

**Southern Conservation District
Minutes of Board Meeting
August, 2020**

The Southern Conservation District August board meeting was held at their office at 463 Ragland Road, Beckley WV. Chairman Randy Prince called the meeting to order following the leading of the Pledge of Allegiance and prayer. The meeting was called to order at 9:46 AM.

Those present of meeting were:

Board of Supervisors

Dennis Bailey
Curtis Murphy
Bill Harris
Oscar Vecellio
Randy Prince
Randall Patton
Alvin Marchant
Fred Halsey

Supervisors via Skype conference call

John Farrell

SCD/WVCA & Other agencies

Dave Parkulo, Conservation Technician Supervisor, SCD
Marty R. Walker-Owen, District Manager, WVCA
Dennis Burns, Conservation Specialist, WVCA
Kenny Maiolo, Conservation Specialist, WVCA
Jeremy Salyer, Area Director South, WVCA, (via Skype call)

Visitors

Keith Richmond, FSA

Approval of June 2020 Board Meeting Minutes as reviewed

Approval of July 2020 Board Meeting Minutes as reviewed

Dennis Bailey moved to approve the June and July meeting minutes as reviewed, Curtis Murphy seconded, motion carried.

Southern Conservation District Financial Reports

Randy Prince brought attention to the one-page summary as presented from Oscar Vecellio prepared by Akers & Associates. Oscar moved to approve the financial reports as provided, Randall Patton voted no for the financial reports for the month of June until he has an opportunity to review them.

Oscar Vecellio moved to approve the financial reports for the following reviewed: operating account, district building account, district money market account, certificates of deposit and supervisor travel and per diem account as prepared by Akers & Associates and presented by Marty R. Walker-Owen

Oscar Vecellio moved to approve the financial reports as presented. Randall Patton seconded, motion carried.

Accounts Receivable

The current accounts receivable was reviewed and discussed. Judith Lyons commented on the payment of the bill for the landfill as an update to the board she has had a discussion with John Wooten regarding the entire bill for the landfill. She is requesting a supervisor be delegated to further the communication regarding the landfill at this time to represent the board in this matter. A discussion was had regarding the fees associated with the landfill from initial agreement.

Dennis Bailey moved to approve the accounts receivable as prepared. Randall Patton seconded, motion carried.

(FSA Updates from Keith Richmond) moved this item from later in the agenda due to a conflict in schedule

Keith Richmond updated on the livestock assistance program with COVID-19, if landowners have questions have them to contact FSA. He reminded that the office is still closed to the public but they can be reached by phone and email. This program is self-certification in nature. Livestock eligible for the program are those that fall under the timeline of Jan 15- April 15 SOLD, April 16-May 14th SOLD cattle hogs & sheep are the supported animals due to the market affected by the virus. Deadline is Sept 11th for the assistance program.

Southern Conservation District Crew/Technician Supervisor Report**Dave Parkulo, SCD**

Dave reviewed the rental equipment items of the month, lime deliveries and farm work projects and the completed mowing of the dams within the SCD, Western District, Greenbrier District and Capitol District. He noted the spraying of herbicide projects at farms and installation of water systems and french drains as well as pond work projects. Dave reported on the work completed at Ripley on Mill Creek #13. He commented on the upcoming work with WVCA additional mowing jobs in other districts and noted the cost-share work planning underway.

West Virginia Conservation Agency District Manager Report**Marty Walker WVCA**

Marty reported an overview of the concluded application period and provided an update on recent committee meeting recommendations. She commented in reference to the PCWA upcoming potential projects in the district and will follow up with the contact person on this matter. She reviewed the current WVCA Rental/Lease Agreement pertaining to the office space for Dennis Burns at the SCD.

Oscar moved to approve the current lease agreement between the SCD and WVCA for office space for Dennis Burns, Bill Harris seconded, motion carried.

Marty discussed the importance of supplementing the AgEP with district funds as a reflection to supporting the program, assisting more cooperators and making the start to the position of conservation specialist more adaptive for Kenny Maiolo as he will not have to continue ranking allocations and fund differences throughout the year and can approve all applicants. She reviewed the practice amounts presented in the AgEP committee meeting. The district funds needed to approve all current AgEP applications within budgets per practice supplementing the state allocation is to be \$10, 843.64.

Dennis Bailey moved to approve the district funds to support the AgEP for FY21 utilizing CDO funds, Randall Patton seconded, motion carried. Dennis Bailey reviewed the committee's discussion for payment from CDO funds versus Travel & Per Diem.

Marty provided the reports for WVCA Co-Administered Funds as prepared by the WVCA Fiscal section. Oscar Vecellio moved to approve the Co-Administered Funds, Dennis Bailey, seconded, motion carried.

Bill Harris moved to approve \$ 4,000 for annual dues to WVAC, Dennis Bailey seconded, motion carried.

Bill Harris moved to approve the invoices as noted to be paid to the district for Operation and Maintenance, Curtis Murphy seconded, motion carried.

SGS-Sampling –Dennis Bailey moved to approve the sampling invoices from SGS towards Pipestem Creek water monitoring, Bill Harris seconded, motion carried.

