

**ELK CONSERVATION DISTRICT
BOARD OF SUPERVISORS MEETING
Meeting Minutes of August 25, 2020**

Supervisors Present:

Donald Burroughs
Larry Greynolds
Shirley Hyre (via call in)
Maria Moles (via call in)
Clark Mollohan
Mike Smalley

Supervisors Absent:

Rebecca Lilly
Ken Stowers

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

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. Greynolds seconded; motion passed.

MINUTES FOR JULY 28, 2020: Mr. Burroughs moved to approve with spelling and page number corrections (copy attached); Mr. Smalley seconded; motion passed.

TREASURER'S REPORT/JULY 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. Mrs. Steele reported on the balance in the supervisor support account.

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

REPORTS

DISTRICT EQUIPMENT/OM&R MANAGER: Kirk Burroughs reported that he made a small repair to the weed wiper. All else is in good order.

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 he has spent most of the last month working with the Capitol Conservation District. He is in the process of getting his certification on erosion control. The project at the Braxton County Soccer Field is ready to begin work as soon as the soccer season will allow.

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 she has been working on grant reports. Grant funding allows full-time assistance at the center to process items received.

NRCS Personnel Report: None

FSA Personnel: None

WVU Personnel: None

Forestry Division: None

DEP: None

CD SUPERVISORS: Ms. Hyre reported on attending the Envirothon Picnic and Meeting. The committee is working on an alternate plan for the April 2021 competition, scheduled at Cacapon State Park, in the event it cannot be held in the usual manner. She reminded everyone of the October WVACD Quarterly Meeting to be held at the Flatwoods Days Inn. It is planned for two days but may possibly be only one. Supervisor training is planned during the meeting or training modules to be made available if only a one-day meeting. Mrs. Moles reported that she is working with the Department of Ag on videos covering herd share farming. Mr. Burroughs reported that he will not be attending the ECD executive committee meeting in October as he will be attending a WV Farm Bureau meeting. He also reported on looking at some dams in CCD to possibly have ECD do the mowing. The equipment committee needs to set up a meeting. Mrs. Steele reported on the resignation email received today at 8:22 am from Mrs. Lilly. Advertising for a replacement will be done within the policy of the SCC. The resignation will be placed on the September agenda.

COMMITTEE ACTIONS:

AG ENHANCEMENT: None

BUILDING: None

COMMUNICATION: There is a call-in meeting tomorrow.

EDUCATION: None. Ms. Hyre asked that supervisors begin recruiting teams for the Envirothon.

EQUIPMENT: None. A meeting will be held immediately following today's board meeting.

FINANCE: None

FORESTRY: None

GRASSLANDS: None

LEGISLATIVE: None

PERSONNEL: None

PROJECT: None

WATER QUALITY: None

OLD BUSINESS

- **2020 Conservation Farms** – Farm visits will not be made. Information will be submitted on each farm. Mrs. Steele reported that she has contacted the farmers and is waiting on the submission of that information.
- **ECD Annual Banquet** – Mrs. Steele reported that Taylor Made Farms in Bomont, Clay Co., is available. The cost is \$150.00 for the venue and \$16.00 per meal. This includes the serving, decoration, and cleanup. Per consensus, the board asked that Mrs. Steele book the banquet for Friday, October 9 or Thursday, October 8.
- **Honorary Member Nomination** – Mr. Burroughs moved to nominate Clark Mollohan; Ms. Hyre seconded; motion passed.

NEW BUSINESS & CORRESPONDENCE

- **CDO Report** – Mr. Smalley moved to approve and submit the report as presented (copy attached); Mr. Greynolds seconded; motion passed.
- **District Employee Pay** – Mr. Greynolds moved to approve the pay raise for Kirk Burroughs to \$15.00 per hour effective August 25, 2020; Mr. Smalley seconded; motion passed with Mr. Donald Burroughs recusing himself.
- **WVACD Rookie Supervisor Award Application** – Ms. Hyre moved to approve and submit the application as presented by Ms. Hoover; Mr. Smalley seconded; motion passed.
- **WVACD Excellence in Communication Award Application** – Ms. Hyre moved to approve and submit the application as presented by Ms. Hoover; Mr. Greynolds seconded; motion passed.
- **Nicholas County Community Foundation Grant Application** – Mr. Burroughs moved to approve and submit the application as presented by Ms. Hoover; Mr. Smalley seconded; motion passed.
- **Salt Lick Watershed EAP's** – Mr. Greynolds moved to approve the EAP's as presented; Mr. Burroughs seconded; motion passed.
- **Employee Policy Update** – Tabled until next meeting
- **Equipment Rental Agreement Update** – Tabled until next meeting
- **WVACD Bylaws** – Bylaws were reviewed by the ECD. No comments or suggestions noted.
- **POTESTA Service Agreement** – Mr. Greynolds moved to approve the agreement (copy attached); Mr. Smalley seconded; motion passed.

DATES TO REMEMBER: (OFFICE CLOSED/ECD MEETINGS)

Sep 7	ECD Office Closed – Labor Day	Oct 27	ECD Board Meeting – 10 AM
Sep 8	ECD Exec. Committee Meeting – 10 AM	Nov 3	ECD Office Closed – Election Day
Sep 22	ECD Board Meeting – 10 AM	Nov 11	ECD Office Closed – Veterans' Day
Oct 8 or 9	ECD Annual Banquet	Nov 17	ECD Board Meeting – 10 AM
Oct 12	ECD Office Closed – Columbus Day	Nov 26-27	ECD Office Closed – Thanksgiving
Oct 13	ECD Exec. Committee Meeting – 10 AM	Dec 15	ECD Board Meeting – 10 AM
Oct 19-20	WVACD Quarterly Meeting @ Flatwoods Days Hotel	Dec 24-25	ECD Office Closed – Christmas
		Dec 31-Jan 1	ECD Office Closed – New Years

Being no further business to attend to and on motion by Mr. Smalley; seconded by Mr. Burroughs; Chairman Mollohan declared the meeting adjourned at 11:24 AM.