

# Little Kanawha Conservation District

Board of Supervisors Meeting

October 13, 2021, 10:00 AM

Parkersburg City Park, Parkersburg WV & Teams Call in Meeting

## ----- Minutes -----

Attending were:

### **\* Supervisors Attending ♦ Supervisors by Conference Call**

- \*Ed Martin, Ritchie County
- \*Bob Buchanan, Wood County
- \*Jeff McElfresh, Wood County
- \*Mike Nichols, Ritchie County
- \*Sam Sheets, Roane County
- Russell Wade, Roane County
- \*Roger Shaver, Wirt County
- \*Roseann Adams, Wirt County
- \*Dale Cunningham, Calhoun County
- \*David Cain, Calhoun County

### **Others attending or ♦ Others by Conference Call:**

- Delmas Carr, Associate Supervisor Wood County
- ♦Kim Fisher, WVCA
- Mikayla Hayes, WVCA
- Jessica Nichols, WVCA
- Brandon Buchanan, Resident Wood County

Call to order & Pledge of Allegiance

- Meeting called to order at 10:08 a.m.
- Pledge of Allegiance was recited by all.

Introduction of Visitors – Their reports and concerns

None

### **District Business**

Minutes of Previous Meeting

*Motion to accept the minutes as presented was made by Roger Shaver and second by David Cain.*

*Majority approved. Motion carried.*

Approval of Financial Reported Items

- Dale Cunningham reported that the audit is in process.
- Peoples Bank called Roger Shaver and reported that the signature cards were only updated for account 2180 and not 2202. Supervisors will take care of this error on the banks part for not updating both at the same time.

- *Dale Cunningham moved for financials to be filed for audit. Second by Jeff McElfresh. Majority approved. Motion carried.*

Approval of Cooperators

Terminations – None

Correspondence – None at this time

### **Report of Agencies and Others**

LKCD Field Staff Report – Cort Martin

In school. Unable to attend.

NRCS Field Staff Report – Jason Crislip

Unable to attend.

Forestry Field Staff Report

Unable to attend.

WVCA Field Staff Report

- Watershed – Judith Lyons
  - Set up for meeting on Thursday and Friday of this week for dam and channel inspections. Meeting at the office at 9:30 a.m.
  - Bonds Creek problems need to be resolved.
  - Report - District meeting packet page 10
- AgEP – Mikayla Hayes
  - Report - District meeting packet page 11
  - Mikayla Hayes asked two NRCS staff members to assist with an inspection. It was noted that there wasn't a developed water source. That has now been addressed.
  - AgEP checks are being processed now that funds have been received.

FSA

Unable to attend.

WV DNR Report

Unable to attend.

LK RC&D Report

Sam Sheets read from DJ Allen's report. Please see attachment #1.

Solid Waste Authority Report

- Bob Buchanan stated there was nothing to report at this time. Expect it to be slow till next spring.
- Mike Nichols reported that they are getting ready to let the bid for the new building. They will be hosting a tire recycling.

- Calhoun will be hosting a tire recycling as well it will be from 10-2 and you must be a county resident. Limit is 10 tires.

#### WVU Extension

- Unable to attend.
- JJ Barrett has a radio program, and it is believed there will be a total of 5 topics.

#### Special Items of Interest

Emergency Watershed Program/Stream Protection & Restoration Program

Will discuss on Thursday as well as inspect the dams.

#### North Fork Hughes River Updates & Issues

- Debris Removal Update
  - Bob Buchanan talked to Senator Capito and she has plans to call the Chief of NRCS after receiving additional information.
  - Bob Buchanan called Dave Sharp for the information necessary.
  - He has also been in discussion with Brian Farkas.
  - General discussion of information presented. *Dale Cunningham moved to proceed with the bid process for installation of the boom. Second by Ed Martin. Majority approved. Motion carried.*
- Gas Well Update
  - Plan to talk to Steve Jones while at North Bend.

#### Solid Waste Conference

Has been cancelled due to COVID.

#### Local, National & State Meeting Report

- WVACD Quarterly Meeting starts Monday the 18<sup>th</sup>. All committee meetings will be on Monday and are all to be virtual.
- Conservation Day at the Capitol is set for February 7, 2022 and will be catered. Please try to set appointments for the next day with legislative representatives. Discussed redistricting.

#### WV Envirothon Committee

- Sam Sheets attended the meeting virtually.
- The teacher training went well but wasn't highly attended. It was filmed and will be available for future use at the district's.
- The contest is being planned for Cacapon State Park but plans are being made for virtual in case there is a need.

