.

Lin Dunham-attended Ag-Day.

Warren Mickey-pass

Jim Michael-Attended Ag-Day and a lot of watershed activity.

Warren Mickey moved to adjourn the meeting at 10:25 pm. Jim Moore seconded. Motion carried.

James Michael
Chairman

Lin Dunham
Secretary