

**WESTERN CONSERVATION DISTRICT**  
**BOARD MEETING**

**MINUTES**

**March 21, 2013**

SUPERVISORS PRESENT:

Robert Baird, Chairman  
Oscar Harris, Vice-Chairman  
Carla Mullins, Secretary  
Tim Cottrill  
James Withrow

AGENCY STAFF

Jackie Byars, DC  
Sherry Pearson, AO

Absent: Bob Siebel

Guests: James Moore, WVACD, 1st Vice President

Others: Dennis Brumfield, Bookkeeper

Chairman Baird called the meeting to order at 9:40 a.m., in the District office at Point Pleasant.

***Agenda Approval- Chairman Baird asked for approval of the agenda. On a Harris/Mullins motion the agenda was approved. Motion carried.***

***Minutes Approval- Minutes of the February 21, 2013 meeting were approved as presented on a Harris/Mullins motion. Motion carried.***

**FINANCIAL REPORT**

District General and CDO Funds reports were presented by Dennis Brumfield, District Bookkeeper. Chairman Baird noted the reports will be filed for audit.

WVCA Co-Administered Funds report, balances and expenditures reports were prepared by WVCA and reviewed by Sherry Pearson, Administrative Officer. WCD had to reissue a check to Longdale Dairy for \$885. The original check had been lost. Also, the WCD has received \$4,000 cost share agreement funds for OM&R from the Jackson County Commission.

Approval of Invoices & Payments – ***On a Harris/Mullins motion approved all invoices submitted for payment. This included: \$75 dues to the National Watershed Coalition and \$495 for scholarships to DEP Jr. Conservation Camp. Motion carried.***

***LOR-319 State Match Conner Street Elementary Rain Garden- On a Cottrill/Withrow motion the board agreed to send the LOR in the amount of \$25,000 for this project. Motion carried.***

**AGENCY REPORTS:**

Jim Moore, 1<sup>st</sup> Vice President, WVACD – After hearing about the project at a school, he asked if the WCD had an memorandum of understanding (MOU) with the school system in that county and highly suggested they have one. Provided information and materials for the WV Farmland Protection Authority. He encouraged the District to make these materials available to local landowners interested in farmland protection. He explained the program and said funds are available for those farms in counties that do not have a funding mechanism. Jim also provided business contact information for Lavonne Paden, Director and a website: wvfarmlandprotection.org. Jim discussed several issues the WV Association of Conservation Districts is facing. Jim is also the Chairman of the District Operations Committee. He asked if the Supervisors feel the WVACD needs an office. The consensus of the board was that the WVACD needs their own space.

He talked about the two business meetings a year (October & July) and a bylaw change to eliminate the October meeting. He asked if the supervisors wanted training and what topics they need to be trained on. Suggestions he had were: What a Supervisor's job is; if there job is mostly budgetary; and how to utilize staff. He then asked if they would attend the training. He talked about the WVCA per diem and travel information sheet. Lastly he talked on the Agriculture Enhancement Program and asked how CD's feel about the program.

Jackie Byars, District Conservationist, NRCS

Talked about the upcoming conservation farm program and gave out a sheet listing information on farms for Putnam and Mason counties that have done a good job carrying out their conservation plans. Provided informational handouts on the Grassland Reserve Program (GRP). The Kanawha County NRCS office came to assist staff with GRP sign ups in Putnam County, there were 10-15 applications in that area. NRCS has done due diligence in taking care of all the applications received from the Farm Service Agency's sign up in the GRP program. The payment is \$8 per acre in Jackson and Putnam counties and \$10 per acres in Mason. Reported the WCD has been awarded over \$1M in EQIP contracts this

year. CSP is on hold because of the sequestration, they have twenty-two applications. She has been in contact with the Ag teachers to set up a soil judging.

Kim Fisher, Area Director, WVCA –

In Kim's absence, a written report was provided. See WVCA Report to Conservation Districts.

Mark Buchanan, WVCA –

He had a scheduling conflict today, but sent a written report.

## **UNFINISHED BUSINESS**

Agriculture Workshop Review – Sherry reported that the office received 137 confirmed registrations, around 115-120 attended, 46 signed up for pesticide recertification credits and 9 nutrient management planners received CEU's. Farm Credit of the Virginias agreed to cost share \$500 for the lunch. The meal was catered at a cost of \$8 per person for 130 for a total cost of \$1,040. Luke's wife Mitsy Hunter, did a wonderful job providing the lunch. The Museum did not charge for the use of the facility. She asked for any improvements for next year. Suggestions were to have speakers use at least a lapel microphone. Also, for next year to have a speaker on pollinators and grassland. Tim Cottrill plans to attend a field day in Ohio where Ray Archuleta is speaking and will ask him about attending next year's workshop.

OM&R Inspections Re-scheduled- In speaking with Mike Ketterman, Watershed Technician, it was decided by Oscar Harris to postpone the inspections for one week to Monday, April 1<sup>st</sup> due to impending bad weather forecasted for March 25<sup>th</sup>. Sherry will contact all those involved to notify them of the change.

