**Jim McDonald called the Finance Committee meeting to order @ 9:30 AM.**

**Jim stated all financial statements have been reviewed and are correct.**

Finance Meeting adjourned at 9:34AM

**Call to order**

**Chairman Rick Abel** called to order the regular meeting of the **Monongahela Conservation District** at **9:44 a.m.** on, **February 10, 2022,** in person and via teleconference**.**

**Roll call+**

Present: Supervisors: Rick Abel Chairman, Chuck Cienawski Supervisor, Art Mouser Supervisor, Mark Myers Supervisor, H.R. Scott Associate, Dustin Adkins NRCS, Roger Ozburn WVDOF Jean Conley Associate, Jim McDonald Supervisor, Ed Utterback Supervisor, Bill Shockey WVU Extension, Chris Ellison (Video)WVCA, Mike Scherpenberg WVCA, Sigrid Teets WVCA Conservation Specialist, Gene Saurborn WVCA, Jeremy Slayer WVCA, Meadoe Richards WVU Extension, Cindy Shreve WVCA, Mary Jouver USDA-FSA, Heather Duncan WVCA, Dee Altman WVCA (AS).

**Pledge of Allegiance**

Was recited by all present. Led by Art Mouser

**Prayer**

Prayer was given by Ed Utterback

**Approval of August Meeting Minutes**

 *Chuck Cienawski moved to approve the January 13,2022, minutes. Seconded by ED Utterback. Motion carried.*

**Approval of financial statements**

***Credit Card Receipts and Statements-*** Jim McDonald deferred credit Card statement until next month’s meeting

 ***General/CDO financial statements-*** Jim reported this account is in good standing

***Co-Administered Funds Financial Statements-*** Jim reported this account is in good standing

**Visitors Comments –** None

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**Cooperating Agencies Reports as follows:**

**WV Division of Forestry-** Roger Ozburn stated fire season starts at the end of the month, also that he was here at MCD on 2.1.2022 to due a demonstration of Drones, and he has a quote if the MCD would like to move forward he can help with that. The quote price is for $2, 995.00 for one drone, the model is Autel Evo II. Mark Myers made a motion to proceed with purchase. Rick Abel suggested that Sigrid and Andy Price come back to next board meeting with information on which model, and accessories. Jeremy Salyer stated a drone would be very beneficial to MCD. Roger also stated there is a lot of timbering going on right now, and they are busy remaining current with inspection of those jobs. He stated there is a new forester for Monongalia County named Mike Boyce. They are working on filling positions in Taylor and Marion County.

**Watershed Division** Mike Scherpenberg stated UD2 is being regraded to correct some erosion. Gene Saurborn stated he would like to see the grass cut prior to the work being done. Mike then stated that UB4(Curtsville Dam) is seeping on the down hillside. That dam is owned by the County Commission, and he will have a better estimate of cost at next months meeting. Gene Saurborn stated that bids for mowing need to go out at least in May to get mowing completed in plenty of time. Gene also stated that June is a happy time for bids/Contracts.

**EWP and SSRP-** No Report

**AgEP-** Greenhouses/Cancellation of Applications, Discussion of MCD Funding (Jeremy Salyer)

Jeremy stated the greenhouses was never a planned practice. Sigrid is working on getting them approved, and she is going to submit them to the state committee. Jeremy also stated he has never seen a practice shot down. Mark Myers stated we advertised these as a practice and we cannot ask the state for the funding, but we need to stand behind this practice as advertised. Rick Abel stated the payout from MCD would be a total of $ 4,500.00.

**Conservation Specialist**

Sigrid stated we have 13 people planned to attend this weekend’s workshop for pruning. Also, ten people have signup to attend the Grafting workshop on 2.26.2022.

