

WESTERN CONSERVATION DISTRICT
BOARD MEETING

MINUTES

April 18, 2013

SUPERVISORS PRESENT:

Robert Baird, Chairman
Oscar Harris, Vice-Chairman
Carla Mullins, Secretary
Robert Siebel, Treasurer
James Withrow

AGENCY STAFF

Jackie Byars, NRCS
Jennifer Skaggs, WVCA
Judith Taylor, WVCA
Mike Ketterman, WVCA
Kim Fisher, WVCA
Steve McAnarney, Forestry
Mark Buchanan, WVCA
Sherry Pearson, WVCA

ABSENT:

Tim Cottrill

OTHERS: Dennis Brumfield, Bookkeeper

Chairman Baird called the meeting to order at 9:30 a.m., in the District office at Point Pleasant.

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

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

FINANCIAL REPORT

District General and CDO Funds financial reports were presented by Dennis Brumfield, District Bookkeeper.

Expenditures were approved on a Mullins/Harris motion. Motion carried.

WVCA Co-Administered Funds report, balances and expenditures reports were prepared by WVCA and reviewed by Sherry Pearson, Administrative Officer. The District has received \$19,000 grant funds for pass through to the Great Kanawha RC&D. ***On a Harris/Mullins motion the funds will be transferred to Great Kanawha RC&D. Motion carried. Chairman Baird noted the reports will be filed for audit.***

Approval of Invoices & Payments – ***On a Harris/Siebel motion approved all invoices submitted for payment were approved including those listed on the agenda. Motion carried.***

AGENCY REPORTS:

Kim Fisher, Area Director, WVCA –

Noted supervisors have a copy of the agency report to districts. AgDay at the Capitol went well. IT has reported that no transactions were leaked from the Sage software during the most recent hacking by an IP address linked to China. Mentioned the Conservation Farm contest and that Jennifer was here today to discuss the AgEP program. The legislative rules have been changed that the State Committee can no longer remove a district supervisor. They are elected officials and must be removed as such. Encouraged the use of the onetime \$5,000 grant funds with a report due by the end of June on how it was spent. The Envirothon is being held today and tomorrow. The State Fair schedule is on line supervisors can register to work through your AO. Mentioned the Expenditures Balance Report for March for WCD.

Jennier Skaggs, Manger, AgEP – She noted the following State Committee comments and updates:

AgEP funds are to be used for practices not to purchase equipment. Districts need to obtain how they came up with the cost share rates and document in the file for audit. Field verification needs to be done upon completion. It was noted that WCD does not do verifications on all lime contracts only a few. Districts should evaluate last year's program and make changes to coincide with the fiscal year. She explained the formula that will be used for future allocations to districts. This year's state allocation is \$880,000 same as last year. The cutoff for this past year's program is May 31st with information to be in database and completed by mid June. Districts are encouraged to establish a deadline for practice completion.

Judith Taylor, Watershed Manager, South –

A stream permit has been issued for Craig Arnold. The SPRP Rayburn site has been completed. They are working with Larry Francisco to get a stream permit. She has a CCR from a Rob Parsons. Also, a citizen's contact from Charlotte Johnson of Turkey Creek in Putnam County. The Rayburn SPRP project was postponed due to weather a few times but

Upton kept Judith informed. A site review turned up some things that needed to be done such as debris in the middle of Eighteen Mile Creek removed, and seeding and mulching. Richard is inspecting the site for completion.

Mark Buchanan, WVCA –

Mark noted he will talk on AgEP as listed later on the agenda. He handed out a written report. Also, talked about the Conner Street Elementary Rain Garden Project. He has been in contact with Baker Engineering, the Districts on call engineer, for a quote on the project. Baker has quoted \$5,395 which is less than other firms Mark has worked with on similar projects. He asked the board if he could contract Baker for the work using the current agreement the District has with the company. ***On a Harris/Withrow motion the board approved Michael Baker, Jr. as the engineer for the Conner Street Elementary Project. Motion carried.*** Mark also noted that he has a Memorandum of Understanding (MOU) that will be signed by the Putnam County Board to provide all OM&R of the project after completion.