#### Appalachian Grazing Conference Committee

Nothing new at this time.

#### Grazing Land Committee

Meeting scheduled for Friday

## Communications Committee

Roseann Adams can't seem to connect to the call and Bob Buchanan was cut off. It was stated that the minutes are very helpful.

## Active District Committee Reports

### Equipment Committee

- Jeff McElfresh apologized for not getting old 2-ton to the auction. The old 2 ton is back in service.
- The old 4 ton was out of service for a time.
- All 4 are up and running at the moment.
- To keep people from taking equipment off the lot without permission was discussed.  
*Motion to purchase locks and a camera system was made by Bob Buchanan. Second by David Cain. Majority approved. Motion carried.*

### LKCD Jr. Envirothon Committee

Still being worked on.

### Ag Enhancement Committee

- FY22 Applications
  - Sam Sheets moved to approve AgEP lime agreement for Craig Karwacki. Second by Roseann Adams. Majority approved.  
Motion carried.
  - Russell Wade – Urban Agricultural – \$300.00
    - Roseann Adams moved to pay 50% up to \$300 for cost listed on Russell Wade's receipts for the urban ag project. Second by Roger Shaver. Majority approved.  
Motion carried.
  - Funding Report/Update
    - Funds are in and reports will be updated for next month.
    - Payments are starting to be paid.
  - Lime Cost
    - Discussed cost and usage for lime. General discussion.  
Sam Sheets will do further research.
  - Possible Cancellation – Clayton Cox – Lime
    - Sam Sheets suggested we hold on for this decision.
  - AgEP and Exigency Practice Submission Forms
    - Mikayla Hayes will submit information for the District.
    - She will complete and turn in forms required.

### Budget Committee

Nothing new

Pollinators Committee  
Nothing new

**Reports of LKCD Supervisors & Associates**

**LKCD District Supervisors Report**

- Sam Sheets brought in an article about Roane County Outstanding Farmer. Info on Keen Century Farm will come out within a month.
- Mountwood Park Lake level has been lowered for the clean out work. The job showing was completed this past Monday. There were about 10 contractors in attendance.

**LKCD Associate Supervisors Report**

None

**Administrative Specialist**, Jessica Nichols  
Inquired on the status of the District Policy Manual.

**WVCA Report**, Kim Fisher  
Report on District meeting packet page 16

**Closing Activities**

Calendar of Events

Meeting date and location has not been set at this time.

Motion to Adjourn

*Motion to adjourn at 11:58 a.m. was made by Mike Nichols and second by Dale Cunningham.  
Majority approved. Motion carried.*

These minutes respectfully submitted by Roseann Adams, LKCD Secretary and Jessica Nichols, Recorder.

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Bob Buchanan, LKCD Chairman

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Roseann Adams, LKCD Secretary

Date approved: \_\_\_\_\_

# Little Kanawha Conservation District

Board of Supervisors Meeting  
November 9, 2021, 10:00 AM  
Mountwood Park, Waverly WV & Teams Call in Meeting

## ----- Minutes -----

Attending were:

### **\* Supervisors Attending ♦ Supervisors by Conference Call**

\*Ed Martin, Ritchie County  
♦Bob Buchanan, Wood County  
\*Jeff McElfresh, Wood County  
\*Mike Nichols, Ritchie County  
\*Sam Sheets, Roane County  
\*Russell Wade, Roane County  
\*Roger Shaver, Wirt County  
\*Roseann Adams, Wirt County  
\*Dale Cunningham, Calhoun County  
\*David Cain, Calhoun County

### **Others attending or ♦ Others by Conference Call:**

Dexter Graham, Associate Supervisor Wood County  
♦Kim Fisher, WVCA  
Mikayla Hayes, WVCA  
DJ Allen, LK RC&D  
Cort Martin, LKCD  
♦Jessica Nichols, WVCA

Call to order & Pledge of Allegiance

- Meeting called to order at 10:01 a.m.
- Pledge of Allegiance was recited by all.

Introduction of Visitors – Their reports and concerns  
None

### **District Business**

Minutes of Previous Meeting

*Motion to accept the minutes as presented was made by Sam Sheets and second by Dale Cunningham. Majority approved. Motion carried.*

Approval of Financial Reported Items

*Dale Cunningham moved for financials to be filed for audit. Second by Roger Shaver. Majority approved. Motion carried.*

Approval of Cooperators  
Terminations – None

Correspondence – None currently

**Report of Agencies and Others**

LKCD Field Staff Report – Cort Martin  
Delays in testing results being received.

