

Monongahela Conservation District
Board Meeting Agenda
September 2, 2021
Marion County Visitors Center
1000 Cole Street, Pleasant Valley, WV 26554
304-368-1123
@ 9:30 a.m.

Call to order

Chairman Rick Abel called to order the regular meeting of the **Monongahela Conservation District** at **9:30 a.m. on, September 2, 2021**, at the Marion County Visitors Center in person and via teleconference.

Roll call+

Chairman Rick Abel introduced those present and passed around a sign-in sheet. The following persons were present: Supervisors: Rick Abel, Chuck Cienawski, Ed Utterback, Art Mouser, Mark Myers (Call-In), Andy Price Associate, Jean Conley Associate, H.R. Scott (Call-In) Associate, Andrew Price Associate, Dustin Adkins NRCS, Rudy Williams WVDOF, Jim McDonald, Jeremy Slayer (WVCA), Dee Altman (AS).

Pledge of Allegiance

Was recited by all present

Prayer

Prayer was given by Ed Utterback

Approval of August Meeting Minutes

Rick asks for a motion to approve last months meeting minutes. Chuck then stated that in those minutes we need to include under roll call the last name Bright for Hilary. Also, on page two of those minutes we need to ad the last name to know which Ed we are speaking about. In this case that last name should be Martin. With those corrections.

Jim moved to approve the August 5, 2021, minutes. Seconded by Chuck. Motion carried.

Approval of financial statements

Credit Card Receipts and Statements- Jim moved to approve the Credit Card Receipts and Statements. Seconded by Ed Utterback. Motion carried.

General/CDO financial statements-Chuck moved to approve the General/CDO Financial Statements and audit Seconded by Mouser. Motion carried.

Co-Administered Funds Financial Statements- *Art moved to approve and send for audit, the Co-Administered Funds Financial Statements. Seconded by Ed. Motion carried.*

Rick stated that Bookwise keeps a close watch on all funds.

Visitors Comments –

Rudy Williams reported the forester from Monongahela County had to resign his position due to unforeseen circumstances. He also stated the entire state of West Virginia is hurting for foresters. Rudy

Monongahela Conservation District
Board Meeting Agenda
September 2, 2021
Marion County Visitors Center
1000 Cole Street, Pleasant Valley, WV 26554
304-368-1123
@ 9:30 a.m.

stated that he won a gun, in the Do it for Baby Dog contest. Rudy then asks if anyone knew of any foresters to send their information to him. Currently there are sixteen openings for foresters in West Virginia.

Cooperating Agencies

No Report

WV Division of Forestry-

Watershed Division- No Report

A report by Jim, noted that there will be a watershed meeting at the end of September (29th), 2021 in Mannington for the upper Buffalo dam. Mark Myers stated since the recent flooding, people need help in the Rowlesburg and surrounding areas. Rick suggested that Mark send out an email to Jessica to help with any hay lose.

EWP and SSRP- Deferred until next meeting

Rick did state with all the recent rainfall, the guys are very busy.

Conservation Specialist –

Sigrid stated that all rankings are completed, and as of last Friday August 27, 2021, the AgEP committee approved all applications, at this time. Sigrid stated that she will get with, Dee on Tuesday September 7, 2021 to complete the mailing of all letters and notifications.

Sigrid stated that on September 27, 2021, the state AgEP meeting will be conducted via teleconference only, in said meeting will be discussed FY 2023 budget. Rick then reviewed the application for possible cooperator David Clarkson. Jim then made a motion to approve David Clarkson, Mark seconded, motion carried. Sigrid stated that Jennifer Skaggs email her, asking the district to develop additional categories that would be beneficial to all cooperators. Rick stated the amount of funds involved is \$5,000 dollars. Jeremy went on to state that this funding is for such things as a drought and/or anything above and beyond. This is for the entire state and those funds can be placed where most needed.

WVU Extension

H.R. stated no report at this time. Rick stated that H.R.'s position has been posted, but not filled at this time.

Monongahela Conservation District
Board Meeting Agenda
September 2, 2021
Marion County Visitors Center
1000 Cole Street, Pleasant Valley, WV 26554
304-368-1123
@ 9:30 a.m.

NRCS- Dustin Adkins reported the following.

- Environmental Quality Incentives Program and Agriculture Management Assistance (AMA), pre-approved applications are being developed into contracts.
 - Final 2021 EQIP and AMA contracts have been signed and the last one is in for obligation.
- We have (2) Preapprovals for CSP 2021 General – (1) Preston (1) Mon. They have been signed and are in of obligation
- Documentation for 2021 CSP payments in due by 9/30/2021. As per usual, CSP payments will likely come available sometime in October.
- COVID-19 Status update:
 - White Hall - Service center doors remain locked, 1-2 employees will be available in the office, customers are permitted entry to the office by appointment. Masks are required inside the office regardless of vaccination status for employees and customers.
 - Kingwood - Service center doors remain locked, 1 employee will likely be available in the office, customers are permitted entry to the office by appointment. Masks are required for all customers and employees.
 - Overall: Encourage anyone you speak with to call either service center to schedule a meeting. Staff may or may not be available on site, entry is permitted by appointment

FSA- Dustin reported that the FSA is under the same strain as NRCS to fill vacancies. Dustin stated that filling Roger's position, will not happen quickly. He suggests anyone coming into the office call first to make sure someone is there to assist them.

