

**ELK CONSERVATION DISTRICT
BOARD OF SUPERVISORS MEETING
Meeting Minutes of November 17, 2020**

Supervisors Present:

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

Supervisors Absent:

Maria Moles

Others Present: Suzie Steele, WVCA/ECD Administrative Specialist; Kirk Burroughs, ECD Equip./OM&R Manager; Linda Brown, ECD Associate Supervisor

Via Call In: Kim Fisher, WVCA District Operations Manager West; Johnny King, WVDOP

CALL TO ORDER

Chairman **Mollohan** called the meeting to order at 10:00 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 OCTOBER 27, 2020: Ms. Hyre moved to approve (copy attached); Mr. Burroughs seconded; motion passed.

TREASURER'S REPORT/OCTOBER 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. Greynolds seconded; motion passed. Mrs. Steele reported on the balance in the supervisor support account.

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

REPORTS

DISTRICT EQUIPMENT/OM&R MANAGER: Kirk Burroughs reported all is in good order. A lot of lime spreader rentals. Discs for the seeder have been ordered.

ADMINISTRATIVE SPECIALIST: Mrs. Steele reviewed her written report. (copy attached).

WVCA CONSERVATION SPECIALIST: None

WVCA DISTRICT OPERATIONS MANAGER WEST: Mrs. Fisher reviewed her written report. (copy attached). She also gave an update on agency COVID guidelines and the state's budget meeting.

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

SWA: Mr. Stowers reported all is running well with the Nicholas County site. Ms. Hyre reported that she is working on request for quotation for audit services for Braxton County.

NRCS Personnel Report: None

FSA Personnel: None

WVU Personnel: None

Forestry Division: Mr. King reported about the ongoing fire season. He has been doing some trainings and writing fire permits. Also, has worked with NRCS on EQIP project. Has made presentations to fire departments concerning available grant funds.

DEP: None

CD SUPERVISORS: Ms. Hyre reported that the next Envirothon committee meeting will be December 2 at 10 AM. The 2021 contest will be held virtually. Districts may be asked to be testing sites.

COMMITTEE ACTIONS:

AG ENHANCEMENT: None

BUILDING: None

COMMUNICATION: Ms. Hyre reported that there was a call-in meeting last week. Notes will be sent out.

EDUCATION: None

EQUIPMENT: None

FINANCE: None

FORESTRY: None

GRASSLANDS: None

LEGISLATIVE: Ms. Hyre asked that all representatives be invited to attend the December Board Meeting.

COMMITTEE ACTIONS (cont.):

PERSONNEL: Ms. Hyre reported that they met this morning. Item will be discussed later in the meeting.

PROJECT: None

WATER QUALITY: None

OLD BUSINESS

- **Designation of deposit and usage of funds from district work contracts** – Mr. Stowers moved to add line item to financial reports for all equipment rental and contract work income retroactive beginning July 1, 2020 and the funds be designated to maintenance and replacement of equipment; Ms. Hyre seconded; motion passed.

NEW BUSINESS & CORRESPONDENCE

- **Hiring of Program Support Specialist** – Ms. Hyre reported on the interviewing of the three applicants. The interview committee recommends the hiring of Allison Given-Nettles. **Mr. Stowers moved to approve the committee's recommendation; Mr. Smalley seconded; motion passed.**
- **Cash Payment Policy** – After discussion, Ms. Hyre moved that the district provide receipt books to Mr. Stowers and Kirk Burroughs in the event a renter of equipment would pay at the time equipment is returned; Mr. Greynolds seconded; motion passed. Policy is to be written and voted on at the December meeting allowing for cash payments to be accepted only by supervisors and the district's employee.
- **Salt Lick EAP's** – Ms. Hyre moved to approve the 5 EAP's dated 08-12-2020 as presented; Mr. Greynolds seconded; motion passed.
- **District Christmas Luncheon** – Mr. Smalley moved to cancel the luncheon for this year; Mr. Stowers seconded; motion passed.

AgEP PAYMENTS

Brenda Burroughs – Braxton – Cover Crop - \$120.00

Nolan Reeder – Braxton – Lime - \$853.74

Johnnie Singleton – Braxton – Fence - \$1,000.00

Richard Campbell – Braxton – Lime - \$1,312.21

Merle Hartley – Nicholas – Lime - \$307.35

Benjamin Mullens – Nicholas – Lime - \$2,000.00

Philip Neil – Nicholas – Lime - \$399.00

Mr. Stowers moved to approve the payments; Mr. Greynolds seconded; motion passed with Mr. Burroughs recusing himself.

DATES TO REMEMBER: (OFFICE CLOSED/ECD MEETINGS)

Nov 26-27	ECD Office Closed – Thanksgiving
Dec 2	Envirothon Meeting – 10 AM
Dec 4	State AgEP Committee Meeting – 9 AM
Dec 15	ECD Board Meeting – 10 AM
Dec 24-25	ECD Office Closed – Christmas
Dec 31-Jan 1	ECD Office Closed – New Year
Jan 6	Envirothon Meeting – 10 AM
Jan 12	WVSCC Meeting
Jan 12	ECD Executive Committee Meeting – 10 AM
Jan 18	ECD Office Closed – Martin Luther King Day
Jan 19-20	WVACD Quarterly Meeting @ Days Inn, Flatwoods
Jan 26	ECD Board Meeting – 10 AM
Feb 3	Envirothon Meeting – 10 AM
Feb 9	ECD Executive Committee Meeting – 10 AM
Feb 15	ECD Office Closed – Presidents' Day
Feb 23	ECD Board Meeting – 10 AM

Being no further business to attend to Chairman Mollohan declared the meeting adjourned at 11:33 AM