

Southern Conservation District  
Special Board Meeting  
August 4, 2022  
10:00 AM

The Southern Conservation District met for a Special Board Meeting August 4, 2022

Bill Harris, SCD Vice-Chair opened the meeting and welcomed all in attendance, Randall Patton, Chair is calling in to the meeting today and asked Bill Harris to lead.

**Special Board Meeting /AgEP Items of Business**

**1. Approval of AgEP LOR # 13863 FY23 Allocation AGR 1450-00 \$67,000.00**

**Marty Walker-Owen**

Marty updated the board that she had received the first step of the LOR process last week from WVCA. She noted that previously an approximation of \$54,000.00 was given and this number, the \$67,000.00 is the finalized FY23 fund allocation. This AgEP allotment which will be funds for both application periods at the district and this includes the baseline amount as well as the additional funds redistributed.

**Fred Halsey moved to approve the FY23 AgEP LOR in the amount of \$67,000.00, Curtis Murphy seconded, motion carried.**

**2. Approval of AgEP Budget/Ranking cutoffs per practice**

**AgEP Committee/SCD**

Kenny Maiolo reported that there were ties in ranking scores for the exclusion fence and would need to do a tie-breaker.

Kenny reported that funds towards lime would be funding all 21 applicants \$22, 617.68

He reported that he placed \$10,000 towards Exclusion Fence including the first four and there is a tiebreaker. Pasture-Division fence \$8, 760.00 includes the first three applicants.

The first five applicants for Heavy Use Protection Area \$15,000.00

The first four applicants for pond cleanout, \$ 6,000.00

It was already voted on at the last meeting to fund all Water System, \$7,700.00

Bill Harris inquired the total of all of his presented approved applications and Kenny Maiolo reported the total to be \$70, 077. 68

He noted this includes the \$3,200.00 approved by the board to include the bottom two applicants on Water Systems.

Randy Prince asked to clarify where the money stands for the practices.

Kenny Maiolo stated that this is using all of the \$67,000.00 plus the \$3,200.00 approved by the board.

Curtis Murphy reminded Randy Prince that he was on the approved list for Lime and at that time Randy Prince recused himself from the meeting.

(A printed list of applicants, practices and amounts was provided to the board and Marty)  
*attached to the minutes*

**Curtis Murphy moved to approve the applicants as presented, Ron Testerman seconded, motion carried.**

Bill Harris stated to the board as a reminder that when the board is having any kind of discussion about a member of the board that supervisor needs to recuse himself from that discussion per ethics training he recently received.

### **3. Approval of AgEP Fund Contribution AgEP Committee/SCD**

- Amount of SCD funds to be contributed to state AgEP FY23 allocation June 2022 applications (if board chooses to contribute)
- Amount to be set aside (if any) for January application period (have used cancelation funds in the past to hold January sign-up)

Bill Harris brought forth the discussion of the above items provided on the agenda. He noted to the board that last year an amount of up to \$15,000.00 was approved to cover applicants at the next sign-up period in addition to cancelation and differences and the board ended up spending \$9,000.00

Randall Patton reported to the board in his review of the CDO account he does not believe Mike Akers the bookkeeper has been taking the wages from the CDO account to reimburse the Operating account and he requested holding on the approval of additional monies until those accounts are looked at closer.

**Randy Prince moved to approve up to \$15,000 as needed to fund additional applicants now and carryover move to January, John Farrell seconded, Randall Patton voted No, motion carried.**

Bill Harris clarified the motion to be additional funds towards additional applications to be funded from requests received in June and any carryover to go towards the January application after cancelations and leftover monies.

Kenny Maiolo reported that he and Curtis Murphy had discussed breaking the tie at the ranking score of 80 and fund the additional fence application (\$3,000.00) as well as moving down the list for the two heavy use protection area applications that were not funded last year. (\$6,000.00)

He also reported adding one additional Pasture Division Fence (\$3,000.00)

Marty Walker-Owen reviewed language from the administrative agreement on the correct procedure on how to move forward with the tie as documented and voted on within the current agreement for AgEP.

Kenny Maiolo reported that the practice applications discussed would add \$14,600.00 as approved additional funds towards the practices by the district.

**Curtis Murphy moved to approved the discussed additional practices (one more additional application for EF, PDF, two HUPA for an estimate of \$14,600.00, John Farrell seconded, Motion carried.**

Appoint a State AgEP Committee Representative

Bill Harris stated that Dennis Bailey was the previous appointed committee representative for the SCD for State AgEP. Bill Harris inquired to the Chairman if he preferred an appointee. Randall Patton suggested either Bill Harris or Curtis Murphy be the state AgEP committee representative.

