

**ELK CONSERVATION DISTRICT
BOARD OF SUPERVISORS MEETING
DRAFT Meeting Minutes of March 24, 2020**

Supervisors Present:

Donald Burroughs
Shirley Hyre (Via Call In)
Rebecca Lilly (Via Call In)
Clark Mollohan
Mike Smalley
Ken Stowers (Via Call In)

Supervisors Absent:

Associate Supervisor: Larry Greynolds

Others Present: Suzie Steele, WVCA/ECD DM; Kirk Burroughs, ECD Equip./OM&R Manager; Tammy Hoover, ECD DA;
Following Via Call In - Russell Young, WVCA Cons. Spec.; Johnny King, WVDOF; Andy Sentz, NRCS DC; Judith Lyons, WVCA Watershed; Maria Moles

CALL TO ORDER

Chairman Mollohan called the meeting to order at 10:02 a.m.

Pledge of Allegiance was led by **Mrs. Steele**.

AGENDA: Mr. Smalley moved to approve the agenda; Mr. Burroughs seconded; motion passed.

February 25, 2020 Minutes: Ms. Hyre moved to approve the minutes (copy attached); Mr. Burroughs seconded; motion passed.

TREASURER'S REPORT/FEBRUARY 2020 FINANCIAL STATEMENTS: Ms. Hyre reported that all accounts are in good order. Ms. Hyre moved to approve the financials and file for audit; Mr. Burroughs seconded; motion passed. Ms. Hyre reported on the balance in the supervisor travel and per diem account.

PAYMENT OF BILLS: Ms. Hyre moved to approve the payment of bills (list provided at meeting and attached); Mr. Burroughs seconded; motion passed.

REPORTS

DISTRICT EQUIPMENT/OM&R MANAGER: Kirk Burroughs reported that the seeder has been rented. They priced a Ventrac for the district from Middletown Tractor. Information was left in the office. Hope to get a demo unit to try soon.

DISTRICT MANAGER: Mrs. Steele reviewed her written report. (copy attached). She also reported on the dam inspection reports and OM&R work orders.

DISTRICT ASSISTANT: Ms. Hoover reviewed her written report. (copy attached).

WVCA CONSERVATION SPECIALIST: Mr. Young reported that all his scheduled meetings have been canceled and he has been on telework and will continue to do so until instructed otherwise.

AREA DIRECTOR: Mrs. Steele presented Mrs. Fisher's report. (copy attached)

WVCA PERSONNEL: Mrs. Steele presented Ms. Lyons' report. (copy attached). Kirk Burroughs asked Ms. Lyons for a copy of the specs and regulations on the mowing of the dams.

SWA: Ms. Hyre reported that the recycling center is closed to the public until further notice. The Sutton trash collection area is still operating.

NRCS Personnel Report: Andy Sentz reported that all field offices are closed to the public. His staff is reporting as they are deemed essential. They will telework as much as possible. FSA will have 1 person in the office. They are working on CSP renewals. All applications and contracts are completed. The first round of EQIP sign ups is over today. They are learning the new planning and ranking program. Rankings are supposed to be completed in April. They are looking at new office space in Summersville. The job announcements for the two open positions are open until possibly April 4. They are looking at hiring a replace for the forester that is leaving. The Local Work Group meeting will be immediately after the board meeting today. Mr. Greynolds asked Mr. Sentz about using the small building that has been used in the past for the tree and plant sale deliveries. That will have to be cleared with management at the federal building. Mr. Greynolds will pursue this.

FSA Personnel: None

WVU Personnel: None

Forestry Division: Johnny King reported that their field offices are closed, and he will be teleworking as much as possible. There are a few things they are permitted to do in the field as well as respond to wildfires if necessary. They can attend meetings by teleconference only.

DEP: None

CD SUPERVISORS: Ms. Hyre reported that the April WVACD Quarterly Meeting has been canceled. Envirothon has been canceled for April. They are pursuing options to have the contest later.