## **NEW BUSINESS**

SPRP Rayburn/Rymer Bid Opening Results- Bids were opened on March 18<sup>th</sup> at 10 a.m. by Chairman Baird. Four bid packets were received from contractors with Wiseman Excavating attended the opening. Bids were: General Pipeline \$31,475; L.D. Hanna & Son Excavating \$14,648; Upton Construction \$9,300 and Wiseman Excavating \$15,750. ***On a Withdraw/Cottrill motion Upton Construction was awarded the contract. Motion carried.***

AgEnhancement Program Rules for 2013 Program- ***After a brief discussion the following new rules were approved on a Harris/Cottrill motion. Motion carried.***

Sign Up Period: April 1<sup>st</sup> to June 1<sup>st</sup> ; new applications were approved, changes were highlighted in yellow; a ranking sheet will be used for water and fence applications; a cap of \$2,500 per cooperater per year. A year was defined as a calendar year from date of application.

Envirothon Training Workshop- Sherry has planned the training for the teams at Cedar Lakes on Wednesday, March 27<sup>th</sup> at 9:30 a.m. – 2:00 p.m. She asked for approval to provide lunch to the teams and the trainers. ***On a Cottrill/Harris motion the board approved providing lunch to those attending the workshop. Motion carried.***

Audit Policy & Procedures – A copy of the policy was distributed to all supervisors with comments due by to WVCA by March 31<sup>st</sup>. It will go before the State Conservation Committee at their April meeting.

WVACD Scholarship – The WCD has received five applicants applying for these scholarships. After board review the applicants will be sent on for consideration by the WVACD. One applicant lives in Wood County but attends school at Ravenswood in Jackson County. Sherry contacted the AO at Little Kanawha CD to ask if it was ok for the WCD to submit the application since the student attends school at Ravenswood. LKCD did not see a problem with this.

## **CORRESPONDENCE:**

Letter from Brian Farkas asking if the WCD would be willing to transfer \$10,000 AgEP funds to Capitol CD.

***On a Withdraw/Harris motion the request to transfer funds was denied. Motion carried.***

Letter from Brian Farkas comparing the FY13 and FY14 SCC/WVCA budgets.

Funding Requests:

A request has been received from the new Putnam County 4-H Envirothon Team for financial assistance to attend the state competition. There cost to attend is \$458. They would appreciate any financial support the district could provide. The AO noted each year the WCD has provided \$250 to each team participating which includes funds for their registration. ***On a Harris/Cottrill motion the board agreed to provide all teams from our area \$250. Motion carried.***

## **BOARD MEMBER REPORTS:**

Area II Partnership-

Oscar attended the meeting for the WCD and reported it was said that someone will explain the Strategic Plan to Districts. A discussion was held about title searches on land around the dams. Jim Ash, Supervisor Upper Ohio CD will be resigning in April. Jim Foster will be the Chairman of the Area II Partnership. AgEP will not be allocated as last year at \$16,000 per county but a formula will be used base upon the amount approved in the previous year and spent. Then a percentage based on the formula will be awarded. The funds must be used for practices not equipment. He felt like WCD will receive around 11% of the total.

AgDay – Chairman Baird and Oscar attended Ag-Conservation Day and set up the WCD display. They visited all the appointments except for Brady Paxton, however they did stop by his office. Bob reported that a WCD thumb drive and business card was left with each representative except Troy Andes, his office was closed. An unscheduled visit with Senator Walters from the 8<sup>th</sup> District resulted in a request for assistance for the town of Buffalo regarding a flooding problem. Sherry will forward this on to the Watershed Division for their review and follow up.

**ADMINISTRATIVE OFFICER REPORT:**

Sherry has received and sorted out the soil stewardship materials to be taken to local churches. A contact sheet with email, phone, and cell phone numbers for supervisors was given out and corrections made. Beginning this month supervisors will receive meeting minutes and agendas by email. It was noted that Mr. Withrow does not have email and the office will contact him by US mail. Encouraged supervisors to bring the name of their county conservation farms to the April meeting. Gave out copies of the WVCA Supervisors Expenditure Report and explained the codes and totals. The district's insurance is renewing at \$4,773.12. Sherry contacted a locksmith for an estimate on re-keying the locks on the Service Center at a cost of \$110-\$120. Supervisors instructed the AO to have the locks changed at the CD's expense. A suggestion was made to have the Coffee Grinder provide the refreshments for board meetings. Sherry will be attending the Envirothon training at Cedar Lakes next week, there are three teams registered to attend. Training trunks are being used by the teams. Sherry is working with Carla to develop a list of items to purchase for the trunks using the \$5,000 grant provided by the WVCA. The AO has published a March newsletter for the District. The newsletter was available for AgDay, also. She noted a guide to agency's Stream Programs was in supervisors folders for their information on what programs are offered through the WVCA at the District office.

**PROGRAMS/PROJECTS:**

SPRP - Rayburn/Rymer Site – Under contract with Upton Construction as approved by the board today.  
319 Project– Morgan Site – No report  
Conner Street Raingarden Project – No report

AGRICULTURE ENHANCEMENT

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

Payments

Paul Hoffman \$1,500; Jodie Roush \$450; Mike Stone \$1,500; Sam Hoffman, \$1,375; Roger Casto \$1,995

SEDIMENT & EROSION CONTROL PLANS

Mark Buchanan reports that he has visited and reviewed  
Hanna Drive Subdivision, Scott Depot  
Carolina Carports, Poca  
Med Express, Teays Valley

With no further business to come before the board, the date of the next meeting was set for Thursday, April 18 at 9:30 a.m. Meeting adjourned at 12:15 p.m.

Respectfully Submitted,

Carla Mullins, Secretary

Recorded by: Sherry Pearson, Administrative Officer, WVCA