**Southern Conservation District**

**Minutes of Board Meeting**

**January 9, 2020**

The Southern Conservation District January board meeting was held at their office at 463 Ragland Road, Beckley WV. Chairman Virgel Caldwell called the meeting to order following the leading of the Pledge of Allegiance by Curtis Murphy and opening of prayer from Randall Patton. The meeting was called to order at 9:50 AM.

Those present of meeting were:

**Board of Supervisors**

Virgel Caldwell

Curtis Murphy

Oscar Vecellio

Bill Harris

Randall Patton

Dennis Bailey

Jeff Mitchem

**Supervisors absent**

John Farrell

Ray Lafferty

Randy Prince

**SCD/WVCA & Other agencies**

Dave Parkulo, SCD

Marty Walker, WVCA

Lynn Woods, WVCA, GVCD

Katy McBride, NRCS

Jennifer Skaggs, WVCA

Jeremy Salyer, WVCA (by Skype)

Judith Lyons, WVCA

**Visitors**

Terri Andes, Sun Valley Lake

Karen Combs, Sun Valley Lake

**Randall Patton moved to approve December 12, 2019 minutes. Curtis Murphy seconded, motion carried.**

**Southern Conservation District Financial Reports**

**Randall Patton moved to approve the December financial reports for the following reviewed: operating account, District building account, District money market account, supervisor travel and per diem account as prepared by *Akers & Associates.***

**Oscar Vecellio seconded, motion carried.**

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**Accounts Receivable**

Dave Parkulo gave an update on the status of Accounts Receivable. In review of accounts receivable Virgel Caldwell commented on the 30 day past due account of Timothy Phillips that he will be in contact with.

**Randall Patton moved to approve the accounts receivable reports as prepared by *Akers & Associates.* Dennis Bailey seconded, motion carried.**

**Southern Conservation District Crew/Technician Supervisor Report**

Dave Parkulo reported on the O&M and farm work projects completed as well as currently in progress. . Cost-share pond contracts and lime contracts are completed to date. Plans for watering system development and fencing contracts under the AgEP cost-share program are underway. There are several lime orders outside of cost-share being taken.

A report was given by Dave Parkulo on the of the VA Permaculture Trail in Huntington that is approximately 75 % complete pending the move of a fiber optic line. Once the line is moved, the project will progress toward completion. as well as the pilot lime and fertilize program with the WVCA on watershed dams at Tuckahoe and Marlins Run. An update was provided on the soil testing along Cranberry Creek as well as the cutting of the Cranberry Creek Channel.

A discussion was brought forth by Randall Patton in regard to follow up on the purchase of the 2005 Sterling Dump truck for the District crew as voted on in the previous meeting. The board discussed the procedures of the truck purchase including a check being written from the operating account and a $40,000 90-day note is being sought to temporarily cushion the account until payment is received for the Huntington project. The approximate cost of the finance note is $525.00.

**Randall Patton made a motion to obtain a 90-day note for $40,000.**

Discussion ensued which entailed the question brought forth by Virgel Caldwell of who signs the note with the answer being the officers of the board. At this time, Virgel Caldwell vocalized his refusal to sign the note.

**Dennis Bailey seconded the motion and motion carried.**

An overview of current monthly expenses in addition to equipment and operating revenues was held. Randall Patton reviewed the financial document expressing records produced by *Akers & Associates* in reflection of the current continued district profit status. Randall Patton presented a Profit & Loss statement, prepared by *Akers & Associates* for the past 6 months that shows a $189,000 profit. It was noted that FY18 noted a loss of $32,954 and Dennis Bailey commended the board and staff for this positive turnaround. There was a discussion about the profitability of the building with revenues of an estimated $11,000 and expenses of $3,000.

The note was referred for discussion again needing signatures of the Chair, Vice Chair, Secretary/Treasurer. Virgel Caldwell did not support the decision of the purchase of the truck as he did not think it was needed. A discussion of alternative solutions was had to be checked on to carry forth the note with a resolution for other officers to sign without the chair. Dave Parkulo will be advising on the next steps needed and resolution will be discussed with the officers.

**West Virginia Conservation Agency District Manager Report**

**Marty Walker WVCA/Lynn Woods, WVCA**Marty Walker/Lynn Woods provided the December financial reports as prepared by the WVCA fiscal section for the co-administered funds. **Curtis Murphy moved to approve the co-administered funds, Dennis Baily seconded, motion carried.**

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Marty Walker updated the board on the current status of her effective working start date as District Manager being Monday January 6, 2020. Lynn Woods has been assigned to assist Jeremy Salyer in training of new duties in the District Manager role. Marty reported on the current transition period of completing current AgEP contracts and carrying out some associated tasks at the office intermittently with the support and direction of interim AgEP Manager South, Mike Mcmunigal and other conservation specialists for field work and follow up contact as needed. Marty’s role will be limited in AgEP as her new position will take precedence but is willing to assist and cooperate to completion.

Lynn Woods provided positive remarks on her time spent assisting the staff and operations after Becky Floyd’s retirement and prior to new hire.