**AgEP FY-22 Payments, Approvals, and Cancellations**

Approved during AgEP committee meeting

Jordan Lantz – $3,600.00 – Lime

**AgEP FY-22 Account Summary (will be different than sage report)**

Beginning Balance: $95,367.57

Funds Approved/Spent: $25,823.68

Account Balance (after payments): $69,543.89

Active Contracts: $95,668.24

**FY-23 AgEP Planning**

*MCD Administrative Agreement*: The Agreement will need to be updated and approved between April 13th – June 30th.

**Conservation Agreement Approvals**

Joseph Hansroth

Lindsey Boone

Mark Myers made a motion to approve these two cooperators, Jim seconded. Motion Carried.

**WVU Extension**

February 10, 2022

Subject: Preston County Extension Report to Monongahela Conservation District

From: Bill Shockey, Preston County Extension Agent

January Report:

Approximately 30 attended the January Dinner meeting in Kingwood on January 11. Dr. Kevin Shaffer leads an interactive discussion on the value of gain and how to calculate it. Very successful presentation.

A planning meeting was held on January 20 regarding the multi-state industrial hemp research project. Plans and suggestions regarding 2022 research plots were discussed.

A state-wide crop yield verification project has been initiated to verify and update crop yield potential of important soil types in WV. Selected county agents are seeking cooperators willing to commit to 2-year study.

A Preston County Farm Crawl planning meeting was held on January 28. A farm crawl will be held in 2022. The group will finalize a date, then proceed with publicity. The previous dates of the second weekend of July conflicts with the New Deal Days at Arthurdale.

The WV Food and Farm Coalition is working with Preston County Farmers Markets on a plan to increase SNAP Stretch benefits by requesting America Rescue Plan (ARP) funds.

The Monongalia/Preston County Day at the Legislature was held on February 3. Buckwheat Cakes and Sausage aroma filled the Capitol and there was good interaction with government officials. I attended a meeting with Commissioner Leonhardt and discussed laboratory testing facilities, hemp production rules, and farmers markets.

The first of four (4) Ag Webinars was held on Thursday, February 3. Topic was carbon and ecosystem health by Gabe Brown; tonight’s topic is Grazing in Challenging Terrain by Cooper Hibbard.

February Calendar:

February 10, 17, 24: Ag Webinars. Via Zoom.

February 16: Preston County Extension Service Committee, 10 am, Extension Office and Zoom

March 3: WVU Master Gardener Certification Course begins

**NRCS-** Dustin Adkins reported the following.

• FY 2022 program application assessment closed 2/4/2022 for AMA, EQIP and RCPP-EQIP. The next deadline is 3/11/2022 to have all rankings completed. We currently have 40 assessed applications and will be out in the field working on those for the remainder of February.

• Contract reviews are underway. I have already reached out to some contract holders and completed their reviews, primarily in Monongalia Co. I will be completing the other counties this month and early next.

• I will deliver updates to the Long-Range Plan by 2/28/2022 as discussed in the 2/1/2022 meeting with the MCD board.

• COVID-19 Status update:

o White Hall - Service center doors remain locked, 1-2 employees will be available in the office, customers are not permitted entry to the office. We will work with customers in the parking lot or on their farms as needed. Masks are required inside the office regardless of vaccination status for employees.

o Kingwood - Service center doors remain locked, 1-2 employees will be available in the office, customers are not permitted entry to the office. We will work with customers in the parking lot or on their farms as needed. Masks are required inside the office regardless of vaccination status for employees.

o 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 not permitted.

• Feel free to contact me at 304-368-6910 (White Hall) or 304-441-3767 (Kingwood) with any questions or need for further information.

**FSA-** Mary Jouver stated they have put o lot of monies aside to assist timber companies with losses, also Honeybees. If anyone loses any animals, they should contact FSA within fifth teen days after loss.

**Solid Waste Authority-**

HR Scott stated he was just watching and monitoring the legislature and happenings. Jim McDonald stated they have not meet for two months, but that Joe Gumm Sold out and they are working on an audit to get it completed. Looking at records from 2019-2021. Jim also stated they are doing well on cardboard, moving plastics as well. Everyone is happy with the crew they have working for them right now.

