

Little Kanawha Conservation District

Board of Supervisors Meeting
February 12, 2019, 10:00 AM
Mill Run Ag Service Center, Parkersburg, WV

Attending were:

*** Supervisors Attending ♦ Supervisors by Conference Call**

Ivan Banks, Ritchie County
*Bob Buchanan, Wood County
*Dexter Graham, Wood County
*Mike Nichols, Ritchie County
*Sam Sheets, Roane County
♦Thanh Ashman, Roane County
*Roger Shaver, Wirt County
*Roseann Adams, Wirt County

Others attending or ♦ Others by Conference Call:

Delmas Carr, Wood County Associate Supervisor
Matt Murphy, NRCS
Kim Fisher, WVCA
DJ Allen, LK RC&D
Kaitlyn Murphy, WVCA
Mikayla Hayes, LKCD
Jessica Nichols, WVCA

Call to order & Pledge of Allegiance –

- Mike Nichols called the meeting to order at 10:02 a.m.
- Pledge led by Delmas Carr and recited by all.

District Business

Minutes of Previous Meeting

Motion to approve the minutes as presented was made by Bob Buchanan and second by Sam Sheets. Majority approved. Motion carried.

Approval of Financial Reported Items

- Dexter Graham discussed surety bonding. Will have quotes for the next board meeting.
- Reports are on pages 1-16 of the District meeting packet.
- *Motion to accept the financial report was made by Bob Buchanan and second by Roger Shaver. Majority approved. Motion carried. Filed for audit.*

Approval of Cooperators

Agreements – Curtis Helmick Jr. – Calhoun – 247 acres - Updated

Matt Painter – Roane – 120 acres

Brian Fields – Roane

Kim Davis – Roane

Jackie Strickland – Roane

John King – Roane

Kevin Townsend – Wood – 350 acres

Crystal & Dana Wheeler – Wood – 99.5 acres

Terminations – None

Sam Sheets made motion to approve the new cooperators and second by Roger Shaver. Majority approved. Motion carried.

Correspondence – Non-Action Items

- Information contained within the District meeting packet on pages 17-33.
- District meeting packet on pages 28-29. It was stated that anyone can clean out streams as long as they didn't put machines in the stream bed. Stream clean out was discussed at yesterday's O&M meeting as stated by Bob Buchanan. Bob Buchanan discussed meeting and new agreements for O&M funding. New agreement that will allow stream work under the auspices of the County Commissions within the counties. Brian Farkas stated at that meeting, there will be additional funds becoming available. Discussed in-kind contributions. The City of Parkersburg would like to increase the amount of funds that they contribute on a yearly basis.

Correspondence – Action Items –

- Winter Dinner Education Meeting Fund Request – District meeting packet page 34. *Motion to approve \$250.00 in sponsorship of the educational meeting was made by Roseann Adams and second by Dexter Graham. Majority approved. Motion carried.*

Report of Agencies and Others

LKCD Associate Supervisors Report

Delmas Carr stated there is nothing to report at this time.

Field Staff Report, NRCS, District, Jason Crislip

- Matt Murphy reported that they are moving ahead with farm contracts.
- Waiting on the finalization of the new Farm Bill.
- The new feed pad design hasn't moved forward so they are using the original still.

Field Staff Report, LKCD, Mikayla Hayes

- Discussed report on pages 35-36 of the District meeting packet. There are rental funds setting at JSC to pick up.

- Forage Testing – Micro Testing. Discussed various available tests and cost. *Roger Shaver moved to give one free micro testing in lieu of two free basic tests second by Dexter Graham. Majority approved. Motion carried.*

Field Staff Report, Forestry

- Report on page 37 of the District meeting packet.
- Youth Environmental Day is May 18th. Mikayla Hayes and Thanh Ashman will work on a table for there.

Field Staff Report, WVCA

Report on page 38 of the District meeting packet. Please call with any questions.

FSA, Eleanor Porter

Newsletter included in District meeting packet on pages 39-40.

WV DNR Report, Jeff McCrady

Unable to attend

LK RC&D Report

- DJ Allen stated that they are looking to cut cost of mowing.
- There is water standing along the building which needs addressed.
- Planning for the gardens.
- Using the open trailer as a platform to develop a maple syrup demonstration to move around the state.
- Truck in on the 19th.
- Mini grant applications are being accepted. Dexter Graham will sign one for the district and give it to DJ Allen today.

Solid Waste Authority Report

- Discussed recycle collection point on South Side. Collections days will start soon. Bob Buchanan will bring a list of these collection days at the next meeting. Covers will be put over recycling to make it better.
- They will have items to give away at the Youth Environmental Days.

WVU Extension

- Unable to attend.
- Sam Sheets talked about he and Roseann Adams attending the Jr. Master Gardener Training organized by Roane County Extension. Thanh Ashman attended another training as she was unavailable that day. There were portions that weren't available at the one she attended that she hopes to get at a future training.

Special Items of Interest

Emergency Watershed Program/Stream Protection & Restoration Program

Nothing at this time.

North Fork Hughes River Updates & Issues

- Debris Removal Update - Bob Buchanan stated that they were told by Brian Farkas that there will be a large pool of funds to use for a boom to divert debris and that it will cover the entire cost. Setting up a meeting with Ed Gaunch, WV Secretary of Commerce. Looking for participating funds. Discussion of the design of the dam. Lengthy discussion ensued.
- Gas Well Update – Nothing at this time.

Conservation Farmers

Outstanding Cooperative Farmer. Will work with NRCS on the selection of farmers.

Delmas Carr will set up a Committee meeting.

Century Farms

There are three applications. Wilson Farm, Pennsboro; Haddix Farm, Berea; Meadow Family Farm, Calhoun County. *Motion to approve pending verification was made by Bob Buchanan and second by Roseann Adams. Majority approved. Motion carried.*

Personnel Plan

District meeting packet on page 41. Discussed increase of anticipated cost for Conservation Specialist from \$15,000 to \$20,000. *Bob Buchanan moved to state anticipated cost for Conservation Specialist \$20,000 and \$57,055 anticipated cost for District Supervisors. Second by Roger Shaver. Majority approved. Motion carried.*

Landjudging Contest

Motion to sponsor a District landjudging contest in Wood County was made by Dexter Graham and second by Sam Sheets. Majority approved. Motion carried. Dexter Graham will work to set this up.

Project for High Tunnel Improvements & Workshop – Pleasant Hill Ele. School

- Information on page 42 of the District meeting packet.
- Referred to LK RC&D Council for water and electric.
- Motion to purchase pollinator seed and nutrients in the amount of \$100 was made by Roseann Adams. Motion rescinded.

Jr. Conservation Camp Sponsorship of Event

Information on pages 43-45 of the District meeting packet. *Motion to sponsor five campers at \$175 per camper was made by Roseann Adams. Second by Roger Shaver. Majority approved. Motion carried.*

Local, National & State Meeting Report

Envirothon Committee

- Sam Sheets stated that transporting during the contest is taken care of.
- Next meetings are the first Wednesday of March in Flatwoods and the first Wednesday in April at Canaan Valley.
- Information regarding a team from the District can be found on pages 30-31 of the District meeting packet.

Appalachian Grazing Conference Committee

March 7th-9th in Morgantown. Rooms are starting to run short.

Grazing Land Committee

This is the old Grassland Committee. There is a meeting coming up. Information will be sent to Roseann Adams to start attending the meeting. Mike Nichols has requested the information as well.

WVACD Meeting

Bob Buchanan presented the information regarding changing to a one-day meeting, but it met with resistance. The by-laws are a work in progress.

Active District Committee Reports

Equipment Committee – Set date to inspect equipment

- Meeting on the 27th, will meet at the Mill Run Ag Service Center at 8:30 a.m. and drive to Spencer.
- Farmers have paid for parts for repair of equipment.

Ag Enhancement Committee/Report

Nothing at this time.

Budget Committee

- Are there funds to invest? More information at the next board meeting.
- The budget for next year will be coming due within the next 45 days. A budget meeting will need to be set.

District Manager, Jessica Nichols

Reported that she had a meeting with Loss Control. It was suggested to set up a Safety Committee to help reduce cost on insurance. *Bob Buchanan moves to set up Safety Committee for one year to see if it reduces the cost of the liability insurance. Second by Roger Shaver. Majority approved. Motion carried.*

WVCA Report, Kim Fisher

- Report in District meeting packet on pages 46-47.

- April 22nd & 23rd are the next Quarterly Meeting dates at Pipestem State Park.
- State AgEP meeting to be scheduled.
- District news section to be added to the monthly report.

Closing Activities

Calendar of Events

February 18th – Presidents Day, Holiday, Office Closed
 March 12th – District Board Meeting – Mill Run Ag Center, 10:00 a.m.
 April 16th – 18th Envirothon Competition
 April 22nd & 23rd – WVACD Quarterly Meeting – Pipestem State Park
 July 15th & 16th – WVCA Quarterly Meeting – Highlands Event Center, Triadelphia
 October 21st & 22nd -WVACD Quarterly Meeting – Flatwoods

Motion to Adjourn –

*Motion to adjourn was made by Roger Shaver and second by Dexter Graham. Majority approved.
 Motion carried. Meeting adjourned at 11:55 a.m.*

These minutes respectfully submitted by Roseann Adams, LKCD Secretary and Jessica Nichols, Recorder.