319 Pipestem Creek Updates

Dennis Burns provided an update on the Pipestem Creek project as receiving the state funds from the final project proposal he submitted in March of 2019. \$117,633 has been approved. Marty Walker commented that \$150,000 is already at the district for the approved site that was approved previously. It was clarified that these funds can be utilized towards this project as it was set forth for the demonstration site for this area. A discussion was had regarding the nature of the project of Pipestem Creek; overview of the water quality goals and BMPS following NRCS standards will be used for the project.

Kenny Maiolo noted the need for a 319 committee meeting to further review the project in detail, a committee meeting is scheduled for Monday 24th at 9:00 AM

Bill Harris mentioned a Finance Committee meeting request for the new supervisors and all as a benefit to better understand the financial records and reports. Bill suggested a meeting to be had to review. A meeting is TBA pending the attendance of Akers & Associates as well as Marty noted to have a state fiscal representative available to further clarify Co-Administered reporting.

AgEP Update & Review

Kenny Maiolo reviewed the AgEP lists attached to the agenda for applications. He stated that he and Dave Parkulo made a site visit for a Heavy Use Area project and at that time the map was reviewed with the landowner and a change was made to the acreage and tonnage per the lime application. The following item was corrected to the agenda .Please note the following correction: \$1,620.85 cost share listed for Rob Jiranek on the list attached is amended to the amount of \$1,282.60. Kenny commented that the ranking is completed and he will be working with Marty to finish approval letters and documents needed for AgEP.

New Cooperators 16 New district cooperators completed conservation agreements and have applied for cost-share AgEP(list of new cooperators is attached as a separate document provided to the board)

Bill Harris moved to approve the 16 new District Cooperators as presented by Kenny Maiolo, Oscar Vecellio seconded, motion carried

AgEP Applications for Approval

Kenny Maiolo and Marty Walker reviewed the AgEP applications for approval.

Dennis Bailey moved to approve the Lime practice applications, Bill Harris seconded, motion carried. Curtis Murphy moved to approve the Pond Cleanout practice applications, Bill Harris seconded, motion carried. Randy Prince recused himself from the meeting as a supervisor applicant to the AgEP for Water System, and he was approved by formal letter from Area Director, Jeremy Salyer. Randall Patton moved to approve the Water System applications, Curtis Murphy seconded, motion carried. Randall Patton moved to approve the Heavy Use Protection Area applications, Dennis Bailey seconded, motion carried.

Dennis Bailey moved to approve the Exclusion Fence applications Randall Patton seconded, motion carried. Curtis Murhpy recused himself from the meeting as a supervisor applicant to the AgEP for Pasture Division Fence as approved by formal letter from Area Director, Jeremy Salyer. Bill Harris moved to approve the Pasture Division Fence applications, Randall Patton seconded, motion carried.

WV Association of Conservation Districts Update

Bill Harris attended in July and provided an overview of the meeting updates he noted the Conservation District Newsletter that Marty had sent out to supervisors and made reference to the newsletter. The Quarterly meetings have been set for next year in Flatwoods. A supervisor training is upcoming October 21st in Charleston. Local work group meetings will be planned for partnership and collaboration efforts. He commented that the WVACD is discussing and working on plans for the upcoming Ag Day being planned. Bill stated that he appreciates the opportunity to attend and represent the SCD at the WVACD.

Jeremy Salyer, WVCA

Jeremy Salyer referred supervisors to his written report as provided. He reported that WVCA will be on the telework status thru January and reported about working from home. He noted that Marty has been working from the office the majority of time up to this current point but as things progress and change she may return to telework status per WVCA and COVID-19 guidelines. He made reminders about upcoming Supervisor award nominations and reviewed the situation regarding the WVDA seeds as explained in his report. The CDO budget report and Audit reports Marty will be working on in upcoming months.

Judith Lyons, WVCA

Judith introduced Levi Sifers the new WVCA engineer and he provided an update on brush creek dams and rehab projects. Work by consultants and design plans are ongoing for a proposal in review for the repair to the risers at Brush Creek sites 4, 5 and 10. He provided a report on the current status of the dams. He noted that Brush creek 10 had a finding in February of this year where inspection identified a seep. Judith reported that site 10 has had issues previously with high rain events and pipe concerns in the past. She commented that the watershed division is working on updating the CCR process and revising the system. They have been working on projects in the Capitol and Western Districts as she and Dave Parkulo have visited these sites for review. Judith stated that the West Fork district was extremely pleased with the work of the SCD crew going above and beyond at the sites.

Mike McMunigal, WVCA

Mike expressed a thank you in regards to the hospitality for the temporary office space provided for Dennis Burns in recent weeks and noted the accommodation of his new rental office being at SCD would be supportive to the activity moving forward for the 319 program in SCD.

Dennis Burns, WVCA -Lower New River Clean Water Alliance

Dennis Burns reported on the Lower New River Clean Water Act and provided an update regarding the request for a supervisor representative for the Alliance. He reviewed the initiative for the alliance and how the district could be involved as a collaborative effort to attend meetings and remain informed of upcoming potential projects. John Farrell was nominated and volunteered that he will represent the Lower New River Alliance.