**Administrative Specialist-** Dee Altman stated that Bookwise will not be printing any checks next week, due to their vacation schedule.

**WVCA Area Director -**

Jeremy Stated the following:

**February 2022 WVCA Report**

**Covid-19**

The WVCA continues to monitor the COVID situation and a return to office decision is expected in early 2022.

**Ag Day/Legislative Meet and Greet**

A legislative reception is scheduled for the evening of Feb 7 at the Gaston Caperton Center at the state Capitol Complex. Conservation Day is set for Feb. 8 with supervisors encouraged to travel to the State House to meet with their local lawmakers.

WVACD Executive Director Heather Duncan has sent information about the two events to districts and supervisors.

**WVCA Budget**

Senate budget presentation went well, and information was submitted to the House Finance Committee. Based on WVACD action, a supplemental request for $2.5 million was requested. The $500,000 is in addition to the $2 million WVCA is seeking. The $500,000 would go to expand AgEP program funding.

**7-1-3U Agreements**

Please review your current 7-1-3U agreements to see if they need to be renewed. If so, please plan to do so. WVCA staff is available to assist in this process.

**SB264 and HB4302**

These are the Conservation District update bills. SB264 has cleared the Senate Natural Resources Committee. The legislation was endorsed by the WVACD.

**West Virginia Legislature – 2022 Legislative Calendar**

January 12, 2022 - First day of session

January 31, 2022 - Legislative Rule-Making Review bills due

February 15, 2022 - Last day to introduce bills in the House

February 21, 2022 - Last day to introduce bills in the Senate

February 27, 2022 - Bills due out of committees

March 2, 2022 - Last day to consider bill on third reading in house of origin

March 12, 2022 - Last day of session

**Agricultural Enhancement Program Timeline:**

* **February 2022**- Comments reviewed and forms revised
* **March 2022**- State AgEP committee meeting to finalize upcoming FY AgEP
* **April 2022**- Presentation of upcoming FY AgEP to SCC
* **May/June/July** **2022**– CDs to finalize upcoming FY program, update AgEP agreement addendum, take action to approve LORs

**AgEP Exigency LOR**

If you haven’t already, please submit your LORs to start the baseline funding for the AgEP Exigency program.

**Agricultural Enhancement Program (AgEP) Administrative Review**

 To comply with the requirements from the program documentation, including the Legislative Rule, the traditional AgEP spot check procedure has been reevaluated and is now referred to as the Administrative Review.

Each District’s Administrative Specialist will conduct a review of 10% or a minimum of 3 files with applications each fiscal year and submit the Administrative Review Form to their District Operations Manager by January 31. By completing this review halfway through a fiscal year, staff will have time to find possible procedural errors and take steps to prevent them from happening in the future.

The Administrative Review process will allow WVCA to ensure that all proper documentation is physically accessible in the district cooperator file, and that the districts’ online database records system is in agreeance with WVCA financial records system.

**Conservation Farm Contest**

It is time for the districts to be thinking about the conservation farm families to be awarded this year. District winners are due to Kim and Jeremy by May 31. Jeremy stated typically MCD doesn’t participate in this, however if MCD has someone interested to please let him know.

**District Video Conferencing Equipment**

The district video conferencing equipment is now 4-5 years old and it’s time to think about replacing the video conferencing computers because some of them are starting to slow down.

The WVCA pays the yearly license fee for the system, which is $475, so we are asking districts to approve up to $475 for a replacement computer. Keeping these systems up to date is crucial. The cost will likely be less as prices. Prices vary daily on Amazon. Chris Ellison will do his best to get the price low as possible without sacrificing quality.

The district will order the computer on Amazon, and have it shipped directly to Chris Ellison.  He will then set the computer up, rebox it, and mail it directly to the district.  Then the AS will plug up a couple of wires into the new computer and fire it up.