Mike Nichols, LKCD Chairman

Roseann Adams, LKCD Secretary

Date approved: _____

In this packet you will find:

Financial & Agreement Information

Pages 1-2	District Trial Balance Sheet
Page 3	District Account Receivables
Pages 4-9	District Check Detail
Pages 10-11	District Profit & Loss
Pages 12-13	Co-Administered Funds Balances
Pages 14-15	Co-Administered Checks
Page 16	Co-Administered Receivables

Non-Action Items

Pages 17-25	WV State Conservation Committee Draft Minutes
Pages 26-27	WV Conservation Awards Council Draft Minutes
Pages 28-29	Removal of Wood Debris Brochure
Pages 30-31	Roane County FFA Envirothon Information
Pages 32-33	Up Coming Workshops – Southern & Western

Action Items

Page 34	Winter Dinner Education Meeting Fund Request
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Items late or later in the agenda

Pages 35-36	LKCD District Staff Report
Page 37	Forestry Report
Page 38	WVCA Field Staff Report
Pages 39-40	FSA Newsletters
Page 41	LKCD Personnel Plan
Page 42	Project for High Tunnel Improvements & Workshop – Pleasant Hill Elementary School Information
Pages 43-45	Jr Conservation Camper Information
Pages 46-47	WVCA Report

Little Kanawha Conserveation District

Trial Balance

As of June 30, 2019

	Jun 30, 19	
	Debit	Credit
CDO Fundes United 0704	85,036.51	
General Fund Checking Peoples	0.00	
General Fund Peoples Bank CD	0.00	
LKCD Account United 1779	55,414.01	
LKCD Projects United 1752	188,722.12	
LKCD Projects United 1752:2nd CD - Part of checking ...	41,550.07	
LKCD Projects United 1752:CD - Part of checking 1752	0.00	
Set-up account - Do-Not Use	0.00	
Accounts Receivable	3,845.56	
Due From Receiving Account	0.00	
Undeposited Funds		37.00
Video Equipment	1,790.79	
Fixed Assets	94,981.02	
Furniture and Equipment	17,800.00	
Accumulated Depreciation		74,587.18
Fed W/H Tax	123.24	
Prepayment Liability	45.00	
Accounts Payable		1,540.00
Pass Through Money from State		342,854.00
Payroll Liabilities		8,864.39
WV Income Tax W/H	1,523.96	
Fund Balance		137,122.96
Unrestricted Net Assets	110,281.71	
Equipment Rental Income		340.00
Equipment Rental Income:2 Ton Lime Spreader #11		250.00
Equipment Rental Income:2 Ton Lime Spreader #7		350.00
Equipment Rental Income:2 Ton Lime Spreader #5		100.00
Equipment Rental Income:4 Ton Lime Spreader #4		140.00
Equipment Rental Income:2 Ton Lime Spreader #2		200.00
Equipment Rental Income:No Till Drill #1		1,871.00
Equipment Rental Income:Weed Wiper #9	26.00	
Equipment Rental Income:2 Ton Lime Spreader #6		250.00
Equipment Rental Income:No Till Drill #8		1,837.50
Equipment Rental Income:Weed Wiper #3		250.00
Interest Revenue		646.52
Interfund Transfer		93,880.96
Investments:Interest-Savings, Short-term CD		122.12
Sales Income		3,742.83
Sales Revenue		4,900.76
Services/Work Crew Revenue		221.00
Equipment Expenses:4 Ton Lime Spreader #4	336.17	
Equipment Expenses:2 Ton Lime Spreader #7	296.00	
Equipment Expenses:No Till Drill #8	65.50	
Equipment Expenses:Weed Wiper #3	1,590.50	
Equipment Expenses:2 Ton Lime Spreader #2	1,356.83	
Equipment Expenses:No Till Drill #1	0.79	
Cost of Goods Sold	5,827.86	
Supervisor Expense:Income to Offset Supervisor Exp	0.00	
Supervisor Expense:Travel, Mileage, Meal Reimburse	9,102.36	
Supervisor Expense:Per Diem Pay	10,800.00	
Advertising/Marketing	1,100.89	
Bank Fees	20.00	
Conference Registration	450.00	
Facilities and Equipment:Rent, Parking, Utilities	4,720.00	
Forage Testing	165.30	
Legal & Professional Fees	6,500.00	
Maintenance & Repairs	372.85	
Meals & Entertainment	830.08	
Operations:Books, Subscriptions, Reference	5,704.45	
Operations:Postage, Mailing Service	278.36	
Operations:Supplies	2,020.24	
Operations:Telephone, Telecommunications	907.31	
Other Types of Expenses:Insurance - Liability, D and O	1,522.00	
Payroll - Salaries	13,644.00	

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Accrual Basis

Little Kanawha Conserveation District

Trial Balance

As of June 30, 2019

	Jun 30, 19	
	Debit	Credit
Payroll - State Unemployment	415.42	
Payroll - Taxes	1,947.94	
Payroll - Workers Compensation	210.00	
Sponsorship Expense	1,250.00	
Supplies - Events	101.16	
Supplies - Office	633.80	
Travel and Meetings:Conference, Convention, Meeting	150.00	
Travel and Meetings:Travel	648.42	
TOTAL	<u>674,108.22</u>	<u>674,108.22</u>

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Little Kanawha Conserveation District Check Detail January 2019

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check		01/31/2019			LKCD Account ...		-2.95
					Fed W/H Tax	-2.95	2.95
TOTAL						-2.95	2.95
Bill Pmt -Check	2028	01/09/2019	Shirt Tales		CDO Fundes Un...		-603.76
Bill	INV-...	10/10/2017			Supplies	-603.76	603.76
TOTAL						-603.76	603.76
Bill Pmt -Check	2029	01/16/2019	National Waters...		CDO Fundes Un...		-75.00
Bill		01/11/2019			Books, Subscripti...	-75.00	75.00
TOTAL						-75.00	75.00
Bill Pmt -Check	2030	01/16/2019	Roane County C...		CDO Fundes Un...		-450.00
Bill		12/11/2018			Conference Regi...	-450.00	450.00
TOTAL						-450.00	450.00
Bill Pmt -Check	2031	01/23/2019	Shirt Tales		CDO Fundes Un...		-754.52
Bill	INV-...	01/17/2019			Supplies	-754.52	754.52
TOTAL						-754.52	754.52
Bill Pmt -Check	2657	01/02/2019	Boyles Develop...		LKCD Account ...		-385.00
Bill		01/01/2019			Rent, Parking, Uti...	-385.00	385.00
TOTAL						-385.00	385.00
Bill Pmt -Check	2658	01/02/2019	CAS Cable		LKCD Account ...		-129.68
Bill		12/14/2018			Telephone, Telec...	-129.68	129.68
TOTAL						-129.68	129.68
Bill Pmt -Check	2659	01/02/2019	Grass Works Ma...		LKCD Account ...		-394.50
Bill		12/12/2018			2 Ton Lime Spre...	-394.50	394.50
TOTAL						-394.50	394.50
Paycheck	2660	01/03/2019	MIKAYLA D HAY...		LKCD Account ...		-559.60
					Payroll - Salaries	-672.00	672.00
					Payroll Liabilities	36.00	-36.00
					Payroll - Taxes	-41.66	41.66
					Payroll Liabilities	41.66	-41.66
					Payroll Liabilities	41.66	-41.66
					Payroll - Taxes	-9.74	9.74
					Payroll Liabilities	9.74	-9.74
					Payroll Liabilities	9.74	-9.74
					Payroll - Taxes	-4.03	4.03
					Payroll Liabilities	4.03	-4.03
					Payroll Liabilities	25.00	-25.00

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Little Kanawha Conserveation District

Check Detail

January 2019

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
					Payroll - State Un...	-20.83	20.83
					Payroll Liabilities	20.83	-20.83
TOTAL						-559.60	559.60
Liability Check	2661	01/07/2019	West Virginia St...		LKCD Account ...		-109.00
					Payroll Liabilities	-109.00	109.00
TOTAL						-109.00	109.00
Liability Check	2662	01/07/2019	United States Tr...		LKCD Account ...		-1,766.30
					Payroll Liabilities	-367.00	367.00
					Payroll Liabilities	-567.05	567.05
					Payroll Liabilities	-567.05	567.05
					Payroll Liabilities	-132.60	132.60
					Payroll Liabilities	-132.60	132.60
TOTAL						-1,766.30	1,766.30
Liability Check	2663	01/07/2019	WV Unemploy...		LKCD Account ...		-118.03
					Payroll Liabilities	-118.03	118.03
TOTAL						-118.03	118.03
Bill Pmt -Check	2664	01/09/2019	Quill.com		LKCD Account ...		-48.78
Bill	3831...	01/02/2019			Supplies - Office	-48.78	48.78
TOTAL						-48.78	48.78
Bill Pmt -Check	2665	01/09/2019	United Bankcard...		LKCD Account ...		-10.70
Bill		12/27/2018			Books, Subscripti...	-10.70	10.70
TOTAL						-10.70	10.70
Bill Pmt -Check	2666	01/16/2019	Bob Buchannan		LKCD Account ...		-30.51
Bill		12/31/2018			Travel, Mileage, ...	-30.51	30.51
TOTAL						-30.51	30.51
Bill Pmt -Check	2667	01/16/2019	Ivan Banks.		LKCD Account ...		-73.49
Bill		12/31/2018			Travel, Mileage, ...	-73.49	73.49
TOTAL						-73.49	73.49
Bill Pmt -Check	2668	01/16/2019	Mike Nichols		LKCD Account ...		-122.58
Bill		12/31/2018			Travel, Mileage, ...	-122.58	122.58
TOTAL						-122.58	122.58

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Little Kanawha Conserveation District

Check Detail

January 2019

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	2669	01/16/2019	Quill.com		LKCD Account ...		-89.97
Bill	4066...	01/09/2019			Supplies - Office	-89.97	89.97
TOTAL						-89.97	89.97
Bill Pmt -Check	2670	01/16/2019	Roger Shaver.		LKCD Account ...		-102.72
Bill		12/31/2018			Travel, Mileage, ...	-102.72	102.72
TOTAL						-102.72	102.72
Bill Pmt -Check	2671	01/16/2019	Sam Sheets		LKCD Account ...		-1,674.83
Bill		12/31/2018			Travel, Mileage, ...	-1,320.60	1,320.60
Bill		12/31/2018			Travel, Mileage, ...	-354.23	354.23
TOTAL						-1,674.83	1,674.83
Paycheck	2672	01/17/2019	MIKAYLA D HAY...		LKCD Account ...		-559.58
					Payroll - Salaries	-672.00	672.00
					Payroll Liabilities	36.00	-36.00
					Payroll - Taxes	-41.67	41.67
					Payroll Liabilities	41.67	-41.67
					Payroll Liabilities	41.67	-41.67
					Payroll - Taxes	-9.75	9.75
					Payroll Liabilities	9.75	-9.75
					Payroll Liabilities	9.75	-9.75
					Payroll - Taxes	-4.03	4.03
					Payroll Liabilities	4.03	-4.03
					Payroll Liabilities	25.00	-25.00
					Payroll - State Un...	-20.83	20.83
					Payroll Liabilities	20.83	-20.83
TOTAL						-559.58	559.58
Paycheck	2673	01/17/2019	IVAN B BANKS		LKCD Account ...		-129.29
					Per Diem Pay	-140.00	140.00
					Payroll - Taxes	-8.68	8.68
					Payroll Liabilities	8.68	-8.68
					Payroll Liabilities	8.68	-8.68
					Payroll - Taxes	-2.03	2.03
					Payroll Liabilities	2.03	-2.03
					Payroll Liabilities	2.03	-2.03
					Payroll - Taxes	-0.84	0.84
					Payroll Liabilities	0.84	-0.84
					Payroll - State Un...	-4.34	4.34
					Payroll Liabilities	4.34	-4.34
TOTAL						-129.29	129.29