**Invoices for payment approval**  None at this time.

**West Virginia Conservation Specialist Report, Marty Walker WVCA**

Marty Walker presented the following **AgEP Contract payments for approval**

Pond Cleanout

Thomas Wiseman $1,000

Tony Sears $705.00

Kenneth Stepp $500.00

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Pasture Division Fence

Steve Dehart $2,000

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**Dennis Baily moved to approve the AgEP contracts as presented, Oscar Vecellio seconded, motion carried.**

Marty Walker reported the current status of the AgEP program working on finalizing the current contracts ongoing and assisting with most recent approvals. The deadline for completion of all contracts is May 15th 2020. A letter is being mailed to current cooperators informing the landowners of the current transition from her position as Conservation Specialist to District Manager to keep office correlations in good standings. A copy of this letter was provided to supervisors of the board as well as AgEP managers. She reported that a meeting was had between herself, Mike McMunigal and Jennifer Skaggs on handling the transition of her WVCA roles at SCD until Conservation Specialist position is filled.

There is an AgEP committee meeting scheduled following the board meeting to discuss the recent State AgEP December meeting and other AgEP plans forthcoming.

**319 Program Update**

Marty Walker provide a brief update on the status of the 319 demonstration project located in Pipestem Creek Watershed. Dennis Bailey commented on the sampling procedures being done at the current selected demo site and Jennifer Skaggs confirmed monthly samplings will continue.

Analabs is currently processing ongoing water quality monitoring samples and forwarding the invoices to Marty Walker for district payment approval.

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**Analabs 319 Water Quality Monitoring Invoices for Payment**

11-18-19 Invoice # 219767 $90.00

12-16-19 Invoice # 221231 $90.00

10-11-19 Invoice # 218622 $90.00

**Bill Harris moved to approve the Analabs Water Quality invoices for payment, Oscar Vecellio seconded, motion carried.**

**WV Assocation of Conservation Districts Update**

Current representatives absent

No report given at this time John Farrell

Ray Lafferty

**Visiting Agency Reports**

**Jeremy Salyer, WVCA** presented an overview of his provided written report which included reminders of the upcoming election year duties and obligations for supervisors, revisions of personnel plans due in March needing added to February agenda and other important dates of meetings in upcoming months. Jeremy reported a no increase, no deficit status of the proposed state and agency associated budgets. *See written report attached to Minutes of Meeting.*

**Judith Lyons, WVCA** presented her report concerning the current work being done with Operation and Maintenance assignments. Judith reported that Mill Creek Dam # 9 riser was heavily blocked containing debris and sediment and commended the SCD crew on their work removing blockages and returning to compliant conditions. A revision is underway for the 5-year plan in regard to channel work. Cutting of channels will resume soon, weather pending. An overview was provided about the lime/fertilize pilot program for the dams and the SCD’s involvement.

Judith discussed the satisfaction of Western Conservation District for the work completed by SCD at Millcreek. Estimates have been made for upcoming work and will be discussed at the Water Resource Quarterly Meeting held on January 31st.

**Bill Harris volunteered to attend the meeting as a representative and made a motion to approve Dave Parkulo attend the meeting on January 31st to represent the district crew, Dennis Bailey seconded, motion carried.**

**Jennifer Skaggs WVCA** reported that the job opening closing January 20th for the Conservation Specialist Position at SCD and has been posted to the Agency website as well as indeed.com The Agency seeks to fill the position as promptly as possible and is in support of assisting with the transition. An update was provided on current staffing changes within the Conservation Services section.

Bill Harris requested a copy of the information presented at the last State AgEP meeting in December for numbers and associated graphs to support the allocation discussions and proposals. Jennifer shared that she will send this information to Marty to pass along to Bill and other members of the committee as needed in preparation for the State next meeting. Jennifer reminded the board that comments/suggestions are due for the AgEP progam by January 31, 2020.

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**Katy McBride, NRCS** gave an overview of her written report on current NRCS programs and status of beginning work on the pond project located at Woodrow Wilson High School providing technical assistance. She reported that she was contacted by Independence High School about a high tunnel. Curtis Murphy stated that after his contact with Puckett’s ( High Tunnel/Greenhouse company) it was fine for the tunnel to be donated by them. The board requested more information on this discussion. Oscar Vecellio will check on the status of the high tunnels located at the Solid Waste Authority Raleigh County Landfill and will respond to Mitchell Alkaire regarding the same matter. Katie reported on various meetings including Grassland and Envirothon planning. Supervisor volunteers are being sought for both activities. An overview was provided on current work within the district assisting landowners. *See written report attached to Minutes of Meeting.*

**Visitors of Meeting**

**Terri Andes and Karen Combs** introduced themselves as current stakeholders of the **Sun Valley Lake** property ownership. A written report was provided for additional details and information. A report was given providing the concern and issues present in Summers County involving the property owners adjacent to the 50 acre lake. A lengthy discussion was held supporting the discontent with the current situation of lack of compliance with DEP, lack of funding resources to meet compliance and the need for a formation of a watershed group’s efforts to assist. The board provided resource information to the visitors for follow-up. Dennis Bailey provided contact information of Jennifer Liddle with DEP as a resource for the property owners.

**Supervisor Reports**

Randall reported on the jackets discussed at the previous board meeting and referred those interested in purchase of jackets contact Dave Parkulo about brand and website.

Meeting Adjourned at 11:30 AM

**Closing remarks**

An AgEP Committee Meeting follows adjournment.

Respectfully submitted:

Marty Walker, District Manager WVCA

Virgel Caldwell, Chairman

Bill Harris, Secretary

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