

**SOUTHERN CONSERVATION DISTRICT**  
**January 10, 2013**  
**MINUTES OF MEETING**

The Southern Conservation District meeting was called to order at 9: 45 a.m. by Carl Mullins. The meeting was held at the SCD office, 463 Ragland Road, Beckley, WV. Curtis Murphy led the Board in Pledge of Allegiance. Ray Lafferty opened the meeting with prayer.

**Supervisors Present**

Carl Mullins	Ray Lafferty
Bill Bollenbach	Randall Patton
Sid Howard	Ken Scott
Virgel Caldwell	Don Windon
Curtis Murphy	

**Supervisors Absent**

John Brenemen  
Dvon Duncan  
Jason Angell

Ray Lafferty reported Dvon Duncan was unable to attend today due to testing related to her current teaching position.

Sid Howard reported John Brenemen is getting stronger and hopes he will be back as soon as he is able.

**Others Present:**

Danny Little, SCD	Larry Layman, WVCA
Jennifer Skaggs, WVCA	Becky Floyd, WVCA
Jeff Meador, SCD	Jim Roy, WVCA
Bill Harris, NRCS	Greg Linder, CEC
Wallace McGraw, SCD	
Jesse Purvis, National Park Service	

**Approval of Minutes**

**Ray Lafferty moved to approve the December 13, 2012 minutes as mailed. Ken Scott seconded. The motion carried.**

**Approval of SCD general and CDO paid invoices for accounting purposes:**

**Ken Scott moved to approve the SCD general check register for December 2012 as prepared by Mike Akers and Associates. Virgel Caldwell seconded. The motion carried.**

**Virgel Caldwell moved to approve the District CDO check register for December 2012 as prepared by Mike Akers and Associates. Sid Howard seconded. The motion carried.**

**WV Conservation Agency Administrative Officer Report:**  
**Curtis Murphy moved to approve the Co-Administered Funds financial report for December 2012 as prepared by the WVCA. Ken Scott seconded. The motion carried.**

The following invoices were presented for payment approval:

Stantec	LWS work	\$8,757.84
Harold Wolfe	Legal work	\$ 150.08

**Ray Lafferty moved to approve the invoices for payment as presented by Becky Floyd. Ken Scott seconded. The motion carried. Virgel Caldwell abstained.**

Becky Floyd presented the land rights right of entry form for board approval. The form was reviewed at the December 20 O&M meeting by the supervisors and state agency O&M staff.

**Ray Lafferty moved to approve the right of entry land right form as presented. Virgel Caldwell seconded. The motion carried.**

Becky Floyd presented the following Letter of Request (LOR) to the WV Conservation Agency for work completed for the WV Department of Natural Resources:

DNR Jumping Branch Site \$1,312.50

**Sid Howard moved to approve the LOR to the WVCA for DNR work totaling \$1,312.50 as presented. Virgel Caldwell seconded. The motion carried.**

Becky Floyd presented the following Letters of Request (LOR) to the WV Conservation Agency for operating grants for FY13:

FY 13 CD Operating Grant totaling \$6,650.00

FY13 CD Operating Grant totaling \$4,750.00

**Ray Lafferty moved to approve the LOR's to the WVCA for Operating Grant funds totaling \$6,650.00 and \$4,750.00 as presented. Ken Scott seconded. The motion carried.**

Becky Floyd presented the following Letters of Requests (LOR) to the WV Conservation Agency for reimbursement for internet services and accountant expense:

Internet (for 3 months) \$599.81

Accountant Services (for 3 months) \$1,350.00

**Sid Howard moved to approve the LOR's to the WVCA for reimbursement for internet services and accountant services as presented. Virgel Caldwell seconded. The motion carried.**

Becky Floyd presented the following Conservation Agreement for board approval:

Patricia Roles Mercer County

**Curtis Murphy moved to approve the Conservation Agreement as presented. Don Windon seconded. The motion carried.**

Becky encouraged the supervisors to make appointments with their Legislature for Ag Day which will be held March 20. Becky and Christi Meador will prepare a display.

A copy of the draft operation and maintenance annual inspection schedule was provided to the board for their review.