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Little Kanawha Conserveation District

Check Detail

January 2019

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Paycheck	2674	01/17/2019	K. ROBERT BUC...		LKCD Account ...		-147.76
				Per Diem Pay		-160.00	160.00
				Payroll - Taxes		-9.92	9.92
				Payroll Liabilities		9.92	-9.92
				Payroll Liabilities		9.92	-9.92
				Payroll - Taxes		-2.32	2.32
				Payroll Liabilities		2.32	-2.32
				Payroll Liabilities		2.32	-2.32
				Payroll - Taxes		-0.96	0.96
				Payroll Liabilities		0.96	-0.96
				Payroll - State Un...		-4.96	4.96
				Payroll Liabilities		4.96	-4.96
TOTAL						-147.76	147.76
Paycheck	2675	01/17/2019	MICHAEL D NIC...		LKCD Account ...		-219.64
				Per Diem Pay		-240.00	240.00
				Payroll - Taxes		-14.88	14.88
				Payroll Liabilities		14.88	-14.88
				Payroll Liabilities		14.88	-14.88
				Payroll - Taxes		-3.48	3.48
				Payroll Liabilities		3.48	-3.48
				Payroll Liabilities		3.48	-3.48
				Payroll - Taxes		-1.44	1.44
				Payroll Liabilities		1.44	-1.44
				Payroll Liabilities		2.00	-2.00
				Payroll - State Un...		-7.44	7.44
				Payroll Liabilities		7.44	-7.44
TOTAL						-219.64	219.64
Paycheck	2676	01/17/2019	ROGER L SHAV...		LKCD Account ...		-178.70
				Per Diem Pay		-200.00	200.00
				Payroll - Taxes		-12.40	12.40
				Payroll Liabilities		12.40	-12.40
				Payroll Liabilities		12.40	-12.40
				Payroll - Taxes		-2.90	2.90
				Payroll Liabilities		2.90	-2.90
				Payroll Liabilities		2.90	-2.90
				Payroll - Taxes		-1.20	1.20
				Payroll Liabilities		1.20	-1.20
				Payroll Liabilities		6.00	-6.00
				Payroll - State Un...		-6.20	6.20
				Payroll Liabilities		6.20	-6.20
TOTAL						-178.70	178.70
Paycheck	2677	01/17/2019	SAMUEL M SHE...		LKCD Account ...		-844.20
				Per Diem Pay		-1,030.00	1,030.00
				Payroll Liabilities		71.00	-71.00
				Payroll - Taxes		-63.86	63.86
				Payroll Liabilities		63.86	-63.86
				Payroll Liabilities		63.86	-63.86
				Payroll - Taxes		-14.94	14.94
				Payroll Liabilities		14.94	-14.94
				Payroll Liabilities		14.94	-14.94
				Payroll - Taxes		-6.18	6.18
				Payroll Liabilities		6.18	-6.18
				Payroll Liabilities		36.00	-36.00

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Little Kanawha Conservation District

Check Detail

January 2019

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
					Payroll - State Un...	-31.93	31.93
					Payroll Liabilities	31.93	-31.93
TOTAL						-844.20	844.20
Bill Pmt -Check	2678	01/23/2019	CAS Cable		LKCD Account ...		-129.68
Bill		01/15/2019			Telephone, Telec...	-129.68	129.68
TOTAL						-129.68	129.68
Bill Pmt -Check	2679	01/23/2019	Dexter Graham.		LKCD Account ...		-92.71
Bill		12/31/2018			Travel, Mileage, ...	-92.71	92.71
TOTAL						-92.71	92.71
Bill Pmt -Check	2680	01/23/2019	Perry & Associat...		LKCD Account ...		-2,500.00
Bill	91727	12/31/2018			Legal & Professio...	-2,500.00	2,500.00
TOTAL						-2,500.00	2,500.00
Bill Pmt -Check	2681	01/23/2019	Quill.com		LKCD Account ...		-102.82
Bill	4210...	01/14/2019			Supplies - Office	-102.82	102.82
TOTAL						-102.82	102.82
Paycheck	2682	01/24/2019	DEXTER F GRA...		LKCD Account ...		-147.76
					Per Diem Pay	-160.00	160.00
					Payroll - Taxes	-9.92	9.92
					Payroll Liabilities	9.92	-9.92
					Payroll Liabilities	9.92	-9.92
					Payroll - Taxes	-2.32	2.32
					Payroll Liabilities	2.32	-2.32
					Payroll Liabilities	2.32	-2.32
					Payroll - Taxes	-0.96	0.96
					Payroll Liabilities	0.96	-0.96
					Payroll - State Un...	-4.96	4.96
					Payroll Liabilities	4.96	-4.96
TOTAL						-147.76	147.76
Bill Pmt -Check	2683	01/31/2019	Boyles Develop...		LKCD Account ...		-385.00
Bill		02/01/2019			Rent, Parking, Uti...	-385.00	385.00
TOTAL						-385.00	385.00
Bill Pmt -Check	2684	01/31/2019	Perry & Associat...		LKCD Account ...		-4,000.00
Bill	90962	09/30/2018			Legal & Professio...	-2,000.00	2,000.00
Bill	91814	12/31/2018			Legal & Professio...	-2,000.00	2,000.00
TOTAL						-4,000.00	4,000.00



10:57 AM

02/11/19

Little Kanawha Conserveation District
Check Detail
 January 2019

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Paycheck	2685	01/31/2019	MIKAYLA D HAY...		LKCD Account ...		-695.83
				Payroll - Salaries		-852.00	852.00
				Payroll Liabilities		58.00	-58.00
				Payroll - Taxes		-52.82	52.82
				Payroll Liabilities		52.82	-52.82
				Payroll Liabilities		52.82	-52.82
				Payroll - Taxes		-12.35	12.35
				Payroll Liabilities		12.35	-12.35
				Payroll Liabilities		12.35	-12.35
				Payroll - Taxes		-5.12	5.12
				Payroll Liabilities		5.12	-5.12
				Payroll Liabilities		33.00	-33.00
				Payroll - State Un...		-26.42	26.42
				Payroll Liabilities		26.42	-26.42
TOTAL						-695.83	695.83

Little Kanawha Conserveation District
Profit & Loss
 July 2018 through June 2019

	Jul '18 - Jun 19
Ordinary Income/Expense	
Income	
Equipment Rental Income	
2 Ton Lime Spreader #11	250.00
2 Ton Lime Spreader #7	350.00
2 Ton Lime Spreader #5	100.00
4 Ton Lime Spreader #4	140.00
2 Ton Lime Spreader #2	200.00
No Till Drill #1	1,871.00
Weed Wiper #9	-26.00
2 Ton Lime Spreader #6	250.00
No Till Drill #8	1,837.50
Weed Wiper #3	250.00
Equipment Rental Income - Ot...	340.00
Total Equipment Rental Income	5,562.50
Interest Revenue	646.52
Interfund Transfer	93,880.96
Investments	
Interest-Savings, Short-term CD	122.12
Total Investments	122.12
Sales Income	3,742.83
Sales Revenue	4,900.76
Services/Work Crew Revenue	221.00
Total Income	109,076.69
Cost of Goods Sold	
Equipment Expenses	
4 Ton Lime Spreader #4	336.17
2 Ton Lime Spreader #7	296.00
No Till Drill #8	65.50
Weed Wiper #3	1,590.50
2 Ton Lime Spreader #2	1,356.83
No Till Drill #1	0.79
Total Equipment Expenses	3,645.79
Cost of Goods Sold	5,827.86
Total COGS	9,473.65
Gross Profit	99,603.04
Expense	
Supervisor Expense	
Income to Offset Supervisor E...	0.00
Travel, Mileage, Meal Reimbur...	9,102.36
Per Diem Pay	10,800.00
Total Supervisor Expense	19,902.36
Advertising/Marketing	1,100.89
Bank Fees	20.00
Conference Registration	450.00
Facilities and Equipment	
Rent, Parking, Utilities	4,720.00
Total Facilities and Equipment	4,720.00
Forage Testing	165.30
Legal & Professional Fees	6,500.00
Maintenance & Repairs	372.85
Meals & Entertainment	830.08

10:57 AM
02/11/19
Accrual Basis

Little Kanawha Consevation District
Profit & Loss
July 2018 through June 2019

	Jul '18 - Jun 19
Operations	
Books, Subscriptions, Refere...	5,704.45
Postage, Mailing Service	278.36
Supplies	2,020.24
Telephone, Telecommunicatio...	907.31
Total Operations	8,910.36
Other Types of Expenses	
Insurance - Liability, D and O	1,522.00
Total Other Types of Expenses	1,522.00
Payroll - Salaries	13,644.00
Payroll - State Unemployment	415.42
Payroll - Taxes	1,947.94
Payroll - Workers Compensation	210.00
Sponsorship Expense	1,250.00
Supplies - Events	101.16
Supplies - Office	633.80
Travel and Meetings	
Conference, Convention, Meet...	150.00
Travel	648.42
Total Travel and Meetings	798.42
Total Expense	63,494.58
Net Ordinary Income	36,108.46
Net Income	36,108.46

Little Kanawha Conservation District
Normal Trial Balance - Co-Administered Funds
From 1/31/2019 Through 1/31/2019