Jackie Byars, District Conservationist, NRCS

EQIP Contracts are done and construction season has started.

Steve McAnarney, WV Division of Forestry-

Steve asked that everyone follow the burning laws.

Mike Ketterman, Watershed Technician –

Mike reported on the recent OM&R inspections. Debris removal on site 9 and 10 is needed, like last year it may be more cost effective to contact the two individuals that removed the debris and see if they would do it this year. Site 13 had some trash and debris on the riser which John Curry said he would take care of. Mike suggested that we bid out just for the mowing and leave the debris removal separate. It was noted that the growth from last fall was a good height, Southern mowed at a good time last fall. ***On a Harris/Siebel motion the board agreed to have Mike contact Southern CD for a bid on just mowing and to contact the individuals from last year for a bid for the debris removal. Motion carried.***

Easement Notifications Mike said he had discussed with Karen Stickley the need to have copies of the deeds and easements from the lawyer's research on hand before notification letters are sent out by the WCD. There is a concern from the watershed staff regarding the reactions to such notification since this has never been done before in the Western CD. The letter that will be sent will have the phone number to the Romney field office so they can help with the volume of calls from the notifications. Also, the Watershed Technicians visit these sites frequently and have a relationship established with landowners. This is why they need to be involved in these notifications. They suggest we have Hancock provide copies of the deeds and easements. A suggestion was made to host town meetings to let folks know that the letters are coming. Oscar was not in favor of a town meeting concept and preferred one at a time. Oscar instructed the AO to send a letter to Larry Hancock requesting the needed additional information and a quote. Kim said that Mr. Farkas has placed a high priority on these notifications.

UNFINISHED BUSINESS

Envirothon Workshop– Sherry reported the training held at Cedar Lakes was attended by Ravenswood FFA, Ripley Environmental Science and Putnam 4-H. Others attending were Supervisor Carla Mullins, Larry Six, Tammy Shreve, Carlos Cole, Mark Buchanan and Kim Fisher.

Envirothon Trunks-Supervisor Mullins is assisting with the ordering of the supplies to replenish the training trunks and to stock two additional sets for use in the WCD. The WVCA has provided a \$5,000 grant that is being used for this purpose.

Strategic Plan– Oscar stated that the plan had been reviewed at the WVACD quarterly meeting. Each supervisor was given a copy of the plan at last month's meeting. The AO mentioned the deadline to comment on the plan is May 15th.

NEW BUSINESS

County Conservation Farms – Supervisors announced the farmer from each county as follows:

Jackson – Tim Boyce; Putnam – Julie Schaer; Mason – Miles Epling

The tour was set to select a District farm for Wednesday, May 8th at 9:00 a.m. meet at the Hurricane WalMart garden center. Tour was to begin with the Schaer Farm at 9:30, on to the Epling Farm at 11:30 and the Boyce Farm at 2:30.

Century Farms-WCD has received applications from seven potential Century Farms. ***Carla read the names of the seven and all were approved on a Seibel/Harris motion. Motion carried.*** There were four from Jackson County, two in Mason and one out of Putnam counties.

WVACD Scholarship Awards Presentations-District Directors report that WVACD Scholarships have been awarded to five students from the WCD.

District Policy Manual-Personnel Section-A copy of the Personnel Policy section from West Fork CD's policy manual was given out to the supervisors for review. Jackie also provided a copy of the GKRC&D's Personnel Policy for review.

Computer Purchase- As requested the AO has been in contact with the WVCA IT staff regarding the WCD purchasing a computer for use by a district employee. An HP laptop (\$499.99) from Tiger Direct along with a three year additional

warranty (\$129.99) has been suggested. The program Microsoft Home Office 2010 (\$169.99) will also be needed. ***On a Harris/Mullins motion the board approved to purchase the computer with extended warranty and the Microsoft Program. Motion carried.***

Land Judging – The WCD land judging will be held April 24th at Supervisor Carla Mullins’s farm. Carla reviewed the awards from the past and made some suggestions for this year. She has been working with a local company for a t-shirt with a new design. ***On a Harris/Withrow motion the board approved t-shirts for all students participating and certificates will be presented with names of the winning teams and individuals. Motion carried.***

CORRESPONDENCE:

WCD - A letter from the WVCA to Brian Farkas denying request to transfer \$10,000 AgEP funds to Capitol CD was read. Also, a letter to Alfred Lewis, State Director, FSA will be sent to inquire about securing a reimbursable space agreement. ***On a Harris/Mullins motion both were approved. Motion carried.***

Funding Requests:

Jackson County Extension \$425 for signs to support the “Locally Grown” program.
Sr. Conservation Camp an additional \$185 to support a loss of program funding.