**Randall Patton moved to approve Curtis Murphy, Randy Prince seconded, motion carried.**

Southern Conservation District Operations Items of Business

Purchase of enclosed cargo trailer Dave Parkulo/Equip Committee

Dave Parkulo reported on the follow-up discussion from the last meeting on the need of an enclosed cargo trailer for storage of material at the South Fork Site 5 project coming up.

Dave Parkulo reviewed a Tri-County sales quote and Curtis Murphy obtained an estimate \$7,750.00. for the purchase of the cargo trailer for the district crew to use while working in the Potomac Valley.

**Fred Halsey moved to approve the purchase of the district operations cargo trailer, Ron Testerman seconded, motion carried.**

Elkhorn Creek Project (updates & action) Marty Walker-Owen/NRCS

Bill Harris welcomed Pam Yost and Rebecca Jeffries who had called in to the meeting.

Pam Yost noted that NRCS has entered into a critical phase of the project. She noted that they have been at the project for about four years. She reported to the board that Rebecca Jeffries has been in communication with Marty about the forms needing completed and signed to move forward into project implementation immediately but there has been some issues of delay in getting those done and back to them.

She reported to the board she wants to secure the funds in the official agreement by August 1, 2022 that the process can take several months and the agreement needs completed and signed before August 1<sup>st</sup> which is the absolute deadline.

Bill Harris noted that today is August 4<sup>th</sup>. A discussion was held between members of the board, NRCS and Marty Walker-Owen.

Marty Walker-Owen interjected to NRCS and the board that the forms Pam Yost is discussing were actually not received at the district until after July 17<sup>th</sup> with no indication of a deadline other than soon and given that the regular board meeting had already passed, ample time was needed to provide the requested forms to the full board for their review and have them on an agenda as an official action item to proceed.

She stated as a state agency employee she cannot fill out district forms between the SCD and NRCS herself without full board approval and their involvement when entering into an agreement.

She shared that her supervisor whom is on the call today, recommended that in the future when there are time sensitive items needing immediate attention with critical timelines that we be aware of regular board meeting dates and official action and be as proactive as possible.

Marty stated that going forward we need to be more proactive and communicable on urgent deadlines in the event that people may be off work unexpectedly such as personal leave or other work obligations so that if there is a few days delay in an email response due to either work or personal circumstances important deadlines are not missed, especially with her being the only contact on the email communication. There needs to be ample time to call a Special Meeting if necessary.

Marty reminded that the district has already approved and signed the watershed agreement between NRCS and the SCD and as an agency employee she was not able to complete NRCS forms of monetary obligation without input and approval from the board.

She noted to clarify that the forms she has received sent on July 17<sup>th</sup> are the statement of work, project budget narrative, a certificate of lobbying and an application for federal assistance and two forms titled (SF-42 and an SF42A)

Pam Yost asked if the forms have been completed that she was putting before her board. Marty Walker-Owen replied that no, the forms are being presented today for their review, to move forward on completion after they approve to proceed into this next phase of the project. They are to review the forms, approve proceeding then they will obtain information to complete the forms. She noted she assumed a point of contact for the district board would be established at today's meeting going forward.

Marty reviewed the content and nature of the forms with the board and reiterated she is not able to make budget/funding decisions for the district singularly without input from a board member or an NRCS employee providing the information that she does not have in order to successfully complete the forms. She requested assistance from NRCS and a district board member to move forward.

Bill Harris requested the pleasure of the board to designate a supervisor to act on behalf of the district to work with NRCS and Marty to move forward with the Elkhorn Creek Project.

Pam Yost noted that there is a district \$70,000 administrative support budget needing completed to break out how the hours and work would be broken out at the district.

**Curtis Murphy moved to approve Bill Harris as a signatory to represent the district in signing and completing of action items for Elkhorn Creek Project, John Farrell seconded, motion carried.**

Marty Walker-Owen , Bill Harris and Rebecca Jeffries will work together following the board meeting to devise a plan to complete the necessary forms and submit to NRCS.

*Closing Remarks*

(Regular Board Meeting Thursday August 12<sup>th</sup> )

*Respectfully submitted:*

*Marty Walker-Owen, Administrative Specialist, WVCA*

*SCD Secretary Fred Halsey*

*SCD Chairman Randall Patton*