Account Code	Account Title	Debit Balance	Credit Balance
1001-00	Receiving Account		
10001-LK	Receiving Account	11,872.00	
Total 1001-00	Receiving Account	11,872.00	0.00
1007-00	Operation Maintenance and Repair (OM&R)		
13001-LK	North Fork Hughes River OM&R	116,695.08	
13002-LK	Bonds Creek Channel OM&R	1,585.56	
13003-LK	Bonds Creek Structure OM&R	9,806.07	
13004-LK	Pocatalico Site #14 OM&R	7,638.36	
13005-LK	Pond Run - Lower Channel OM&R	118,282.72	
13006-LK	Pullman Creek OM&R	500.63	
13007-LK	Walker Creek OM&R	2,016.53	
13008-LK	Pond Run - Dam & Upper Channel OMR	203,522.96	
Total 1007-00	Operation Maintenance and Repair (OM&R)	460,047.91	0.00
1010-00	State Emergency Watershed Protection (EWP) Quick Response		
10005-LK	State EWP Quick Response	34,687.12	
Total 1010-00	State Emergency Watershed Protection (EWP) Quick Response	34,687.12	0.00
1011-00	Stream Protection and Restoration Program (SPRP)		
16000-LK	SPRP Restricted	56,491.85	
Total 1011-00	Stream Protection and Restoration Program (SPRP)	56,491.85	0.00
1014-00	Conservation Reserve Enhancement Program (CREP)		
10006-LK	CREP	3,131.95	
Total 1014-00	Conservation Reserve Enhancement Program (CREP)	3,131.95	0.00
1015-00	Ag-Enhancement		
10016-LK	Ag-Enhancement	64,921.77	
Total 1015-00	Ag-Enhancement	64,921.77	0.00
1026-00	Operation Maintenance and Repair (OM&R) State Supplemental		
29000-LK	OM&R State Supplemental Restricted	80,329.19	
Total 1026-00	Operation Maintenance and Repair (OM&R) State Supplemental	80,329.19	0.00
9998-00	Bank Services		
99998-LK	Bank Services	1.00	
Total 9998-00	Bank Services	1.00	0.00

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Little Kanawha Conservation District
Normal Trial Balance - Co-Administered Funds
From 1/31/2019 Through 1/31/2019

<u>Account Code</u>	<u>Account Title</u>	<u>Debit Balance</u>	<u>Credit Balance</u>
Report Total		711,482.79	0.00
Report Difference		711,482.79	

Little Kanawha Conservation District

Check/Voucher Register - Check List
10019 - Receiving Acct Peoples 2202
From 1/1/2019 Through 1/31/2019

<u>Check Number</u>	<u>Check Description</u>	<u>Vendor Name</u>	<u>Effective Date</u>	<u>Check Amount</u>
211	System Generated Check/Vo...	LKCD CDO Funds	1/16/2019	20,897.00

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Little Kanawha Conservation District
Check/Voucher Register - Check List
10020 - Interest Bearing Acct Peoples 2180
From 1/1/2019 Through 1/31/2019

<u>Check Number</u>	<u>Check Description</u>	<u>Vendor Name</u>	<u>Effective Date</u>	<u>Check Amount</u>
2343	System Generated Check/Vo...	Walton PSD	1/3/2019	1,100.00
2344	System Generated Check/Vo...	James B. Metheney	1/9/2019	2,000.00
2345	System Generated Check/Vo...	James B. Metheney	1/9/2019	1,098.00
2346	System Generated Check/Vo...	Harry Fields	1/23/2019	3,200.00
2347	System Generated Check/Vo...	Little Kanawha Co...	1/23/2019	12,004.49
2348	System Generated Check/Vo...	Troxal Metheney	1/31/2019	600.00
Report Total				40,899.49

(15)

Little Kanawha Conservation District
Aged Receivables by Invoice Date - Aged Receivables
Aging Date - 2/5/2019
From 2/5/2019 Through 2/5/2019

Customer ID	Customer Name	Invoice Number	Due Date	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
WVCA	WV Conservation ...	REC14093	2/11/2019	0.00	500.00	0.00	0.00	0.00	500.00
WVCA		REC14094	2/11/2019	0.00	5,000.00	0.00	0.00	0.00	5,000.00
Total WVCA	WV Conservation ...			0.00	5,500.00	0.00	0.00	0.00	5,500.00
Report Total				0.00	5,500.00	0.00	0.00	0.00	5,500.00

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West Virginia State Conservation Committee
Winter 2019 Quarterly Meeting – January 8, 2019
MINUTES

DRAFT

The Winter Quarterly Meeting of the West Virginia State Conservation Committee was held January 8, 2019, at the West Virginia Conservation Agency, at Guthrie, Charleston, WV.

MEMBERS PRESENT

Kent Leonhardt	Chairman
Rocky Adkins	Appointed
Greg Cook	Div. of Forestry
Teresa Koon	DEP
Paul Lewis	WVU ANR&D
Eli McCoy	Appointed
Angela Rosser	Appointed
Bill Stewart	WVACD
Tom Warner	Appointed

OTHERS PRESENT

D. J. Allen	Little Kanawha RC&D
Norm Bailey	WVDA
John Brown	WVCA
Chris Casto	WVCA
Heather Connolly	WVCA/WVDA
Brian Farkas	WVCA
Kim Fisher	WVCA
Jennifer Greenlief	WVDA
Joe Gumm	RC&D
Shirley Hyre	WVACD
Judith Lyons	WVCA
Wayne McKeever	WVACD
John Pitsenbarger	WVACD
Jeremy Salyer	WVCA
Nicole Viars	NRCS
Davin White	WVCA
Belinda Withrow	WVCA

Commissioner Kent Leonhardt called the meeting to order at 10:30 a.m.
Meeting notices have been posted with the Secretary of State's Office.

Brian Farkas announced the following designee assignments:

Austin Caperton, Department of Environmental Protection, provided written designation for Teresa Koon.

Barry Cook, WV Division of Forestry, provided written designation for Greg Cook.
Dan Robison, WVU College of Ag, Natural Resources and Design, provided written designation for Paul Lewis.

REVIEW of OCTOBER 9, 2018, MEETING MINUTES

Adkins moved to approve the October 9, 2018, SCC meeting minutes. Seconded by Stewart. Motion carried.

SCC Standing Personnel Committee meeting minutes dated January 3, 2019, are included for review.

SCC Standing Programs Committee meeting minutes dated January 3, 2019, are included for review.

Dan Robison, WVU ANR&D, announced Ken Blemings, is the incoming interim dean. Robison said I have decided to leave WVU to go to Iowa State University. I will be their Dean of Agriculture and Life Sciences. Thank you for having me and thank you for the wonderful work the Agency does. Of the things I have done in the state, working with Brian and the Commissioner has been among the most fulfilling. Thank you for the time we have had together in West Virginia and I hope our paths cross again. Chairman Leonhardt wished Robison fair winds and safe travels. Brian added thank you Dan.

CONSERVATION DISTRICT SUPERVISOR ACTIONS

DISTRICT DELEGATION

James "Jim" Ash, former SCC appointed member and Upper Ohio CD supervisor, passed away November 3, 2018.

SUPERVISOR RESIGNATIONS

Norma Collins, Little Kanawha CD, Calhoun County, term of office ending in 2022, submitted her resignation September 17, 2018.

McCoy moved to accept the resignation of Norma Collins, LKCD, Calhoun County. Seconded by Adkins. Motion carried.

SCC STANDING COMMITTEE REPORTS

PERSONNEL

WVCA Time and Attendance Policy and Procedures

McCoy announced we had a conference call, Rocky and Angie were in attendance. We discussed adding to WVCA policies a flex schedule, telecommuting and office closure. These ideas came up as part of feed-back from WVCA employees when asked for ideas for a better workplace.

There was an expressed interest in flex time. We need to keep the Agency open and the employees' request comes second. If there is an appeal, it goes to the Executive Director for final approval. This would not impact Agency function. The committee voted to approve and present to the full SCC.

Farkas said these changes are a result of an initiative of the WVCA manager training on how to improve workplace satisfaction and morale. One of the committees sent out a

survey to agency staff. These requests are a result of that survey. Employees wanted to be more flexible in schedules.

Koon moved to approve adding a flex schedule to the WVCA Time and Attendance Policy and Procedures. Seconded by Adkins. Motion carried.

McCoy reported telecommuting is based on necessary circumstances as an exception and not a general rule and is also useful for inclement weather. This will be approved by the supervisors. The employee working out in the field could not have to travel so far back and forth. Adkins added if an employee needs to take a sick child to the doctor, that employee could work from home the rest of the day, instead of spending hours driving back and forth to work. Farkas added our computer systems are all connected through IT. There are some positions where this will not work. We will begin recording and giving updates at the quarterly meetings. Connolly said these policies were put into place in 2013. The policies put additional burdens on managers, so SCC can be updated. Leonhardt said this appears to be a more family friendly policy. Connolly said state employees are still covered under the family medical leave act. Farkas added he will have an all-manager's meeting and we will discuss the policy changes. The supervisors will explain this to staff. We will not start this policy until after that meeting. Connolly said there will be follow-up documentation and record keeping. Farkas said by allowing some folks to work from home we can continue to operate because of technology even if the office is shut down for reasons beyond our control.

Koon moved to approve adding telecommuting to the WVCA Time and Attendance Policy and Procedures. Seconded by Cook. Motion carried.

WVCA Office Closure Policy and Procedures

McCoy reported currently the Agency has been doing primarily what WVDA does when the office will be closed. There are different weather conditions in different parts of the state and also takes into consideration stateside, government closings. Farkas said we have had an office closure policy. This is a modification to our policy. Casto said Kronos is our record keeping system for the state. They have changed procedure. We were previously instructed to record time off as commissioner leave. We are changing how we record this. Ann Oravec runs the Kronos system. When there is a change she sends out an email on how to record time off. McCoy said the sub-committee approved this unanimously. Chairman Leonhardt asked if we obtained an opinion from the CDs. Adkins replied the topic was discussed by the committee. Stewart said he doesn't see any problem with the policy. Farkas reported prior commissioners would tell employees to take a weather day off, but it may have not snowed in other parts of the state and some of our employees could be working without any problems. We changed it so that some of our CDs could remain open.

Koon moved to approve revisions to the WVCA Office Closure Policy and Procedures. Seconded by Adkins. Motion carried.

PROGRAMS

AGREEMENTS/CONTRACTS/GRANTS/MOUs

Farkas said the SCC Programs Committee met on January 3 and moved to approve the list of agreements and grants, to submit to the full SCC for approval.

McCoy moved to approve the following list agreements and grants. Seconded by Adkins. Motion carried.

NPS1656	Watershed Program Specialist Chesapeake Bay Initiatives
NPS1580	Watershed Celebration Day
1278-02	WV DEP Stream Restoration Projects
1324-01	WV DEP Stream Restoration Projects

CONTINUING BUSINESS**Hardy Storage Company LLC's Hardy Storage Field**

Eli McCoy recused himself and left the room.

Connolly updated Hardy County Gas storage field is a formation of land owned by the SCC. Decades ago they got a FERC permit to pump gas into this void. They neglected to get an easement from the state. WVCA received a letter asking to provide them with an easement to correct their oversight. to a \$50 per acre, for approximately 700 acres.