NRCS Field Staff Report – Jason Crislip  
Up against program deadlines. Unable to attend.

Forestry Field Staff Report  
Unable to attend.

**WVCA Field Staff Report**

Watershed – Judith Lyons – District meeting packet page 12

- Discussed dam inspection on Pond Run. City of Vienna not mowing the dam and some areas needing cleaned up.
- Sam Sheets discussed a leak at the bottom of the dam at NFHR. Also, the plant growth on the sides were of concern as well.
- Tracey Lake/Bonds Creek needs access for emergency situations. Access to topo maps was discussed.
- Discussed a valve issue at Pullman dam.

AgEP – Mikayla Hayes – District meeting packet page 13

- Mikayla Hayes has been requested to talk at one of the Farmers short course meetings by JJ Barrett. She will represent the District and the WVCA.
- Will be in training for the next few weeks.

**FSA**

Emails forwarded by Jessica Nichols to supervisors who utilize email. No other report received. Unable to attend.

WV DNR Report  
Unable to attend.

**LK RC&D Report – District meeting packet page 14**

- LKCD received funds for their grant request on soil & forage testing.
- Grant funds completed.
- Next grant sign up period will start December 9<sup>th</sup> and end the second week of March 2022.
- Joseph Ritchie high tunnel is moving along.
- Next meeting December 9<sup>th</sup> and will be a joint meeting with the LKCD.

### Solid Waste Authority Report

- Bob Buchanan reported nothing new for Wood County.
- Russell Wade reported that things are going well for Roane County.
- Mike Nichols reported that the Ritchie County building replacement project is moving along.

### WVU Extension

- Sam Sheets talked to Brandy Brabham regarding the winter meetings. Jessica Nichols requested a letter of request for support.

### Special Items of Interest

#### Emergency Watershed Program/Stream Protection & Restoration Program

- Sam Sheets discussed the 713 agreements with the County Commissions. It is felt that none of the counties seem to have signed on to this agreement. The counties have been approached but the agreements are not in place at this time. It is felt that they will be reluctant to go along with this.

### North Fork Hughes River Updates & Issues

- Debris Removal Update
  - Bob Buchanan spoke with Dave Sharp of Potesta who agrees with putting things in place for the bid process to be handled in April of 2022.
  - Dave Sharp will follow up with NRCS regarding their questions. Hoping to have it all worked out prior to the April 2022 bid process.
- Gas Well Update
  - The well was plugged by Patchwork.
  - No paperwork has been received to release the District's bond.
  - Bob Buchanan will call Steve Jones of North Bend to follow up.

### Local, National & State Meeting Report

#### Local, National or State Meeting Report

- Please look over the information from the WVACD Quarterly Meeting for things that need to be scheduled in the future.
- The Education Committee was discussed.
- Century Farm deadline if February 1<sup>st</sup>.
- Scholarships are due by the first Monday of March.
- Photo and Poster Contest information is needed by the WVACD July Meeting.
- They are asking each District to support the Education Scholarship Fund in the amount of \$500.00. This will need to be on an agenda in the future.
- Roger Shaver was acknowledged for his 15 years of service.
- Wayne McKeever was given the Carrol Greene Award.
- Conservation Farm of the Year is from Marshall County
- Natural Resources Committee are working to sponsor a rain gauge program.

- Dexter Graham was awarded a lifetime honorary membership as Associate Supervisor. Congratulations to Dexter Graham.

#### WV Envirothon Committee

- Did not meet.
- Quarterly meeting will be held the same week prior to the contest.
- Roseann Adams stated that the District needs to plan in advance for reimbursement. Set up a finance meeting.
- Event Sponsorship – Put on January agenda.

#### Appalachian Grazing Conference Committee

- Set for March 10 thru the 12<sup>th</sup> of 2022.
- It is expected that the cost will be \$200 for registration and \$30 for the farm tour.
- Event Sponsorship – Put on January agenda.

#### Grazing Land Committee

Nothing currently.

#### Communications Committee

Nothing currently.

### **Active District Committee Reports**

#### Equipment Committee

- 3 out of the 4 spreaders are down. Discussed the problems that are going on with the spreaders. There is a need to power down and that should help.
- Parts are ordered but one was sent in error and needs returned.
- Jeff McElfresh will continue to work on keeping things up and running.

#### LKCD Jr. Envirothon Committee

Still for working on and hoping to possibly hold in September 2022.