 Chris Ellison will coordinate with the AS to get the computers ordered.

**Request to Conservation Districts**

The WVCA is encouraging Conservation Districts to review and update their District **Policy Manuals**. In addition to the policy manual, you are encouraged to review your CD Employee Manual (if you have one) and your CD Plan of Work. If you are already doing the reviews, please disregard this request. However, please let us know with a written response that you are already reviewing or will be reviewing the documents.

The **district personnel plan is due to SCC in March**, so please add to your February agenda for review and approval.

Conservation Districts are asked to begin the **Agreed Procedures Engagement (APE) audit** if you haven’t already. Please check your current agreement to make sure it is valid.

**2022 Dates for WVACD Quarterly Meetings**

April 18 & 19 Cacapon State Park

July 18 & 19 TBD

October 17 & 18 Days Inn, Flatwoods

**Invoices-**

Bookwise Business Service February 2022 $300.00

Bright Law Firm Invoice # 1532 $ 2,736.98

LOR #13724 Legal Fees Reimbursement $ 90.00

LOR #13742 AgEP Exigency Fund Rebalance $ 5,148.11

Appalachia Best Cleaning Invoice # 2514 $540.00

Credit Card Statement $ 348.74

Frontier Statement $ 36.18

DLL(Copier) $270.72

Republic (Garbage) $83.25

Clinton Water $25.88

Merchant Service (Credit Card Machine) $86.95

Orkin $100.00

LOR #13724 Legal Fees Reimbursement $ 90.00

LOR #13742 AgEP Exigency Fund Rebalance $ 5,148.11

Mark Myers made a motion to accept the LOR’s listed, and Jim McDonald Seconded. Motion Carried

Ed Utterback made a motion to pay the remaining invoices, Jim McDonald seconded. 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 Jim McDonald. Motion carried.

\*\*Art Mouser ask if the Amounts could be list, as the supervisors all know how much each is being paid.

**Unfinished Business-** None

**New Business –**

WVCA Five- Year Contract, Retribution for prior five -years?

\*Rick Abel Stated this will not be looked at until the new lease would start.

NRCS-Community/ Public Involvement

\*Dustin Adkins stated NRCS is working on setting up a date for this.

Rick Appointed the following: All in attendance agreed.

**Monongahela Conservation District - Standing Committees**

(Chairperson of the Board of Supervisors is an Ex-Officio member of all Committees)

**Finance** **Educational/ Marketing/ Soil**

Chairman- Jim McDonald Chairman- Mark Myers

Vice- Chairman- Ed Utterback Vice- Chairman- Jim McDonald

Chuck Cienawski Art Mouser

Art Mouser, Mark Myers Chuck Cienawski

**Legislation** **Grasslands**

Chairman- Mark Myers Chairman- Ed Utterback

Vice- Chair-Art Mouser Vice- Chair- Art Mouser

Chuck Cienawski Mark Myers

Ed Utterback Chuck Cienawski

HR Scott Andy Price and HR Scott

**Safety/ Building/ Grounds/ Equipment** **Ag Enhancement**

Chairman- Chuck Cienawski Chairman- Chuck Cienawski

Vice- Chair- Ed Utterback Vice Chair-Ed Utterback

Mark Myers Mark Myers

Art Mouser Art Mouser

Andy Price HR Scott

**Upper Decker’s Creek Watershed** Andy Price

Chairman- Art Mouser Tech Support- Sigrid Teets

Vice Chair- Ed Utterback **Upper Buffalo Creek Watershed**

Mark Myers Chairman- Jim McDonald

Chuck Cienawski Vice Chair- Chuck Cienawski

Tech Support- Gene Saurborn Art Mouser

**WVACD Board Designees** Ed Utterback

**1**) Art Mouser Mark Myers,

2) Mark Myers Jean Conley

3) Chuck Cienawski Tech Support-Gene Saurborn

4) Ed Utterback

List of our Dam Monitors for Approval

\* A motion was made by Jim McDonald to accept the list of dam monitors; this was seconded by Ed Utterback. Dee will work with Jeremy on this, then this will be submitted to the state. This is completed every two years.