Jennifer Greenlief provided Connolly with legal authority. The FERC permit provided them with imminent domain to have this gas storage area, however, the authority also relied upon interest from date of the first use. Connolly wrote back and asked when the first date was they began using the facility, so we could properly calculate interest. This is a permanent easement and a one-time payment. There is no surface disturbance. Connolly will give another update when more information is available. See attached documentation.

NEW BUSINESS**Lower Mud/Army Corps of Engineers**

Farkas announced in 1980s and 1990s the Lower Mud River flooded. The last time was in 1998. A study occurred at that time to determine how to protect the town of Milton from additional flooding. At first the task was given to NRCS. They came up with a proposal. The project was then transferred to the Army Corps of Engineers. They propose to relocate the river in Milton and build a series of levees to protect the town. They did some design work. The State of West Virginia, through the WVCA budget and through reappropriated funds, started putting away money in order to fund this project. It used to be a 75-25 cost share for the design. The Corps of Engineers changed that to 50-50. We are stuck in a new cost-share agreement at 50/50. The money languished and there is about \$4.6 million sitting in the Guyan CD account for Lower Mud. Congress, in 2018 came up with a supplemental act and provided \$96 million to build this levee. The match for the state is \$35 million. WVCA doesn't have that much. We are the original sponsors for this. They went to the administration. The National Guard has begun negotiations about building a flood levee. Farkas informed SCC because \$96 million is sitting in the Corps has a lot of interest and we have other CDs going to the Corps and saying we have other projects we could use this money for. We will wait until tomorrow when the Governor unveils his budget to see what happens. At some time, we may need a special meeting to have SCC review a revised agreement for SCC signature, if administrations

decided the WVCA and SCC will be the sponsors of the project. A new agreement will supersede any existing agreement. This committee doesn't have the ability to raise a levee.

Farkas showed a video showing the kind of work WVCA could do under the military authority. We will be showing this during our budget hearings. These meetings are January 16, for the Senate Finance, and January 21 for the House Finance. This could enable us to do the natural stream restoration.

FEMA Appeal Update

Connolly reported in 2017 the emergency watershed protection program did flood work and coordinated with WV DHSEM, the pass-through entity for FEMA dollars for WV. The work was completed and a project worksheet was submitted, which is how you get reimbursed under the Stafford Act, which is a federal law. In March of 2018 a reimbursement request was denied because they said the project worksheets failed to show compliance with the Endangered Species Act with US Fish and Wildlife. We can't go back now because the work is over. In May 2018 Connolly asked for confirmation from John Schmidt. He wrote a letter back in early May 2018 stating yes, that is what we do and it looks good. We included that into our appeal through DHSEM. In late summer or early fall FEMA reached back out to John Schmidt, WV field office for a discussion. No one from WVCA was involved in this. There was an exchange of emails. Schmidt said because the work appeared to be below the high water mark he was reverting back to his earlier letter stating we forfeited the right to comply. FEMA asked us if we had any additional information. Connolly assisted Gene Saurborn in writing a letter and asking for consideration or a discussion, pointing out the work that was done, after a tremendous amount of legal research. At this point procedurally this is a level one appeal. We have not had the final decision from FEMA. WVCA will be making changes in FEMA emergency flood response moving forward. The amount is \$368,000. If Fish and Wildlife doesn't think the delegation is proper or choose to back the last statement, the appeal will be denied. We could do a second level of appeal, but we would have to point the error. There is a good chance they will deny the appeal and we will have to find what legal error they made. They have 60 days to respond. They have acknowledged receipt of our additional information.

Farkas said we are looking at entering into an agreement with NRCS where WVCA will actually deliver the work on behalf of NRCS and go through NRCS for finances. Farkas said as soon as we find out from FEMA's response, he will send it to SCC members. If it requires an official response, he will call a special SCC meeting. Chairman Leonhardt said we should have a meeting if it's denied before we go to a second level.

INFORMATIONAL UPDATES

Department of Homeland Security and Emergency Management Review

Agriculture Day at the Capitol

Farkas announced Ag Day at the Capitol is January 30 and you are all invited to attend.

CD Letters of Request

Farkas reported the WVCA has allocated approximately \$2.1 million in LORs to the CDs during the last quarter for CD operations and programs.

FSA/CREP Letter Update

Letter was included in handout folders for review.

CONSERVATION PARTNERSHIP REPORTS

Brian Farkas, WVCA

Farkas announced WVCA personnel updates for the last quarter.

Nicole Viars, Natural Resources Conservation Service

Viars reported a portion of the federal government is currently shutdown. NRCS is not affected as of yet in the government shutdown. We still have prior year carryover and mandatory farm bill funding to carry us over. The farm bill signed into law as of December 20. A portion of the USDA was shut down the next day due to lapse in appropriations. The Department has not been able to review the language in the Farm Bill as a whole in order to provide information. However, it does appear to be favorable for conservation.

Louis is on a detail to national headquarters, starting next week. I will be acting for him, and Jeremy Bennett will be the Acting ASTC-Management and Strategy.

Other personnel changes – Greg Stone was selected for the State Conservationist position in Kentucky. His last day in WV is this Friday, January 11. He will start in Kentucky January 20. Damarys Mortenson, currently the State Resource Conservationist, will be the acting ASTC-Field Operations, South Area until further notice. She will also be fulfilling her SRS duties during this time.

Roger Dahmer, FSA

Not present because of federal government shutdown.

Teresa Koon, Department of Environmental Protection

Koon reported on the Chesapeake Bay program. DEP has the 2-year milestones. We no longer have to report on the off years for that, only on the even years. We are making great progress on our Phase 3 implementation plan. We have a good draft, which is due in April. We have internal reviews. We have an obligation to verify our practices. Our 319 workplan had been completely approved. Hopefully we will get our funding after the furlough ends. Our 401 certification permit - we will be putting that out for public notice and our construction storm water 5-year permit will be going out soon for public notice.

Greg Cook, Division of Forestry

Cook reported service forester in Richie County Chuck Copeland, has been promoted to assistant state forester. He will handle the forest stewardship program, serve on the State Technical Committee, and be chairman of the Forest Stewardship sub-committee of the State Technical Committee. He will handle about one-half million dollars of federal grant money. Service Forester, Major Shawn Cook is being deployed to Romania for 6 months.

He will command a force of 700 people and equipment over there. Recently got permission to order 10 new vehicles off the state contract. We are getting half-ton Chevy Silverados. The fall fire season was the lowest in the history in our records, 11 fires that burnt less than 11 acres. The fall of 1986 was previously the lowest fall fire season. The spring of 1987 was the worst seasons in record. That season over 100,000 acres burnt in one night. Logging conditions are deplorable. The mills are shutting down because they are out of logs until they can build up a supply. Dozers are getting stuck because it's so wet.

Bill Stewart, West Virginia Association of Conservation Districts

Our quarterly meeting is January 22-23 at Flatwoods. I would love for other partners to attend and speak to our committees. The Appalachian Grazing Conference is March 7-9 at the Waterfront Hotel in Morgantown. The Envirothon is at Canaan Valley April 17-18. The Grassland Evaluation Contest will be held in May at Jackson's Mill. Cook and Koon agreed to attend the January WVACD meeting. Commissioner said to send his office an agenda.

Joe Gumm, Resource Conservation and Development Council

Gumm announced he has the minutes of the annual RC&D meeting held recently, the National Association of Conservation Districts, Mid-Atlantic, and Council reports. The State RC&D made a new set of bylaws and we had an election of officers. The next state RC&D meeting will be in March. The state RC&D committee is run by 5 councils. We plan before the annual meeting next to have someone from the national office come and speak to us. Gumm will attend the National NACD meeting in Texas at the end of January. Hopefully the national RC&D will have a program there. Commissioner Leonhardt is on the agenda of the Appalachian Grazing Conference, which I chair. We are getting about 300 farmers in attendance. This program helps the farmer help themselves. Dr. Paul Lewis will host a tour of the University with a meal one evening.

D.J. Allen, Little Kanawha RC&D

Allen distributed a brochure, to let others know what the RC&Ds do and what they are all about. Allen reported with our grant money our RC&D received we funded 15 projects including everything from soil and forage analysis, land and water projects, slippery creek repairs, culvert removal, drainage and recycling projects. We are glad to have the funds to distribute to help others with their projects. The mini grant application process is now open. We are looking forward to our gardening program. We will be working with the Maple Syrup Producers Association for the maple syrup trailer that will be going out to different fairs, festivals, etc.

Eli McCoy, Appointed

Nothing more to report.

Rocky Adkins, Appointed

Nothing more to report.

Angela Rosser, Appointed

Rosser reported WV Rivers sits on the WV Water Gauging Council. It's a significant year because last year DSHM got supplemental funding to do a major overhaul and updated the stream gauge network, so we'll have 39. We will have more public access to real time data on stream levels and flood warnings. We will watch things closely. With the upcoming legislative session, our priority will be around water quality standards. Every three years the state does a review. DEP proposed to adopt some of the EPA recommended updates to human health criteria. In November the legislative rule making committee stripped out those updates. We will be working on getting those restored. The EPA has done new research and has new data that we believe WV should adopt. Addressing the tens of thousands of unplugged gas wells around the state. They propose safety hazards to landowners and farmers as well as leak into ground water, etc.

Tom Warner, Appointed

Nothing more to report.

Kent Leonhardt, West Virginia Department of Agriculture

Nothing more to report.

CONSERVATION COMMITTEE MEMBER REPORTS/DELEGATION

McCoy moved to adjourn at 1:26 p.m. Seconded by Adkins. Motion carried.

Approved:

Kent Leonhardt, Chairman

Brian Farkas, Executive Director

Reference: WVSCC October Quarterly Meeting Book – January 8, 2019

Minutes recorded by Belinda G. Withrow, WVCA Executive Assistant

Summary of Motions

Page 2 of 9

1. Adkins moved to approve the October 9, 2018, SCC meeting minutes. Seconded by Stewart. Motion carried.

Page 2 of 9

2. McCoy moved to accept the resignation of Norma Collins, LKCD, Calhoun County. Seconded by Adkins. Motion carried.

Page 3 of 9

3. Koon moved to approve adding a flex schedule to the WVCA Time and Attendance Policy and Procedures. Seconded by Adkins. Motion carried.

Page 3 of 9

4. Koon moved to approve adding telecommuting to the WVCA Time and Attendance Policy and Procedures. Seconded by Cook. Motion carried.