Randall Patton moved to approve to nominate John Farrell, Dennis Bailey seconded, motion carried.

Supervisor Reports & Updates**McDowell Co Demolition Project Update -Randall Patton**

Randall Patton reported on the success and completion of the McDowell County Demolition project. He reviewed that a grant was written for this project after he approached the DEP as well as the County Commission and Solid Waste Authority with his intent.

The DEP pledged \$50,000 towards the project. The town of Kimball did map work and identification for the project. He reported that 12 houses were demolished and taken to the landfill. Randall reported that one dump truck for one day is still needed to fulfill the monetary agreement for the demo project. Randall Patton commented his appreciation of the SCD support for involvement of the project and commended the crew for their work and the outcome of the project overall.

Dennis Bailey noted this can be used a roadmap for projects of this nature of the future for this district.

SCD Jackets/Apparel Purchases, Randall Patton

Randall Patton presented the request for purchasing SCD jackets which are Three-in-One Jackets with rain resistance for the workers of the crew, the staff at the office and the board supervisors at approximately \$81.50 per item with the additional cost of embroidery for the staff of SCD, supervisors and crew.

Randall Patton moved to approve the motion for purchase of SCD Jackets for staff, crew and supervisors, Dennis Bailey seconded, motion carried.

Tablets for Board Meetings, Dennis Bailey

Dennis Bailey presented the purchase of Ipad-Tablets for District Supervisor use at board meetings in order to minimize paper usage, office materials and staff time as well printer ink. He also noted the bulk of paperwork that is wasted after each meeting, the cost of paper and the time to put together the current notebooks. He made comment of being of more convenience to run through reports via tabs more efficiently rather than the large stack of paperwork during the meeting.

Dennis Bailey moved to approve the purchase of Ipads as presented and associated stands following the recommendations of WVCA IT Specialist for the type, Randall Patton seconded, motion carried.

Fayette County Supervisor Appointment/Eligibility

Randy Prince presented to the board the background of the Fayette County Supervisor who has sought interest in being appointed to the board for Fayette County. A discussion was had regarding the eligibility of the individual pertaining to land ownership. A discussion was had by the board members to hold off on appointment and post advertisement for all vacant positions.

Oscar Vecellio made the motion to run the advertisements for the open seats of the counties, Dennis Bailey seconded, motion carried.

Update of Committee Chairs

Randy Prince announced the following appointment of committee chairs:

Safety Committee-Chair Oscar Vecellio

Marketing Committee- Fred Halsey

Equipment Committee Chair-Open/ Undecided

Education/319 Committee Chair- Open/Undecided

Forestry Committee-Chair John Farrell

AgEP Committee- Curtis Murphy

Building Committee-Chair Oscar Vecellio

***Fred Halsey stated that he will not accept the Marketing Chair position recommendation at this time.**

A lengthy discussion was had between Randall Patton and Randy Prince concerning the removal of the chair position of Equipment committee. Randall Patton expressed his voluntary action to remain the chair of the committee. Randall Patton questioned the ability to be removed from a voluntary chair position and expressed discontentment. A debate was held regarding the matter. After the discussion concluded, Randy Prince retracted that he would leave the chairs as is as previously noted at this time and will return to the selection of Equipment Chair when he decides.

Marty Walker-Owen interjected at the closing of their debate and stated that she advises that each supervisor thoroughly read the documents she has provided within their Supervisor Handbook including the WV State Code and other associated by-laws and rules of the districts and agency, respectfully. Marty referred to Robert's Rules of Order and Parliamentary Procedure for guidance on best approaches on how to properly conduct such issues in a professional manner. She stated the importance of the review and revision of the current District Policy to reflect and ensure the District Policy be parallel and coinciding with current laws and rules. **A Policy Review meeting for revision of the District Policy is set for August 31st 10:00 AM** Marty Walker-Owen noted that a full board vote was needed on all policy changes and recommendations at the September Board Meeting brought forth from the review meeting.

Bill Harris moved to close the regular board meeting and move into executive session, Oscar Vecchio seconded, motion carried.

Those present of executive session were District Supervisors and Marty Walker-Owen
Resumed Regular Board meeting at 1:28 PM

Randall Patton presented the proposed pay raises to the board per his written document provided to all supervisors and discussed within executive session. Randall Patton moved to approve the recommendations made by the Equipment Committee to approve the pay raises as of current, Dennis Bailey seconded, motion carried.

Closing remarks & Meeting Dates:

August 31st Policy Review Meeting 10:00 AM

(September Board Meeting full board vote on ALL policy changes and recommendations brought forth from the Policy Review Meeting)

August 31st O&M Meeting tentative 9:00 AM

TBA pending the attendance availability of Harold Wolfe

Finance Committee Meeting is TBA pending availability of Mike Akers for District Funds

319 Committee Meeting August 24th 10:00 AM

Respectfully submitted:

Marty R. Walker-Owen, District Manager WVCA

Randy Prince, Chairman

Curtis Murphy, Secretary