On a Withrow/Harris motion the board approved the request of Jackson County Extension but did not approve the additional camp sponsorship. Motion carried.

BOARD MEMBER REPORTS:

WVACD Quarterly – District Directors Report

Oscar Harris reported that the WCD had been awarded four of the scholarships. The WVACD is sponsoring a poster contest with prize money to be \$75 for first place and \$25 for second. The WVACD office space would be at the Tygarts Valley CD’s building. There were 363 attending the Appalachian Grazing Conference out of those 289 were farmers. Bob Baird reported on the bylaws and some suggested changes being made to save money. They are considering eliminating the July business meeting held to elect officers; this could be done at the October meeting every other year. Chairman Baird stated the WCD’s Personnel Plan for 2014 was approved by the State Committee.

PROGRAMS/PROJECTS:

Delegation of Authority – On a Harris/Mullins motion Chairman Baird was delegated authority to approve for payment any items that did not make the agenda, however these items must be included on the following month’s agenda to be approved by the full board. Motion carried. This is in response to items not listed on the agenda but is presented for payment prior to and including the day of the board meeting.

SPRP - Rayburn/Rymer Site – Judith reported the project work has been completed. Upton Invoice has been submitted but did not make the agenda.

319 Projects – Mark Buchanan, Project Manager

Morgan Site – September 2013 Completion Date

Conner Street Raingarden Project -See Mark Buchanan report

AGRICULTURE ENHANCEMENT

The following payments were approved on a Harris/Siebel motion with Withrow abstaining and leaving the room. Motion carried.

Payments

Lime: James Withrow, WCD Supervisor - \$634.62 Cooperators: Joe McCoy, \$2,200; Tim King \$924; Chris Deweese \$3,150; Forest Alford \$630; Martin Schaffer \$1,271.55; James Fisher \$2,468.34, Thomas Kirk \$3,275.10; Thomas Fisher \$693; Larry Womack \$2,112.18; Mark Williams \$1,888.53; William Zuspan \$672; and Sarah Stover \$924

Water System: Rex Scholl \$4,215.77

Cancellations: These cancellations were requested by the applicant:

Sarah Stover – Water; Josh & Carla Mullins – Water

AgEP 2013-2014 Program Clarification:

Sign Up Period – Applications are being accepted from April 1st through June 1st for water systems and fencing.

Ranking Sheet- The board reviewed and approved the ranking sheet for water and fence. The ranking sheet was reviewed by Mark Buchanan with minor changes noted.

Lime Approval Period- Lime applications are being taken continuously. Applications will be submitted for approval at the June meeting for contracts beginning July 1, 2013. All AgEP contracts for lime, water and fence will not be effective until July 1st with the new fiscal year funding and must be completed by May 1, 2014.

NEW COOPERATORS: Approved on a Harris/Mullins motion. Motion carried

Tim Boyce; Raymond Reedy, Karina & Richard Gray, Forest Alford, James Hudson, Everett Crow, Jr. Dan Barnette

SEDIMENT & EROSION CONTROL PLANS

Mark Buchanan reports that he has visited and reviewed
Thompson Road community Center –Putnam County .3 acres
N Telos Cell Phone Tower – Bowles Ridge Road .4 acres
N Telos Cell Phone Tower – Buck Lick Road .8 acres

With no further business to come before the board, the date of the next meeting was set for Thursday, May 16 at 9:30 a.m. Meeting adjourned at 12:30 p.m.

Respectfully Submitted,

Carla Mullins, Secretary

Recorded by: Sherry Pearson, Administrative Officer, WVCA