Page 3 of 9

5. Koon moved to approve revisions to the WVCA Office Closure Policy and Procedures. Seconded by Adkins. Motion carried.

Page 4 of 9

6. McCoy moved to approve the following list agreements and grants. Seconded by Adkins. Motion carried.

NPS1656	Watershed Program Specialist Chesapeake Bay Initiatives
NPS1580	Watershed Celebration Day
1278-02	WV DEP Stream Restoration Projects
1324-01	WV DEP Stream Restoration Projects

Page 8 of 9

7. McCoy moved to adjourn at 1:26 p.m. Seconded by Adkins. Motion carried.

West Virginia Conservation Awards Council, Inc.
West Virginia Conservation Agency at Guthrie, Charleston, WV
January 8, 2019
Meeting Minutes
DRAFT

MEMBERS PRESENT

Kent Leonhardt, President	Teresa Koon, DEP
Belinda Withrow, Secretary/Treasurer	Paul Lewis, WVU CANR&D
Rocky Adkins, SCC	Eli McCoy, Appointed
Greg Cook, Div. of Forestry	Bill Stewart, WVACD
Mark Fitzsimmons, Appointed	

OTHERS PRESENT

D. J. Allen, Little Kanawha RC&D	Shirley Hyre, WVACD
Norman Bailey, WVDA	Wayne McKeever, WVACD
John Brown, WVCA	John Pitsenbarger, WVACD
Brian Farkas, WVCA	Jeremy Salyer, WVCA
Joe Gumm, SCC	Nicole Viars, NRCS
Jennifer Greenlief, WVDA	Tom Warner, SCC
Jason Hughes, Dept. of Education	

CALL TO ORDER

President Kent Leonhardt called the meeting to order at 10:00 a.m.

MINUTES

Withrow presented meeting minutes from the July 10, 2018, Awards Council (WVCAC) meetings.

McCoy moved to approve the July 10, 2018, Awards Council meeting minutes. Seconded by Adkins. Motion carried.

FINANCIAL REPORT

Withrow reviewed the financial report covering dates from June 30, 2018, through December 31, 2018, and the Awards Program budget.

McCoy moved to approve the WVCAC financial report. Seconded by Cook. Motion carried.

AWARDS COUNCIL ANNUAL AUDIT

Withrow reported she mailed copies of the 2018 annual Awards Council audit in October 2018, to all Awards Council members. Withrow distributed copies again. The audit was completed by Herman and Cormany, CPA firm for the fiscal period July 1, 2017, through June 30, 2018.

McCoy moved to approve the 2018 Awards Council audit. Seconded by Adkins. Motion carried.

2019 AG DAY AT THE CAPITOL/LEGISLATIVE BREAKFAST

Withrow reported the next Ag Day at the Capitol/legislative breakfast is scheduled for January 30, 2019. Withrow invited all SCC members to attend the breakfast, stating that all West Virginia grown foods will be served at the breakfast.

Farkas reported there will be all new displays this year. We will also have the State Conservation Farm Winner, Frank Masters, to speak at the breakfast. A House and Senate member will recognize Masters as the Conservation Farmer of the Year.

ADJOURNMENT

McCoy moved to adjourn at 10:20 a.m. Seconded by Adkins. Motion carried.

Attest:

Belinda G. Withrow, Secretary/Treasurer

330-13-154/1-8-19awardsminutes

SUMMARY OF MOTIONS

- 1. McCoy moved to approve the July 10, 2018, Awards Council meeting minutes. Seconded by Adkins. Motion carried. (Page 1 of 2)**
- 2. McCoy moved to approve the WVCAC financial report. Seconded by Cook. Motion carried. (Page 1 of 2)**
- 3. McCoy moved to approve the 2018 Awards Council audit. Seconded by Adkins. Motion carried. (Page 1 of 2)**
- 4. McCoy moved to adjourn at 10:20 a.m. Seconded by Adkins. Motion carried. (Page 2 of 2)**



Do I need a permit to remove wood debris?

Landowners can do the following to clean and open a channel without obtaining a permit:

- Fallen trees may be pulled from a stream by vehicle or motorized equipment from **top of streambanks** using winches, chains or cables.
- Handheld tools like chainsaws, axes and handsaws may be used to cut debris in the waterway into smaller pieces.
- Downed trees still attached to streambanks can be cut to the stump. Do not remove the stumps. They keep streambanks from eroding.
- All trees and brush removed from the waterway must be removed from the floodplain.

A permit is required if the work:

- Will disturb the stream bed or bank.
- Requires the use of machinery like excavators or backhoes in the stream channel or **below the top** of the stream bank.
- Is in a stream with endangered species.

28

Who We Are

About Us

The West Virginia Conservation Agency is the state government agency responsible for promoting and protecting land, water and soil resources. It provides assistance to the state's 14 conservation districts and is overseen by the State Conservation Committee.

Contact Us

Phone: 304.558.2204
Web: www.wvca.us



Other Key Contacts

U.S. Fish and Wildlife Service:
304.636.6586

U.S. Army Corps of Engineers Pittsburgh office:
412.395.7155

U.S. Army Corps of Engineers Huntington office:
304.399.5710

WV Division of Natural Resources Office of Land and Streams:
304.558.3225



West Virginia
Conservation Agency

1900 Kanawha Blvd. E.
Charleston, WV 25305

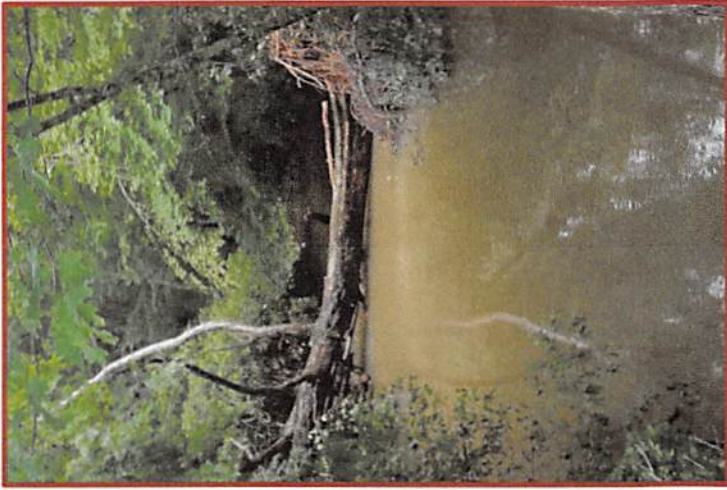


REMOVAL OF WOOD DEBRIS

Your questions answered



West Virginia
Conservation Agency



About 78 percent of West Virginia is forested

All of those trees mean plenty of wood debris...

West Virginia is the third most forested state in the nation. Only Maine and New Hampshire have more forest cover. With nearly 27,000 miles of waterways, West Virginia's rivers and streams often become blocked by fallen trees and branches.

This fact sheet will help West Virginians understand which blockages are bad, and what to do about problem blockages on their land.

Some debris can simply be left alone...

In general, wood debris that does not pose a threat to bridges, houses or other property does not need to be removed.

Not all wood debris is a problem! Trees, branches and stumps can play an important role in a waterway's ecosystem.

It can be a good thing.

Debris lodged in banks can provide an aquatic habitat, reduce stream flow velocity and in some cases, reduce the potential for downstream flooding.



Significant Blockages

Although many blockages pose no threat, others are more severe.

When wood debris causes a significant blockage that restricts stream flow, blocks a bridge and culvert openings, diverts a stream's flow causing bank erosion, or threatens public or private property, it should be removed.

The West Virginia Conservation Agency can provide technical assistance and oversight to landowners who wish to remove stream blockages from their property.

To report a blockage, call 1-866-UC-Flood (823-5663)



Roane County FFA

One Raider Way

Spencer, WV 25276

January 29, 2019

To Whom it May Concern:

This year Roane County FFA will be participating in the West Virginia Envirothon. We are excited to be taking five students and two advisors to Canaan Valley on April 17-18. Students will compete in five areas during the contest: aquatics, forestry, soils, wildlife, and current environmental topics. Students have been staying afterschool to study and are putting in a great deal of effort to learn the material. The contest is a wonderful learning experience but can be costly. Roane County FFA would like to request financial aid from the Little Kanawha Conservation District to help cover cost of registration, meals, and lodging. Attached is a breakdown of costs for the contest. Thanks for your support!

Sincerely,

Samantha Lucas

Samantha Lucas

FFA Advisor

Roane County High School

Office Use: Date Form Received: _____

2019 WV Envirothon Lodging & Meals

The 2019 WV Envirothon will be taking place at Canaan Valley Resort & Conference Center.

The accommodations at the Resort are hotel style—double queen rooms. Rooms will be assigned to teams upon arrival at the event. Room assignments are prioritized based upon order of forms received. *There will not be co-ed rooms. Therefore, if you have males and females on your team your assistant advisor or chaperone must be of the opposite gender.*

****It is suggested to provide your own toiletries. Towels and bed linens are provided by the Resort****

****Check out time is 11 am. Please make arrangements prior to arrival as all items must be out of the rooms by 11 am on Thursday, April 18, 2019****

PLEASE NOTE: Team members and advisors/chaperones are required to use the lodging and meal service provided by the WV Envirothon, unless within commuting distance

Lodging	# Male needed	# Female needed	Total #	Total Cost
\$22.00 per person/night rooms	4	3	7	\$154
*Lodging available for Wednesday evening only.	3	4	7	154
Meals			Total #	Total Cost
Wednesday Lunch \$12.00 (for teams arriving before 12:00 pm)			7	\$84
Wednesday Dinner (plus p.m. snack) \$23.00	3	4	7	\$161
Thursday Breakfast \$11.00	3	4	7	\$77
Thursday Lunch \$16.00 (Required)	3	4	7	\$112
Thursday Reception \$12.00	3	4	7	\$84
Total For Lodging & Meals				\$672
Grand Total For Lodging, Meals and Registration (\$50 or \$75 registration fee)				\$722/ \$747

Submit the completed team registration form by March 25, 2019. Make checks payable to:

West Virginia Envirothon Committee

Mail to: WVACD c/o Envirothon
742 Airport Road
Sutton, WV 26601

*You may also fax form to 304-263-4376, to the attention of Envirothon, or e-mail Heather at hishman@epcd.us. All payments must be mailed to address above.

The WV Envirothon Committee prohibits discrimination in its program on the basis of race, color, national origin, sex, religion, age, disability, political beliefs, and marital or family status. Persons with disabilities who require alternative means of communication or accommodations should contact the WV Envirothon Committee.