#### Ag Enhancement Committee – Committee Meeting following District Meeting today

- Payments – *Dale Cunningham moved to approve the payments as presented below and second by Roseann Adams. Majority approved. motion carried.*

<u>Check #</u>	<u>Vendor Name</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
2563	James H. Westfall	10/6/2021	2,000.00	FY22-AEP-HU-Westfall
2564	Raymond Crouser	10/6/2021	2,000.00	FY22-AEP-HU-Crouser
2565	Adam Linkinoggor	10/6/2021	795.00	FY22-AEP-WS-Linkinoggor
2566	James H. Westfall	10/6/2021	918.00	FY22-AEP-LIME-Westfall
2567	Jamie R. Huffman	10/6/2021	625.00	FY22-AEP-IS-Huffman
2568	Matthew Roberts	10/6/2021	1,250.00	FY22-AEP-IS-Roberts
2569	Michael D. Campbell	10/6/2021	2,000.00	FY22-AEP-HU-Campbell
2570	Michael D. Huffman	10/6/2021	1,250.00	FY22-AEP-IS-Huffman
2571	Michael G. Sutton	10/6/2021	1,166.00	FY22-AEP-WS-Sutton

2572	Raymond Crouser	10/6/2021	1,110.00	FY22-AEP-PD-Crouser
2574	Carlos W. Hively	10/21/2021	500.00	FY22-AEP-IS-Hively
2575	David M. Bonnett	10/21/2021	566.08	FY22-AEP-LIME-Bennett
2576	Denver L. Nelson	10/21/2021	1,574.40	FY21-AEP-LIME-Nelson
2577	Douglas K. West	10/21/2021	1,205.64	FY21-AEP-LIME-West
2578	Doy Gail Harris	10/21/2021	625.00	FY22-AEP-IS-Harris
2579	Michael A. Flinn	10/21/2021	1,300.84	FY21-AEP-LIME-Flinn
2580	Michael Rogers	10/21/2021	1,548.00	FY21-AEP-LIME-Rogers
2581	Russell Wade	10/21/2021	300.00	FY22-AEP-Wade-UA
2582	Sherrie Tyree	10/21/2021	2,000.00	FY21-AEP-HU-Tyree
2583	Therman R. Mullins	10/21/2021	<u>1,666.00</u>	FY21-AEP-LIME-Mullins

Report Total			<u>24,399.96</u>	
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- Funding Report Update  
Please review at your leisure. Call Jessica Nichols with questions.
- Cancellation – Clayton Cox – Lime
  - Sam Sheets discussed the situation behind the request for cancellation. *Sam Sheets moved to approve the cancellation with no penalty. Second by Roger Shaver. Majority approved. Motion carried.*
- AgEP and Exigency Practice Updates & Filmed Recording
  - Invasive Species needs to be enhanced. Possibly a pilot program in the LKCD. Will discuss in the committee meeting.
  - Information was recorded and can be viewed on YouTube.

Budget Committee  
Nothing new.

Pollinators Committee  
Farmers wanting nukes are needing them April or the 1<sup>st</sup> of May for the proper timeline. This practice in AgEP might need to have a change in dates for the practice to be completed.

### **Reports of LKCD Supervisors & Associates**

#### **LKCD District Supervisors Report**

The lowest bid for the clean out at Mountwood Park Lake was \$150,000.00 by Ryan Associates out of Bridgeport. Mountwood Board re-bid the project. There is no additional information currently.

LKCD Associate Supervisors Report  
Nothing currently.

#### **Administrative Specialist, Jessica Nichols**

- Will be taking off Thursday and Friday of this week and the whole week of Thanksgiving. Please let me know in advance if there is anything you would like done before those time frames.

- I am happy to assist Mikayla Hayes in reminding landowners of the deadline on AgEP if needed but all is going well to date.

**WVCA Report**, Kim Fisher

- Reviewed information contained in the report. Jessica Nichols has just forwarded it to all supervisors utilizing email. Please call if you have any questions.
- Kim Fisher reported that she has been working in Western District. They are hoping to have a new Administrative Specialist in place by December.

**Closing Activities**

Calendar of Events

December Board Meeting. December 9<sup>th</sup> at 9:00 at Mountwood Park. Covered dish.

Motion to Adjourn

*Motion to adjourn at 11:31 a.m. was made by Roseann Adams and second by David Cain.*

*Majority approved. Motion carried.*

These minutes respectfully submitted by Roseann Adams, LKCD Secretary and Jessica Nichols, Recorder.

