

**ELK CONSERVATION DISTRICT
BOARD OF SUPERVISORS MEETING
DRAFT Meeting Minutes of June 23, 2020**

Supervisors Present:

Donald Burroughs
Larry Greynolds
Shirley Hyre
Clark Mollohan
Mike Smalley
Ken Stowers

Supervisors Absent:

Rebecca Lilly
Maria Moles

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.; Kim Fisher, WVCA Area Director; Johnnie King, WV DOF

CALL TO ORDER

Chairman Mollohan called the meeting to order at 10:19 a.m.

Pledge of Allegiance was led by **Ms. Hyre**.

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

MINUTES FOR MAY 26, 2020: Ms. Hyre moved to approve (copy attached); Mr. Greynolds seconded; motion passed.

TREASURER'S REPORT/MAY 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. Greynolds seconded; motion passed with Mr. Stowers and Mr. Burroughs recusing themselves.

REPORTS

DISTRICT EQUIPMENT/OM&R MANAGER: No Report

DISTRICT MANAGER: Mrs. Steele reviewed her written report. (copy attached).

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

WVCA CONSERVATION SPECIALIST: Mr. Young reported that the District's AgEP for FY20 has been closed out. Signups for FY21 are going well with a deadline of July 10. He will be working minimally the week of July 7.

AREA DIRECTOR: Mrs. Fisher reviewed the WVCA written report. (copy attached).

WVCA PERSONNEL: Mrs. Steele reviewed Ms. Lyons' written report. (copy attached).

SWA: Ms. Hyre reported that the Braxton recycling center is now open to the public. They had a meeting yesterday to ask for an extension on grant reports because of the center being closed on the account of COVID. Mr. Stowers reported that the next Nicholas SWA meeting will be held on June 29.

NRCS Personnel Report: None

FSA Personnel: None

WVU Personnel: None

Forestry Division: Mr. King reported that logging trainings have started again. Some offices are opening but still social distancing. Fire season is over. They just completed a stewardship plan on 250 acres in the Frametown area of Braxton County. There will be another plan on Braxton County property in the Chapel area and then the Burnsville area.

DEP: None

CD SUPERVISORS: Ms. Hyre reported that there is an Envirothon meeting/picnic tentatively scheduled for August 10 at Holly Gray Park. She also reminded supervisors that they may attend the July WVACD meeting scheduled for July 20 & 21 at Days Hotel in Flatwoods. ECD Directors plan to attend.

COMMITTEE ACTIONS:

AG ENHANCEMENT: None

BUILDING: None. Mrs. Steele reported on some trees/brush growing at the district building in Gassaway.

COMMUNICATION: There is a call-in meeting Wednesday. Ms. Hoover will be participating.

EDUCATION: None

EQUIPMENT: Will be addressed later in the meeting.

FINANCE: None

FORESTRY: None

GRASSLANDS: Meeting tentatively scheduled for July 10 at ECD.

COMMITTEE ACTIONS (cont.):

LEGISLATIVE: None

PROJECT: None

WATER QUALITY: None

OLD BUSINESS

- **2020 Conservation Farms** – Mrs. Steele will contact county nominees to check for dates that will and will not work for farm visits, to choose a farm for recognition at the October WVACD Quarterly Meeting.
- **EOI for Engineering Firms** – Mr. Smalley moved to retain Potesta and Associates as the ECD Engineer of Record; Mr. Stowers seconded; motion passed.
- **SWA Appointments** – Mr. Smalley moved to reappoint Mr. Keith Wray to the Clay County SWA, Mr. Kenneth Stowers to the Nicholas County SWA, & Mr. Boyd Cutright to the Webster County SWA; Ms. Hyre seconded; motion passed.

NEW BUSINESS & CORRESPONDENCE

- **RFQ for FY20 & FY21 Audit Services** – Mr. Stowers moved to accept the quote of \$1,975.00 per year from Lowe & Associates for FY21 & FY22; Mr. Smalley seconded; motion passed.
- **Purchase of Equipment** – Mr. Stowers moved to authorize the purchase of a Ventrac slope mower, up to a cost of \$30,000.00, including chains, canopy, and dual wheels, with the ECD Equipment Committee authorized to make the determination of where to purchase once final quotes are received; Mr. Greynolds seconded; motion passed.
- **Watershed OM&R/Mowing** – Ms. Hyre moved for the district to continue using their own equipment and employee to do OM&R on the watersheds unless the scope of work is outside of the district's equipment and/or employee's capabilities; Mr. Burroughs seconded; motion passed.
- **Election of Officers** – Mr. Smalley moved to keep the current officers: Clark Mollohan, Chairman; Donald Burroughs, Vice Chairman; and Shirley Hyre, Secretary/Treasurer; Mr. Greynolds seconded; motion passed. Mr. Smalley moved to reappoint Shirley Hyre and Donald Burroughs as the WVACD Directors; Mr. Stowers seconded; motion passed.
- **District Picnic** – Per consensus of the board, a picnic will not be held this year due to COVID restrictions.
- **ECD District of the Year Application** – Ms. Hoover explained and reviewed the application process. Ms. Hyre moved to approve and submit the application to the WVACD; Mr. Smalley seconded; motion passed.

Being no further business to attend to and on motion by Mr. Stowers; seconded by Mr. Burroughs; Chairman Mollohan declared the meeting adjourned at 11:57 AM.

DATES TO REMEMBER: (OFFICE CLOSED/ECD MEETINGS)

Jul 3	ECD Office Closed – Independence Day
Jul 14	ECD Executive Committee Meeting – 10 AM
Jul 20-21	WVACD Quarterly Meeting @ Flatwoods, WV
Jul 28	ECD Board Meeting – 10 AM
Aug 11	ECD Executive Committee Meeting – 10 AM
Aug 25	ECD Board Meeting – 10 AM
Sep 7	ECD Office Closed – Labor Day
Sep 8	ECD Executive Committee Meeting – 10 AM
Sep 22	ECD Board Meeting – 10 AM
Oct 12	ECD Office Closed – Labor Day
Oct 13	ECD Executive Committee Meeting – 10 AM
Oct 19-20	WVACD Quarterly Meeting @ Flatwoods Days Hotel
Oct 27	ECD Board Meeting – 10 AM
Nov 3	ECD Office Closed – Election Day
Nov 11	ECD Office Closed – Veterans' Day
Nov 17	ECD Board Meeting – 10 AM
Nov 26-27	ECD Office Closed – Thanksgiving
Dec 15	ECD Board Meeting – 10 AM
Dec 24-25	ECD Office Closed – Christmas
Dec 31-Jan 1	ECD Office Closed – New Years