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SOUTHERN CONSERVATION DISTRICT

Forestry Workshop

WHEN

February 23rd 2019

TIME 1:00 PM

WHERE

**Southern Conservation District
building, 463 Ragland Road Beckley**

**Our first of a series of forestry related
topics will feature...**

PORTABLE SAWMILL DEMONSTRATION



PORTABLE SAWMILL DEMO



FREE !!

**Provided to
landowners in
Southern
District
Feb 23rd
1:00 PM**



**Western Conservation District
Annual Agriculture
Workshop
March 26, 2019**

Program

Time: 8:45 a.m. — 2 p.m.
Place: WV Farm Museum
Pt. Pleasant, WV
Register At: 304-675-3054



Lunch will be provided Free of Charge

Registration Ends March 22, 2019



Western Conservation District

AgLaw

Estate Planning

Trespassing

**Jesse Richardson, Professor
WVU School of Law**

**Challenges & Opportunities
To Grazing 300 Day in WV
Ben Goff, Extension Agent
WVU**

**Maple Syrup in WV
Dr. Mike Rechlin
WVMSPA**

**High Tunnel
Growing & Marketing Produce
Lacy Davidson
WV Dept of Agriculture/NRCS**

**Temporary Fencing Proper
Spacing & Grounding
Amanda Adkins, TM
Gallagher**

**Applying Pesticides Safely
Jessica Stricklin
WV Department of Agriculture**

**Local Programs
USDA—NRCS
Farm Service Agency
Western CD**



Little Kanawha Conservation District
91 Boyles Ln
Parkersburg, WV 26104

Dear Little Kanawha Conservation District:

The WVU Extension Service Ritchie County, is hosting a winter dinner meeting in Ritchie County at the 4-H Grounds on February 18, 2019 starting at 6:00pm. The dinner will host Mr. Tom Basden, speaking on soil fertility. We have found this format to be very successful in educating farmers and strengthening the connection between the public and agricultural organizations. In addition, the session will provide credit hours towards private applicators pesticide recertification.

Financial support is needed to cover the meal cost. In the past, roughly 50 farmers have attended. Estimating \$5.00 per meal, I am requesting \$250 to support the farmer dinner meeting. And as always any donation will be greatly appreciated. Please plan to join us for the dinner meeting and help us spread the word about it.

Checks can be written to **Ritchie County 4-H Leaders Association** and mailed to the
WVU Extension Office
Ritchie County
1608 East Main Street
Harrisville, WV 26362

For more information, please feel free to contact me at 304-643-5200. Thank you so much for you time and support.

Sincerely,



Stephanie Deem, Ritchie County Extension Agent

Little Kanawha Conservation District Income

(January 10th – February 11th, 2019)

Typar:

20 feet	\$20.00
Roll	\$388.80

Total: \$408.80

Tree Tubes

30	\$105.00
28 + interest	\$100.00
100	\$350.00

Total: \$550.00

Lime Spreaders:

2 Ton lime spreader repair	\$181.33
2 Ton- repair	\$10.00

Total: \$191.33

Floats

1 Float sets	\$58.00
1 float	\$58.00
1 Float value	\$34.00
1 Float + interest	\$61.00

Total: \$211.00

Plates- N Bolts

8 Sets	\$135.99
--------	----------

Total: \$135.99

Field Vists

Soil test	\$25.00
Soil test	\$25.00
Soil Test	\$25.00

Typar: \$174.80

Tree Tubes: \$154.84

Float Profit: \$37.28

Plates N Bolts: \$1.60

Total Income: \$368.52

**Total Income
from January
2019 - Now:
\$368.52**

Little Kanawha Conservation District Income (January 10th – February 11th, 2019)

Soil Test	\$25.00
Forage test	\$61.00

Total: \$161.00

Region 6 Landowner Assistance Program Accomplishments for December 2018

81 requests were received in Region 6. 61 of these requests were incidental covering a wide variety of topics such as logging complaints, Fire season, logging classes, etc.

Cabwaylingo State Forest:

Little Kanawha Conservation District: (Stephens, King, Robinson, Murdock and Minton)

One reconnaissance was conducted to make recommendations. Six practice plans were written consisting of 128 acres. 89 acres of TSI were marked. 79 acres were cruised with an estimated volume of 195 MBF. Four acres of site prep for planting and seeding was determined and 73 acres of TSI were inspected.

Upcoming Events:

May 18 Youth Environmental Day at North Bend State Park



1900 Kanawha Blvd., East
Charleston, WV
25305-0193

West Virginia
Conservation Agency

Phone: (304) 558-2204
Fax: (304) 558-1635
www.wvca.us

To: Little Kanawha Conservation District

From: West Virginia Conservation Agency-Summersville Field Office

RE: Monthly Update

Date: January 11, 2018-February 12, 2019

Site Visits Conducted:

CCRs:

- Site 13489-E. Parsons-West Fork of LK-Orma-Calhoun Co.-In Progress

Stream Permits:

- The Emericks of Belleville have had their stream permit approved by COE.

Projects:

- N/A

Dams:

- | | |
|-----------------------------|----------------|
| • Bonds Creek 01: | EAP Up to Date |
| • North Fork of the Hughes: | EAP Up to Date |
| • Pocatalico 14: | EAP Up to Date |
| • Pond Run: | EAP Up to Date |
| • Pullman 01: | EAP Up to Date |
| • Walker Creek: | EAP Up to Date |

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Nichols, Jessica

From: USDA Farm Service Agency <usdafsa@service.govdelivery.com>
Sent: Monday, January 28, 2019 10:58 AM
To: lkcd
Subject: USDA Farm Service Agency Announces Program Deadline Extensions

January 2019



Farm Service Agency **Electronic News Service**

BULLETIN

GovDelivery

Having trouble viewing this email? [View it as a Web page.](#)

USDA Farm Service Agency Announces Program Deadline Extensions

USDA's Farm Service Agency extended deadlines on many of its programs because of the government shutdown and the emergency nature of many of the programs. Below are updated deadlines:

*** For details on all program deadlines and extensions, view [FSA National Notice CM-807](#)

Farm Programs

- Market Facilitation Program
 - Deadline to apply extended to Feb. 14, 2019
- Marketing Assistance Loans
 - If loan matured in December 2018, settlement date extended to Feb. 14, 2019
 - Peanut loans or Loan Deficiency Payments - loan availability date now Feb. 28, 2019
- Emergency Conservation Program
 - Performance reporting due Feb. 14, 2019
- Livestock Forage Disaster
 - 2018 application for payment due Feb. 28, 2019
- Emergency Assistance Livestock, Honey Bees, and Farm-raised Fish Program
 - Notice of loss due Feb. 14, 2019
- Livestock Indemnity Program
 - Notice of loss due Feb. 14, 2019
- Noninsured Crop Disaster Assistance Program
 - Submitting 2019 application for coverage due Feb. 14, 2019


- Notice of loss for 72-hour harvest and grazing (as applicable) due Feb. 14, 2019
- Notice of loss for prevented planting and failed acres due Feb. 14, 2019
- Applications for payment for 2018 covered losses due Feb. 14, 2019
- Tree Assistance Program
 - Notice of loss due Feb. 14, 2019
- Acreage Reporting
 - January reporting deadlines extended to Feb. 14, 2019

For inquiries related to these programs or any not listed above, please contact your local [USDA Service Center](#).

Questions?

Please contact your local [FSA Office](#).

USDA is an equal opportunity provider, employer and lender. To file a complaint of discrimination, write: USDA, Office of the Assistant Secretary for Civil Rights, Office of Adjudication, 1400 Independence Ave., SW, Washington, DC 20250-9410 or call (866) 632-9992 (Toll-free Customer Service), (800) 877-8339 (Local or Federal relay), (866) 377-8642 (Relay voice users).

 SHARE



Questions?
[Contact Us](#)

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This email was sent to lkcd@wvca.us using GovDelivery Communications Cloud on behalf of:
USDA Farm Service Agency · 1400 Independence Ave., S.W. · Washington, DC 20250 · 800-439-1420

govDELIVERY 

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West Virginia Conservation District Personnel Form.

This form is to be completed by March 1 of each year to comply with West Virginia Code Chapter 19-21A-1(d) regarding the hiring of district employees.

[illegible]

The District recognizes that it is solely responsible for ensuring that it's personnel policies and procedures comply with state and federal laws.

Chairman

Date _____

Little Kanawha Conservation District Board of Supervisors,

NRCS and I have been corresponding with Pleasant Hill Elementary in Calhoun County. At the school, they have constructed a high tunnel and are requesting assistance with irrigation for the structure. They are also interested in doing pollinator plantings at the school. When the principal Mrs. Nicholas and I began our conversation, it was discussed that the cost for getting water and electric to the high tunnel could be included in the request for help, as they already have the raised beds constructed and filled with soil. They are incorporating square foot gardening in their curriculum and the high tunnel will be used for education purposes.

At this time, they are still needing micro-irrigation in the high tunnel and would need the items to do the pollinator planting, such as seed. They have an estimated cost for electric and water as well.

- The irrigation kit can be purchased from Berry Hill Drip Irrigation for \$285.00 for the Super Garden Drip Kit plus \$66.45 for shipping (\$351.45 total).
- Their estimated cost for water and electric service to the high tunnel is \$791.48.
- For the pollinator planting, NRCS, Mrs. Nicholas, and I discussed the possibility of doing this as a demonstration project through the Little Kanawha Conservation District. Since the district is planning to add pollinator planting as a practice, this would be a good opportunity to this practice in application. The seed for pollinator planting can be purchased from the Meigs Conservation District in Ohio for \$80.00 and can seed a half acre. If this is done as a demonstration project, the cost of the seed would not be in the request for Pleasant Hill Elementary but would be covered by the LKCD along with the cost for nutrient materials.

Total requested amount would be: \$1,142.93



west virginia department of environmental protection

Office of Environmental Advocate
601 57th Street SE, Charleston, WV 25304
304-926-0441

Austin Caperton, Cabinet Secretary
dep.wv.gov

January 4, 2019

Dear Junior Conservation Camp Sponsor:

The West Virginia Department of Environmental Protection's 39th Annual Junior Conservation Camp will take place June 17-21, 2019 at Cedar Lakes Conference Center in Ripley. The camp is open to West Virginia youth, 11-14 years of age. Many businesses, companies and civic organizations make contributions to this extraordinary camp, as you have done in the past.

I would like to extend an opportunity for you to be a sponsoring organization of Junior Conservation Camp. The cost per camper is \$175. As a sponsor, you are ensuring that the children who attend will be granted a high-quality camping experience full of fun and environmental learning.