Greenhouse Practice Applicant Funding

\*Ed Utterback made a motion for the MCD to pay $4,500.00 for the three cooperators to complete their greenhouses and to extend the deadline to October 1,2022. Chuck Cienawski seconded. Motion Carried.

Approval of the Five-Year Lease with WVCA

\* Jeremy Stated Brian Farkas is working on this.

Rick Appoint Committees-

\* See Above Chart

Building design-

 \* Nothing new to report currently

Rain Barrels & DIY Rain Barrel Kits-

\*Rick has ordered Rain Kits (12), Looking into the cost of the rain barrels.

Local Work Group Meeting (March)?

 \* Dustin Adkins is working on this.

**\*\*\*The Following have all been move to Special Board Meeting on 2.24.2022\*\*\***

**MCD Comprehensive Safety Program**

**Plan of Work**

**WVCA District Personnel Plan FY 2023**

**Safety, EEO, and Harassment Policy**

**Equipment Safety Policy**

**MCD Policy Manual**

**MCD Handbook**

Set Bid opening Date for Treeing planting

**\*Bids to be opened at the Special Board Meeting on 2.24.2022 @10:00AM**

**Committee Reports:**

**Finance**- Previously Discussed

**Education**- Mark Myers made a motion for MCD to approve six slots for the upcoming Grazing Conference, this was seconded by Chuck Cienawski. Motion Carried.

**Legislation/Policy**- Emails, and any phone calls to Legislatures, will help right now.

**Grasslands**- No Report

**Safety/Buildings and Grounds-**Chuck reported on state of the rental equipment see following lists of needed repairs:

Items on the inspection of post driver. Issues that were of concern that were corrected are

1. new inner and outer air filters

2. new oil filter and engine oil change

3. Farm placard installed on post driver

4. Changed hydraulic oil

Items not complete are

1. Hour meter on unit needs installed to monitor for future maintenance schedule

2. Guard (rubber belting) needs replaced as damaged

3. Additional warning and district labeling needs provide

Items that have been completed on no till seeder are

1. Roller chains have been properly lengthened and adjusted

2. Disc cutter blade that had excess play have been corrected

Items to be repaired are

1. Welding on several portions of the frame of the unit. Unit needs to be sent to another location to weld on unit

2. Drop hoses that are damaged needs replaced

3. Agitating arms mechanism need straight end and timing adjusted

4. Large seed compartment needs locked out of service

5. One tire will hold not hold air volume over a short time period

6. Safety and instructions need installed on unit

Chuck also stated the **July 2022 Board Meeting will be held at the Marion County Visitors Center located 1000 Cole St. Pleasant Valley, WV 26554.** Snow removal is happening.

**Ag Enhancement-** Previously Discussed

**Correspondence-** None

**Public Comment-** None

**Supervisor Reports**
**Mark Myers**– Not many people at the legislation committee meeting. Key things establish a scholarship, 503 Already exists, ask each district to donate. Need 14 members to serve on the board for this, Art Mouser appointed the Chairman.

**Ed Utterback** – Go to doctors

**Art Mouser** – Attended Quartey Meeting
**Jim McDonald**– Go to Doctors with Wife

**Chuck Cienawski** – Working Farm

**Richard Abel –** Working Farm

**Jean Conley** – No Report

**Andy Price-** NO Report

**H.R. Scott** – Not Much going on

* **Adjournment
 *Art moved to adjourn the meeting seconded by Jim. Motion carried Meeting adjourned @ 1:39 PM***

**The next scheduled meeting is March 10, 2022 - Steve Lebnick Agricultural Center**Minutes submitted by Dee Altman, Administrative Specialist

Minutes approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Rick Abel, Chairman** Date