Supervisors were asked to turn in their ID badges at the February board meeting due to new badges being made by the Agency for each supervisor.

Becky reported Fayette County Solid Waste minutes from June through October of 2012 have been submitted to the board. A note was made that there was not a July or December meeting so November minutes will be sent to the SCD in February.

Becky reported the WVCA Financial Report to Districts is not yet available to the districts due to clichés in the system. The Agency is working on getting the report finalized.

#### **District Program Coordinator Report**

Christi Meador reported she is working on the District Pollinator Program. The district flyer is ready for printing and seeds have been ordered. Brochures are being finalized. Christi will be discussing this program at the February WVU Extension dinner meeting.

Christi reported she ordered and delivered food for the Summers County Extension Dinner meeting held January 8 in Hinton. Ken Scott commended Christi on the food and discussed the speaker and what information was presented by Extension.

Christi reported Public Speaking packets are ready to go out for this year. The topic for this school year is “What Can I Do to Bring Conservation to My Community?”

#### **Consideration of AgEP applications for approval:**

Danny Little reported a discussion was held this morning on applications and funding available. Sid Howard thanked Larry Layman and Jennifer Skaggs on helping the committee reconcile their AgEP budget. Larry will report back to the board when the files have been reconciled. Due to questions on the funds available the applications presented for approval this month will not be presented for approval other than the one application for frost seeding.

**Sid Howard moved to approve the frost seeding application for CW Hopkins totaling \$450.00. Virgel Caldwell seconded. The motion carried.**

The group reviewed the completed lime applications for payment approval. Sid Howard questioned why the payment amounts are different on Buck McKinney and Richard Reed's contracts when the amount of lime spread is the same? Danny Little stated he rounded the amounts of lime spread.

**Sid Howard moved to approve the following lime and nutrient management payments with the payments to Richard Reed and Gerald “Buck” McKinney being held until next month when the figures can be corrected:**

Payment on completed lime contract:  
John Crookshanks \$ 552.00

Payment on completed nutrient management contracts:  
John Pate \$ 400.00  
Maximina Pate \$1,000.00

**Bill Bollenbach seconded the motion. The motion carried.**

**Sid Howard moved to approve the following Lime Incentive payments as presented by Danny Little for approval as delegated:**

Carolyn Campbell \$ 395.77  
Jerry Smith \$ 552.33  
James Gwinn \$1,329.00  
Vernon Short \$ 427.50  
Wayne Legg \$ 317.33  
Shane Sanderson \$ 376.01  
Steve Bennett \$1,061.90

**Ray Lafferty seconded The motion carried.**

**Sid Howard moved to approve the following lime program cancelations as presented by Danny Little due to their contract time period ending:**

Shirley Harkins \$2,850.00  
Dennis Brugman \$ 285.00

**Bill Bollenbach seconded. The motion carried.**

Carl Mullins provided Wallace McGraw with his Honorary Membership Award to the WVACD.

**Visiting Agency Reports**

**Southern Conservation District**

Jeff Meador gave an update on jobs completed by the crew and maintenance work done on equipment. Current work plans are to continue to work on O&M work and begin SPRP work in the near future when the Agency has presented the list of sites. Jeff stated he is also working with the Forestry Division for work for the crew.

Jeff reported the District has received the permit for the holding tank to be installed at the shop. Curtis Murphy will work with Jeff on the installation.

Ray Lafferty reported he talked to a supervisor with the Western CD and they were pleased with the mowing the SCD crew completed in their district.

WV Park Service

Jesse Purvis stated he was glad to attend the meeting today.

WV Conservation Agency

Jim Roy reported he is working with crew on O&M work in the SCD and the Greenbrier Valley CD. Jim commended the crew on their work.

Jennifer Skaggs reported on the statewide AgEP approved applications and reviewed statewide funds balance.

Larry Layman discussed the FY 14 State Committee/Agency budget and the supplemental budget. Districts have been asked to adopt the budgets.

The next State Conservation Committee meeting will be held January 22, 2013 at 10:30 a.m. The Dunloup Creek LOR is on the January 22 agenda. RC&D funds are also on the agenda.