Simply complete the enclosed application form and attach your check, made payable to the Department of Environmental Protection (DEP), for the amount you wish to contribute and return both to the address listed on the back of the brochure. Be sure to indicate if you wish to select the camper(s) or if you would like the DEP to select the camper(s). If DEP selects the camper(s), the children will be chosen from a waiting list on a first-come first-served basis.

If your organization wishes to select the camper(s), a camper registration form, health and medical statement and medications to be administered form for each camper you sponsor will be mailed to the contact person whose name appears on the first line of your application form. It will be that person's responsibility to forward those forms to the camper's parents. If you wish the forms to be mailed directly to the parents, please attach a separate note listing the name and full mailing address of the parent who will be receiving these forms.

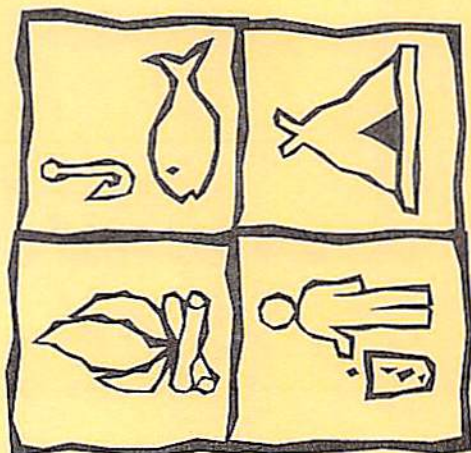
I have witnessed first-hand how your contributions have helped to provide an extensive environmental education for the children of West Virginia and I thank you for all that you do. Should you have any questions, please contact me at 304-926-0499 ext. 1659 or Annette.L.Hoskins@wv.gov.

Sincerely,

A handwritten signature in blue ink that reads "A Hoskins". The signature is stylized and appears to be written in a cursive or semi-cursive script.

Annette Hoskins, Camp Director
Junior Conservation Camp

JUNIOR CONSERVATION CAMP



June 17 - 21, 2019

CEDAR LAKES

RIPLEY, WEST VIRGINIA

Sponsored by the



West Virginia Department of
Environmental Protection

For further information concerning
Junior Conservation Camp contact:

Annette Hoskins
West Virginia Department of
Environmental Protection
Junior Conservation Camp
601 57th Street, SE
Charleston, WV 25304

Phone: (304) 926-0499 ext. 1659

Fax: (304) 926-0458

Email: Annette.L.Hoskins@wv.gov

Website:

www.dep.wv.gov/environmental-advocate/YEP

It is the policy of the state of West Virginia to provide its facilities, accommodations, services and programs to all people without regard to sex, race, color, age, religion, national origin or ancestry, disability or other protected group status. The state of West Virginia is an equal opportunity employer.

APPLICATION FORM WITH PAYMENT MUST BE RECEIVED NO LATER THAN MAY 1, 2019

NAME OF CAMPER IS NOT REQUIRED ON THE APPLICATION FORM. THE APPLICATION CANNOT BE CONFIRMED WITHOUT PAYMENT.

REQUEST DEP TO CHOOSE CAMPER

SPONSORING ORGANIZATION OR PARENT CHOOSING CAMPER

PARTIAL CONTRIBUTION

NUMBER OF CAMPERS AT \$175 EACH (ATTACH CHECK)

(W)

TELEPHONE (H)

COUNTRY

FULL MAILING ADDRESS

SPONSORING ORGANIZATION (leave blank if parent is contact)

NAME OF CONTACT PERSON (sponsor or parent)

JUNIOR CONSERVATION CAMP AN OPPORTUNITY...

- ▶ to become knowledgeable about conservation and the environment.
- ▶ to gain experience in sound conservation management practices.
- ▶ to become good stewards of our natural resources.

DATE

Junior Conservation Camp takes place **June 17-21, 2019**, at Cedar Lakes Conference Center, Ripley, West Virginia.

AGE

Junior Conservation Camp is open to children ages 11 through 14 years. Please make sure when selecting a camper that he/she is of the proper age. There will be no exceptions to the age requirement. **Camper must be age 11 on or before June 17, 2019, and must not reach age 15 on or before June 21, 2019.**

COST

The cost is \$175 per camper which includes food and lodging. Make your check payable to: **"WV DEP"** and mail with the attached application form by **May 1, 2019** to:

Annette Hoskins, Camp Director
Junior Conservation Camp
West Virginia Department of
Environmental Protection
601 57th Street, SE
Charleston, WV 25304

When payment is received, camper registration forms will be mailed as quickly as possible to the contact person at the mailing address listed on the application form.

A DAY AT CAMP

A wide variety of classes that focus on environmental education are offered every morning. Campers learn about nature, wildlife, forestry, solid waste management and various other environmental issues.

- ◇ FORESTRY AND METHODS
- ◇ FISHING TECHNIQUES
- ◇ NATURE WALK
- ◇ RECYCLING
- ◇ FIRST AID
- ◇ HUNTER SAFETY
- ◇ WILDLIFE
- ◇ WATER STUDY

Afternoons are filled with outdoor activity classes.

- ◇ ARCHERY
- ◇ CANOEING
- ◇ CAMP PROJECT
- ◇ GEOCACHING/ORIENTEERING
- ◇ SWIMMING

Echoes of laughter and cheer can be heard as campers root for their teammates and join in the fun of various sports activities.

- ◇ BASKETBALL
- ◇ KICKBALL
- ◇ MINIATURE GOLF
- ◇ RELAY RACES
- ◇ VOLLEYBALL

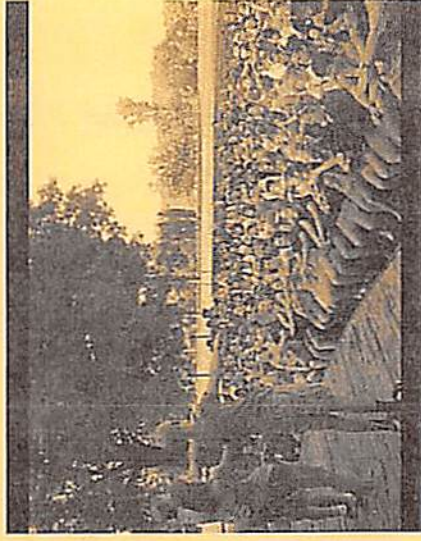
INSTRUCTORS

Many dedicated and knowledgeable people from various environmental agencies devote their time to assist with Junior Conservation Camp. Agencies that have provided leaders are:

- ▶ WV Department of Environmental Protection
- ▶ WV Division of Natural Resources
- ▶ WV Division of Forestry
- ▶ WVU Extension Service
- ▶ WV Conservation Agency

LOCATION

Cedar Lakes is located in the western part of West Virginia off I-77 between Charleston and Parkersburg. Take the Fairplain - Ripley exit and follow the signs to Cedar Lakes Road. The conference center is about 2 miles from the interstate. **Transportation of the camper to and from Cedar Lakes is the responsibility of the parent/guardian.**



Morning Assembly



February 2019 WVCA Report

Request to Conservation Districts

The WVCA is encouraging Conservation Districts to review and update your District Policy Manuals. In addition to your policy manual you are encouraged to review your CD Employee Manual (if you have one) and your CD Plan of Work. If you are already doing these reviews, please disregard this request.

The district personnel plan is due to SCC in March, so please add to your February agenda for review and approval.

Engineering Expression of Interest

Review your current contract and if needed, prepare to advertise and go through interview/selection process if needed.

The WVCA is interested in working with the district to ensure they retain a firm that has strong civil engineering and is familiar with dams.

Because of questions raised about these agreements, it's important to make sure that the scope of work is clearly defined and an agreement between the district and engineering firm is signed.

Also, the district may want to consider whether it wants an engineering firm that also can perform environmental assessments.

Conservation Farm Tour

It is time for districts to be thinking about the farm families to be awarded. CDs should have their district winners by May 31.

Agricultural/Conservation Day at the Capitol

Brian would like to thank all the Conservation Districts and Supervisors for your help and support at the recent Ag/Conservation Day. We would also request that you continue to stay in contact with your representatives and support our Budget and Bills.

2019 WVACD Quarterly Meeting Dates/Locations:

April 22 & 23	Pipestem State Park
July 15 & 16	Highlands Event Center, Triadelphia
October 21 & 22	Flatwoods

AGEP:

January 31 - Deadline for CDs to submit program comments

Early February – Review and organize comments received, develop options based on comments, have AgEP staff meeting to review comments received

February - Comments reviewed and forms revised

Late February - Revisions sent to CDs/staff for review

Mid-March - CDs submit recommendations for upcoming FY practices

Late March - State AgEP committee meeting to finalize upcoming FY AgEP, including allocation formula

April - Presentation of upcoming FY AgEP to SCC

West Virginia Legislative Calendar

February 12, 2019 - Last day to introduce bills in the House

February 18, 2019 - Last day to introduce bills in the Senate

February 24, 2019 - Bills due out of committees

February 27, 2019 - Last day to consider bill on third reading in house of origin

March 19, 2019 - Last day of session

O&M Sponsor letters

Brian is in the midst of meeting with all current O&M sponsors to review and renew O&M agreements that comply with Attorney General's opinion. When meeting dates are set, Belinda will send a note to DMs notifying them of the time and location of the local district meeting. Supervisors are encouraged to attend these meetings.

SSRP Program

SSRP (Streambank Stabilization and Restoration Program) is on hold pending passage of the budget and outcome of discussions with the National Guard relating to flood mitigation projects.

WVCA Project Section:

OM&R

- The total spent for OM&R for 2018 to date is \$752,036.68. Final numbers will be provided to the Districts by the Watershed Managers as final invoices are approved for 2018.
- Brian Farkas will be meeting with OM&R sponsors across the state. Some meetings have already taken place and others are planned. Area Directors will notify Districts as these meetings are scheduled.
- Five-year work plans including estimates have been developed for all districts.
- Supervisors are always welcome to attend inspections. Please contact the Watershed Manager in your area for an updated schedule.

Citizens Contact Reports

- Call Log Procedure – a call log procedure has been implemented to assure that calls are directed to the appropriate project section staff. Please call 304-872-4302 and your call will be directed as needed.
- Technicians are performing site visits and generating stream management plans in response to the calls that are received.

Dam Rehab

- Gannett Fleming is continuing to work on planning studies for Brush Creek 9 & 15 and New Creek 1 & 17 and perform the construction oversight for UDC1.