COMMITTEE ACTIONS:

AG ENHANCEMENT: Mr. Burroughs and Mr. Young reported on the State AgEP committee meeting that was held March 17 via teleconference. The FY21 funding formula will be the same as this current year. Programs and standards will be submitted to the SCC for approval at the April meeting.

BUILDING: None

COMMUNICATION: None

EDUCATION: None

EQUIPMENT: None

FINANCE: None

FORESTRY: None

GRASSLANDS: Mr. Burroughs reported that the April 3 meeting has been canceled.

LEGISLATIVE: None

PROJECT: None

WATER QUALITY: None

OLD BUSINESS

- Appointment of Representative to Mountain RC&D – No action.
- Appointment of Clay Supervisor – Mrs. Steele reviewed the information received from Maria Moles. Ms. Hyre moved to appoint Mrs. Moles; Mrs. Lilly seconded; motion passed.
- Postponement of District Envirothon Team Training – Ms. Hyre moved to postpone the training until information is received from the Envirothon committee on rescheduling of the event; Mr. Burroughs seconded; motion passed.

NEW BUSINESS & CORRESPONDENCE

- 2020 Conservation Farms – Mrs. Steele asked the supervisors to make their nominations as soon as possible.
- Records Retentions Policy – Mrs. Steele had presented the policy to all supervisors. She asked that supervisors give her any input they may have on the policy as soon as possible as the SCC will be reviewing and voting on this policy in April.
- Purchase of New District Laptop – Mrs. Steele presented information on the recommended laptop based on consultation with the WVCA IT Department. Cost will be \$544.97 which includes a protective carrying sleeve. Ms. Hyre moved to purchase the laptop; Mr. Smalley seconded; motion passed.

AgEP APPLICATIONS

Ralph Smoot – Webster County – Nutrient Management - \$302.10
 Johnny Johnson – Braxton County – Nutrient Management - 1,339.11
 Mr. Smalley moved to approve the applications; Mr. Burroughs seconded; motion passed.

DEP

Power Mountain Contura, LLC – Renewal 6, Permit O002785 – Grant District, Nicholas County
 No comments

Being no further business to attend to and on motion by Mr. Burroughs, seconded by Mr. Smalley, Chairman Mollohan declared the meeting adjourned at 11:25 am.

DATES TO REMEMBER: (OFFICE CLOSED/ECD MEETINGS)

Mar 30-31	Sort Trees and Plants for delivery	
Apr 1-2	Tree and Plant Delivery	
Apr 1	Envirothon Meeting – 10 AM @ Canaan Valley	CANCELED/POSTPONED
Apr 3	Grazing Lands Steering Committee Meeting ECD Conference Room – 10 AM	CANCELED
Apr 6	District Envirothon Team Training at ECD	POSTPONED
Apr 10	Grasslands Evaluation Contest – Jackson’s Mill	CANCELED
Apr 14	ECD Executive Committee Meeting – 9 AM	
Apr 14	WVSCC Meeting – 10:30 AM	
Apr 16-17	Envirothon Competition – Canaan Valley	POSTPONED
Apr 20-21	WVACD Quarterly Meeting @ Mardi Gras Casino & Resort in Charleston	CANCELED
Apr 28	ECD Board Meeting – 10 AM	
May 6	Envirothon Meeting – ECD/WVACD Conference Room – 10 AM	
May 11 or 13	ECD Executive Committee Meeting – 10 AM	
May 12	ECD Office Closed – Election Day	
May 25	ECD Office Closed – Memorial Day	
May 26	ECD Board Meeting – 10 AM	
Jun 15-20	Junior conservation Camp @ Cedar Lakes & Senior Conservation Camp @ Camp Caesar	
Jul 20-21	WVACD Quarterly Meeting @ Harpers Ferry	
Aug 13-22	WV State Fair	
Oct 19-20	WVACD Quarterly Meeting @ Flatwoods Days Hotel	