Solid Waste Authority-

Jim stated that we now have four fulltime people working, and things are looking better with the extra help on board. It is growing as more item/ people are being recycling. Cardboard and plastic are moving in a better direction. With the sale of some timber off the property, this has alleviated some debt from us. Jim stated that Nine-Dragon is not working well with us, also not sure where the paper bins from the schools are going too. Jim has reached out to the school to no avail. Chuck stated that 25% of the funds are going back into the property, itself.

Administrative Specialist

Dee requested permission to purchase a lock box for her office, since several now have keys to said office. She explained that if blank checks come up missing, it would come back on her. She stated that she felt uncomfortable leaving the checks just in a desk drawer. Dee also stated she was not pointing fingers at anyone. Mark stated that if Dee was in the conference room for a meeting or such, that she also has personal items that should be lockup (Purse, Phone, Etc.) Mark then made a motion for the purchase of a lockbox, Art seconded, motion carried. Rick then asks what the funds should be for this box. Mark stated to get a good lockbox that is fireproof, it should be around \$1,500.00 dollars. A motion was made by Mark and seconded by Art for \$1,500.00 dollars for lockbox. Motion Carried. Dee will get together with Mark to decide on the correct one to purchase.

Monongahela Conservation District
Board Meeting Agenda
September 2, 2021
Marion County Visitors Center
1000 Cole Street, Pleasant Valley, WV 26554
304-368-1123
@ 9:30 a.m.

WVCA Area Director- Jeremy stated that there is an upcoming audit, and he will get with Dee to work on this. He stated that everything looks to be in line and correct. Jeremy stated that Dee is in the office Monday- Friday from 7:30 AM- 3:30 PM. He also stated that there is an upcoming quarterly meeting in October, however they have cancelled the banquet part of this meeting. Jeremy went on to state that Davin is working on updating a company directory, but we are having trouble getting headshots of everyone. Chuck then stated the desk phone at the office is not accepting voice mails. He also stated that the phone isn't rolling over to the cell phone, to leave messages. Dee explained that she has been in contact with Chris Ellison (IT) to check the problem. Chris explained we are supposed to get a new phone system for the office. Dee explained that the desk phone does roll over to the cell phone, and anyone can leave a message on there. Jeremy stated he will check to see what can be done to correct any phone issues. Rick then stated that he noticed it as well.

Rick reviewed the approval of the upper Buffalo Creek site, a motion was made by Jim to sign paperwork approving said site, this was seconded by Art, motion carried.

Rick asks Jeremy if all three **accounts** were audited, and Jeremy stated he would have to check and get back to Rick on this matter.

Invoices-

Bookwise Business Service September 2021 - \$300.00

CTL Engineering Invoice # 115242 UBC Site #4 \$ 21,051.32

Allstar Ecology Invoice # 081921-01 UDI Mitigation Fencing \$33,052.80

Bd of Risk/Insurance MGMT Quarterly Premium Oct-Dec 2021 \$781.00

Vincent Excavating, LLC 2021-1-5-110OMR UD M&M \$ 11,400.00

Vincent excavating, second invoice (when it comes in).

A motion was made by Mark to approve, pay, and delegate approval to Jim McDonald to pay the second invoice to Vincent excavating upon its arrival. This was seconded by Art, motion carried.

Approval of Supervisor Travel and Per Diem Claims

Art Mouser-\$	Chuck Cienawski- \$	Richard Abel- \$	H.R. Scott -\$
Ed Utterback-\$	Jim McDonald- \$	Mark Myers- \$	Jean Conley-\$
Andy Price -\$			

Mark moved to approve Supervisor payments as submitted and authorized when they arrive from the bookkeeper. Seconded by Ed. Motion carried.

New Business

Rick stated that a bounced check fee, was assessed to the district (but was not the fault of the district), it was the states' fault. He stated he felt that the state should reimburse the district the \$35.00 fee. Rick stated he would like for Jeremy to take it back to Chris for payment. Rick explained the process of checks/ deposits.

Monongahela Conservation District
Board Meeting Agenda
September 2, 2021
Marion County Visitors Center
1000 Cole Street, Pleasant Valley, WV 26554
304-368-1123
@ 9:30 a.m.

Rick stated if the mistake came from the state, they should be the fee. Mark made a motion that a LOR be drawn up for the \$35.00 fee, this was seconded by Chuck. Dee to complete an LOR for said amount.