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Bob Buchanan, LKCD Chairman

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Roseann Adams, LKCD Secretary

Date approved: \_\_\_\_\_

# Little Kanawha Conservation District

Board of Supervisors Meeting  
December 9, 2021, 9:00 AM  
Mountwood Park, Waverly WV & Teams Call in Meeting

## ----- Minutes -----

Attending were:

### **\* Supervisors Attending ♦ Supervisors by Conference Call**

\*Ed Martin, Ritchie County  
Bob Buchanan, Wood County  
\*Jeff McElfresh, Wood County  
\*Mike Nichols, Ritchie County  
\*Sam Sheets, Roane County  
\*Russell Wade, Roane County  
\*Roger Shaver, Wirt County  
Roseann Adams, Wirt County  
\*Dale Cunningham, Calhoun County  
David Cain, Calhoun County

### **Others attending or ♦ Others by Conference Call:**

♦Kim Fisher, WVCA  
Mikayla Hayes, WVCA  
DJ Allen, LK RC&D  
Cort Martin, LKCD  
♦Jessica Nichols, WVCA

Call to order & Pledge of Allegiance

- Meeting called to order at 9:02 a.m.
- Pledge of Allegiance was recited by all.

Introduction of Visitors – Their reports and concerns  
None in attendance.

### **District Business**

Minutes of Previous Meeting

*Motion to accept the minutes as presented was made by Sam Sheets and second by Roger Wade.  
Majority approved. Motion carried.*

Approval of Financial Reported Items

- Audit will be completed by January.
- *Dale Cunningham moved for financials to be filed for audit. Second by Russell Wade.  
Majority approved. Motion carried.*

Approval of Cooperators – None  
Terminations – None

Correspondence – D/M

- Provide payment of up to \$20 for NRCS DC meal at Stonewall Resort – 1/19/22  
District meeting packet page 11. Sam Sheets discussed the request. Kim Fisher stated the request was an error and no longer needed.

### **Report of Agencies and Others**

LKCD Field Staff Report – Cort Martin

Nothing to report.

NRCS Field Staff Report – Jason Crislip

Memorandum of Agreement (MOA) – General discussion on the upcoming development and history of this document.

Forestry Field Staff Report

No report at this time.

WVCA Field Staff Report

- Watershed – Judith Lyons  
Report was received after printing and will be forwarded by email.
- AgEP – Mikayla Hayes
  - District meeting packet page 12. Reviewed in detail items contained within the report.
  - The training mentioned is scheduled for next Friday.

FSA

No report at this time.

WV DNR Report

No report at this time.

LK RC&D Report

- DJ Allen discussed the warehouse.
  - They are accepting donations.
  - Lots of sanitizers.
  - Requirements for obtaining items from the warehouse were discussed.
  - LK RC&D Council members assist at the warehouse on a volunteer basis.
- Plastic is up on the greenhouse.
- Mini grants are being accepted.
- Project sharing applications are available.
- Warehouse hours were discussed.

#### Solid Waste Authority Report

- Russell Wade stated that funding is going well.
- Ritchie County has building equipment onsite. Building will be started soon.

#### WVU Extension

Discussed the Winter Meetings and funding for the events. This will be placed on the next meeting agenda.

#### **Special Items of Interest**

Emergency Watershed Program/Stream Protection & Restoration Program

Nothing at this time.

#### North Fork Hughes River Updates & Issues

- Debris Removal Update  
No update at this time. Possible April.
- Gas Well Update  
Bob Buchanan was going to talk to Steve Jones. It is unsure if he was able to do this before becoming ill. The District is still awaiting the final paper work to release the bond held at the bank.

#### **Local, National & State Meeting Report**

Local, National or State Meeting Report

- State AgEP meeting was discussed by Sam Sheets. Need two people for the committee. One will set as the main representative for the District and the other will set as an alternate.

#### WV Envirothon Committee

- Sam Sheets discussed information that was sent from Heather Duncan.
- Please have teams register.
- Help will be needed on Wednesday and Friday definitely.
- This is to be held the same week of the state quarterly meeting next April.

#### Appalachian Grazing Conference Committee

Discussed what would be paid for. This will be placed on the next meeting agenda.

#### Grazing Land Committee

Nothing at this time.

#### Communications Committee

Nothing at this time.

#### **Active District Committee Reports**

Equipment Committee

Jeff McElfresh discussed equipment repairs and what has been going wrong with them.

