**December 16, 2022**

In Attendance at the 9:00 a.m. Meeting

**Supervisors Attending** in person: Charles Lipscomb, Chairman; Don Stephens, Treasurer; Jim Withrow; Secretary, Joe Casto

**Others Attending:**  Kim Fisher, Area Director; Hallie Roach, AS; Anthony Winters, CS; Jackie Byars DC; Dennis Brumfield, CPA; Julie Stutler: NRCS Outreach

**Others Attending via phone:** Mary King, Jacob Lavender; Watershed Manager Shed, Heather Duncan; WVCA, Davin White; WVCA, Aimee Figgatt; WVCA, Donny Dodd; NRCS

Call to Order:

Chairman Lipscomb called the meeting to order at 9:04 a.m. at the district office in Point Pleasant WV.

Adopt Agenda / Approve Minutes

**On a Stephens/Casto motion to adopt the agenda as presented. Passed**

**Don Stephens moved to approve the minutes for November as presented, seconded by Joe Casto. Passed**

**Stephens/Withrow moved to approve the minutes of Special Meeting Minutes on December 6, 2022. Passed**

Financial Reports

**General and CDO Funds** for November 2022 were reviewed by supervisors as presented. Brumfield reviewed the report with supervisors reading balances, income, and expenses for both the General and Grant funds. The report will be filed for audit.

**Financial Transactions Report:** **On a** **Casto/Withrow motion the Financial Reports were accepted and will be filed for audit with the November transactions approved. Motion Passed.**

**Co-Administered Fund Report:** Supervisors were provided a copy of the funds cash balance report from WVCA District Fiscal Operations. Fund balances were reviewed. The board accepted the report to be filed for audit. **Casto/Stephens moved to accept the Co-Administered Fund Report. Motion Passed**

**Treasurer’s Report:** Don provided a report for supervisors to review. **On a Casto/Withrow motion payroll was approved for $1,182.74 as presented. Motion Passed**

Partnership Reports

WVCA Written Report - Kim Fisher, Area Director

Kim Fisher provided a written report to the board members.

Jackie Byars, DC, NRCS –

Jackie Byars reported to the board members.

Heather Duncan, WVCA, Executive Director

Heather Duncan provided a written report to the board members.

Correspondence

Westfork Newsletter and Calendars

Programs

O&M Watershed Dams

Judith Lyons, Program Manager provided a written report to the board.

Jacob Lavender, Watershed Manager provided a written report to the board.

Julie Stutler, NRCS Outreach and Donny Dodd, NRCS Watershed provided a Preliminary Investigation Feasibility Report (PIFR) to the Board on the Mill Creek Watershed.

CO-ADMINISTERED COST SHARE PROGRAMS

1. Agriculture Enhancement Program (AgEP)
2. Contract Change

**Stephens moved to change contract from Dempsey Casto to Karen Casto due to Dempsey passing away. Motion Passed.**

Lipscomb reported on the State AgEP Committee meeting on December 12, 2022.

1. Cherry Fork

**Casto/Withrow motion to approve ALS Environmental - 4120-99369713 - $170.00. Motion Passed.**

OLD BUSINESS

NRCS Grant was discussed by Chairman Lipscomb.

The Lime Spreader was discussed Lipscomb and he has not sent out letters yet for the 3 proposals.

Expression of Interest (EOI) letters were sent out to all that sent in request.

New Signature Authority procedures have been set up at Ohio Valley Bank and People’s Bank.

New Business

Conservation Day - Davin White & Aimee Figgatt

White/Figgatt asked the board questions for Conservation Day at the Capitol. How best to promote the district? What are the top priorities for 2023? Also, how the Capitol would be set up on January 16, 2022, on Conservation Day. Figgatt said Angel Wallace was the new Farm to School Coordinator.

Land Judging Shirts & Lunch

Hallie is to check with businesses to see if there is a quantity discount and what the turn around on the shirts would be.

Affiliate Membership

The board decided to take forms to local businesses and prior businesses that was an affiliate member to them in person.

SUPERVISOR REPORTS

Stephens discussed the Envirothon plans for the upcoming year.

The meeting was adjourned.

Minutes recorded by: Approved by:

Hallie Roach

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 James Withrow, Secretary