Rick reviewed and discussed LOR# 12690, for \$3,000, this is for FY22 O&M Preston County Flood Control UDC. These funds are matched by the county commission of Preston County. A motion was made to approve LOR # 12690 by Art and seconded by Mark. Motion Carried.

Rick mentioned a new sign for the building, since the current one is leaning, and the boards need repair. He went on to say it might be a good idea to get some quotes for a new sign. Art mentioned he new of a place that may give us a quote. Chuck stated he thought it would be a good idea to replace the sign for aesthetic reasons. Chuck will check with other companies for quotes, as well. Rick suggested to possibly wait until the re-construction of the building was completed, and there would be no chance of the new sign becoming damaged. Jeremy stated that Prison Industry re-do signs, but they do not set them. Rick stated he would like to move forward with the quotes.

Committee Reports:

Finance- Jim stated that everything looks good. Nothing seems out of order. Rick stated that a bounced check fee, was assessed to the district (but was not the fault of the district), it was the states' fault. He stated he felt that the state should reimbursed the district the \$35.00 fee. Rick stated he would like for Jeremy to take it back to Chris for payment. Rick explained the process of checks/ deposits. Rick stated if the mistake came from the state, they should be the fee. Mark made a motion that a LOR be drawn up for the \$35.00 fee, this was seconded by Chuck. Dee to complete an LOR for said amount.

Education- Mark stated not much going on right now

Legislation/Policy- Mark stated that he has an upcoming meeting in September; regarding the meeting in February 2022. Mark stated there is a longer push for supervisors. Rick stated the board should grant Mark the approval to send a letter on behalf of the supervisors. A motion was made to grant permission for said letter by Jim and Seconded by Chuck. Motion Carried Mark will send out letter.

Grasslands- Ed stated nothing to report.

Safety/Buildings and Grounds- Rick stated that the offices moving places should be happening soon, just waiting on word. Chuck discussed the snow removal quotes from Billy Ray which includes \$300.00 for plowing the parking lot, \$ 150.00 to shovel sidewalks. Chuck went on to explain that in the past we paid \$ 375.00 to Beardies to clear parking lot. Chuck stated that the flower beds have already been approved through committee are ready for planting for spring flowers. Billy Ray will be moving forward with this. Ed then questioned the charges from Billy Ray for clearing the sidewalks. Chuck and Ed will get together on this, and this will be deferred until next meeting. Chuck mentioned that Rick has Mr. Brock looking at the gutters and

Monongahela Conservation District
Board Meeting Agenda
September 2, 2021
Marion County Visitors Center
1000 Cole Street, Pleasant Valley, WV 26554
304-368-1123
@ 9:30 a.m.

down spouting on the building. Chuck then mentioned the equipment rental agreement and presented a copy of such. Two items need changed on the form, which include on the first page of rental agreement under no-Till Seeder ____ Rate \$10.00 AC, also a rental fee of \$75.00 plus acreage will be assessed, then under section 10 b) a seventy-Five-dollar fee will be retained for the balance of cleaning by King & Sons. A motion was made by Art and seconded by ED Utterback to accept the lease agreement. Motion Carried.

Ag Enhancement-

Rick stated tat Billy Ray has disturbed the large pile of dirt in the back of the building into several low areas that needed filled in and completed a good job. Rick went on to stated that the Weed Wiper demonstration will be taking place on September 9, 202. And that this will be great to place on the media sites. Davin and Chris are working on posting videos, as well. Rick mentioned that a message has been sent to Sigrid's boss regarding the sharing of Sigrid's time/Efforts with other districts.

Correspondence- Rick shared information from New Life Nursery, Inc.

Public Comment- None

Supervisor Reports

- **Mark Myers**– To much rain, lost hay
- **Ed Utterback** – Received to much rain, but no damage
- **Art Mouser** – Having some health issues, but dealing with them
- **Jim McDonald**– Garden about gone, done well at Farmer's market
- **Chuck Cienawski** – Completing regular farm work, new dog
- **Richard Abel** – Debbie has recovered from her hip surgery and doing well
- **Jean Conley** – Presented the Crawford Family with A Century Farm sign, and she personally sent flowers to the funeral home for Don Headley
- **Andy Price**- Getting ready to ship out cattle
- **H.R.** -No Report
-

- **Adjournment**

Art moved to adjourn the meeting seconded by Jim. Motion carried Meeting adjourned @ 11:46 AM

The next scheduled meeting is October 7, 2021 - Steve Lebnick Agricultural Center
Minutes submitted by Dee Altman, Administrative Specialist

Minutes approved by: _____

Rick Abel, Chairman

Date

Monongahela Conservation District
Board Meeting Agenda
September 2, 2021
Marion County Visitors Center
1000 Cole Street, Pleasant Valley, WV 26554
304-368-1123
@ 9:30 a.m.