Larry encouraged supervisors to submit travel and per diem monthly.

Area directors will be reconciling AgEP folders. Larry will be working with Danny Little and Jennifer Skaggs on the SCD application review.

**Bill Bollenbach moved to adopt the WVCA FY 14 budget as presented. Ray Lafferty seconded. The motion carried.**

Natural Resources Conservation Service

Bill Harris reviewed the written report for the Princeton field office.

**WV Association of Conservation Districts Update:**

Ray Lafferty reviewed items discussed at the January 8 and 9<sup>th</sup> quarterly meetings. Ray received his ten year service award as a district supervisor.

Ray distributed an information sheet from the winter meeting with event dates that may be of interest to district supervisors.

Auction items were taken to the partnership meeting for the SCD.

Bill Bollenbach reported on items discussed in the Operations Committee at the WVACD winter meeting.

Bill will be serving on the committee to search for space for the Association to lease for storage.

**Supervisor Reports**

Sid Howard reported the AgEP committee met on January 3. The group reviewed the program status and discussed the need to continue soil testing. The next meeting will be March 7.

Sid reported additional forms have been received from Washington DC on the new lease. Sid recommended the Chairman review and sign the additional forms. Stantec is in the process of beginning the CAD survey for the building.

Sid also reviewed building concerns. The next SCD building committee will be February 3 at the SCD office.

Ken Scott discussed the annual maintenance contract is up for renewal for the chair lift system. The Committee is recommending the Chairman sign the contract for semi annual maintenance inspection and maintenance with Progressive Elevators Inc.

Ken encouraged supervisors to visit the LWS project site at Ewart Avenue.

Don Windon reported he attended the WVACD quarterly winter meeting.

Virgel Caldwell reported he attended the Mercer County Extension Dinner meeting.

Bill Bollenbach encouraged supervisors to attend the Appalachian Grazing Conference.

Randall Patton thanked the board for the flowers and cards sent due to the death of his brother last week.

Carl Mullins asked for a motion for an Executive Session to discuss personnel matters. **Bill Bollenbach moved an Executive Session be held in reference to the WV Code, Chapter 6, Article 9A, paragraph 4B2 for personnel. Sid Howard seconded. The motion carried.** The regular meeting adjourned at 11:34 a.m.

The regular meeting was re-opened at 12:15 p.m.

Carl Mullins stated no action was taken on personnel matter discussed during the executive session. A committee of Carl Mullins, Bill Bollenbach, Sid Howard and Curtis Murphy was formed to advertise for the Grassland Technician position.

The committee will review the job description of the Grassland Technician prior to advertising. The group discussed the need for the job description to continue to include the Technician become certified as Conservation Planner and obtain their nutrient management certification. The Committee will advertise and then meet to review the resumes. The Committee will report back at the February board meeting.

**Ray Lafferty moved to write a letter to Wallace McGraw clarifying past practices on payments made to Associate Supervisors and that the letter include what meetings the reimbursement for mileage is allowed. Virgel Caldwell seconded. The motion carried.** The group agreed reimbursement has only been paid in the past for regular monthly board meetings unless an Associate has been directed by the board to serve on a committee.

**Sid Howard moved the regular meeting be adjourned until 1:00 p.m. for a brief lunch break. Ken Scott seconded. The motion carried.**

The regular meeting reopened at 12:58 for the agreed upon procedures to be presented by Gray Griffith and Mays.

A discussion was held on the depreciation schedule and an equipment inventory list to be updated on a yearly basis. A discussion was also held on review and signatures on crew time sheets. Carl Mullins requested the Ag Enhancement Committee meet with Danny Little to review the process of totaling cost share amounts. **Bill Bollenbach moved to accept the report as presented by Gray, Griffith and Mays with verification being sent by Gray, Griffith and Mays on which accounts findings were reported. Sid Howard seconded. The motion carried.**

**Ken Scott moved the meeting be adjourned. Virgel Caldwell seconded. The motion carried.**

Respectfully submitted:

Dvon Duncan  
SCD Secretary