## LKCD Jr. Envirothon Committee

Sierra cox volunteered to assist when things are going forward in the next year.

## Ag Enhancement Committee

- Payments – *Sam Sheets moves to recognize and approve all the payments that have been made this last month listed below. Second by Dale Cunningham. Majority approved. motion carried.*

10020 -  
Interest  
Bearing Acct  
Peoples 2180

<u>Check Number</u>	<u>Vendor Name</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
2584	Hazel Boggs	11/4/2021	625.00	FY22-AEP-IS-Boggs
2585	Henry Longfellow	11/4/2021	1,475.00	FY22-AEP-WS-Longfellow
2586	James G. Ross	11/4/2021	2,000.00	FY22-AEP-HU-Ross
2587	Arthur W. Longfellow	11/18/2021	1,250.00	FY22-AEP-IS-Longfellow
2588	Charles L. Price	11/18/2021	625.00	FY22-AEP-IS-Price
2589	Craig Karwacki	11/18/2021	1,360.00	FY22-AEP-LIME-Karwacki
2590	Gabriele Fincham	11/18/2021	2,600.00	FY22-AEP-WS-Fincham
2591	Paul D. Harold Jr	11/18/2021	2,000.00	FY22-AEP-HU-Harold
2592	Ronald R. Roberts	11/18/2021	1,700.00	FY22-AEP-LIME-Roberts

Report Total 13,635.00

- Pilot Program  
Mikayla Hayes discussed the potential of doing a pilot program. This will be discussed further in the AgEP Committee meeting.

- Cancellation –
  - Jamie Huffman
  - Dwayne Hall
  - David Williams

Mikayla Hayes discussed each individual. *Sam Sheets made motion to cancel without penalty. Second by Russell Wade. Majority approved. Motion carried.*

- Extension
  - Tony Morgan
  - Dennis Blankenship
  - Kristina Steed

Mikayla Hayes discussed each individual. *Sam Sheets moved to approve an extension for each listed till May 14<sup>th</sup>. Second by Dale Cunningham. Majority approved. Motion carried.*

- AgEP Cancellation Letters  
District meeting packet pages 21-22. Corrections were discussed.  
*Sam Sheets moved to approve the reminder letter with corrections. Second by Russell Wade. Majority approved. Motion carried.*
- Extension letter discussed.  
*Motion to approve was made by Sam Sheets with address correction. Second by Dale Cunningham. Majority approved. Motion carried.*

- Schedule AgEP meeting  
Needs scheduled before the January meeting. Scheduled Wednesday the 15<sup>th</sup>.  
Mountwood and at 10 a.m.

Budget Committee  
Nothing at this time.

Pollinators Committee  
Plants were mowed down at project sharing.

### **Reports of LKCD Supervisors & Associates**

#### **LKCD District Supervisors Report**

- Dep reports passed around for review. Please let Jessica Nichols know if you are in need of a copy.
- Discussed state code changes was reported by Jeff McElfresh.
- Sam Sheets discussed his time at Harvest festival.
- Due to difficulties Mountwood park will not be dredged till spring of next year. It is currently being allowed to refill.

LKCD Associate Supervisors Report  
Mike Nichols talked to Dexter Graham but he was unable to attend today.

#### **Administrative Specialist, Jessica Nichols**

- Jessica Nichols is in need of the information for the District card. Please complete the form that was in Mike Nichols's folder or Mike may complete on his own. Jessica Nichols will see that this gets to the WVCA staff.
- Checks were is a folder to sign. Please complete. Also there will be no checks processed the week between Christmas and New Year's.
- I will be requesting time off for the holidays. I will email you the dates prior to taking them.

#### **WVCA Report, Kim Fisher**

- District meeting packet page 23.
- WVCA will pay for the first 150 cards. After receiving the information from Jessica Nichols a draft will be ready by the quarterly meeting to review.
- Merry Christmas.

### **Closing Activities**

Calendar of Events  
State meeting dates were discussed.  
Mike Nichols will attend in place of Bob Buchanan if needed.

Date of Meeting

January 13<sup>th</sup> Thursday at Mountwood park at 10 a.m. At this meeting the dates will be set for the rest of the months. It was noted that it is difficult for all supervisors to attend on Thursday's

Motion to Adjourn

General call for adjournment. Meeting adjourned.

These minutes respectfully submitted by Roseann Adams, LKCD Secretary and Jessica Nichols, Recorder.

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Bob Buchanan, LKCD Chairman

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Roseann Adams, LKCD Secretary

Date approved: \_\_\_\_\_