

**ELK CONSERVATION DISTRICT
BOARD OF SUPERVISORS MEETING
TUESDAY, April 25, 2023 - 10:00 AM
District Conference Room, 738 Airport Rd., Sutton, WV 26601**

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DRAFT April 25, 2023 Meeting Minutes

Supervisors Present:

Linda Brown – Braxton Co.
Debbie Hamric – Braxton Co.
Jeremy Cantrell – Clay Co
Larry Greynolds – Nicholas Co.
Clark Mollohan – Webster Co.
John Pitsenbarger – Nicholas Co.
Mike Smalley – Webster Co.

Supervisors Absent:

Keyota Jarvis – Clay Co.

Others Present: Shirley Hyre, ECD Associate Supervisor, Braxton Co.; Andy Sentz, NRCS; Johnny King, WVDOF; Kirk Burroughs, ECD; Dylan Johnson, WVCA; Kim Fisher, WVCA; Debbie Friend, WVU Extension; Dan Rubianto, NRCS; Ken Tawney, Elk River Trail

CALL TO ORDER

Chairman **Pitsenbarger** called the meeting to order at 10:02 a.m.

Pledge of Allegiance was led by **Mrs. Brown**

AGENDA: Ms. Brown moved to approve the agenda with committee chairs updated; Mr. Greynolds seconded; motion passed.

MINUTES FOR MARCH 2023: Mr. Mollohan moved to approve the minutes as presented (copy attached); Ms. Hamric seconded; motion passed.

TREASURER'S REPORT/FINANCIAL STATEMENTS: Mr. Greynolds reported that Co Administered accounts are in good order. The General Fund report will be provided at the April meeting for approval. Mr. Greynolds moved to approve the Co Administered financials and file for audit; Mrs. Brown seconded; motion passed.

PAYMENT OF BILLS: Ms. Brown moved to approve the payment of bills as reviewed by the executive committee; Mr. Cantrell seconded; motion passed.

REPORTS

DISTRICT EQUIPMENT/OM&R MANAGER: Mr. Burroughs reported on rental schedule issues. Board to review rental agreement.

ADMINISTRATIVE SPECIALIST: None

ECD PROGRAM SUPPORT SPECIALIST: None

WVCA CONSERVATION SPECIALIST: Mr. Johnson reported that another set of approval letters have been mailed. An AgEP meeting has been scheduled for May 1 at 1:00 to approve FY24 AgEP Program. Dylan just received receipts for Patricia Cox, will be on May agenda for approval or denial. Ms. Brown moved if approved next month, payment be made from Nicholas County funds, Ms. Hamric seconded; motion passed.

WVCA DISTRICT OPERATIONS MANAGER WEST: Mrs. Fisher report attached.

WVCA PERSONNEL: Jacob Lavender provided a written report as well as work orders for Salt Lick. Mr. Greynolds moved to accept, Ms. Brown seconded. Motion passed. Russell Young reported on grant funding for conservation districts soon to be available for outreach opportunities.

WVACD PERSONNEL: None

SWA: Ms. Hyre (BCSWA) reported that their board is still looking for additional members. Submitting grants for operating costs. Mr. Smalley (NCSWA) reported nothing new.

NRCS Personnel Report: Andy Sentz introduced Dan Rubianto, a new NRCS Biologist. Reviewed program updates. Has a list of potential conservation farms for the board to consider.

FSA Personnel: NONE.

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Forestry Division: Mr. King reported on logging operations within the district as well as April forest fires. Fire season is through the end of May. He attended the Envirothon and asked for Forestry Demo Project to be on the May agenda for review.

DEP: None

CD SUPERVISORS: Mr. Cantrell reported on the shortage of lime and possible alternatives to getting lime shipment to district. Mr. Greynolds suggested a thank you note be sent to Mr. McGinnis for use of the facility during the tree distribution. He also reported on updates for the upcoming field day. The WVACD quarterly meeting was interesting. Mrs. Hyre is working on getting the current grants up to date with quarterly reporting.

Mrs. Brown reported the Grasslands Committee met the end of the month. Mr. Pitsenbarger reported on the April Quarterly Meeting of the WVACD. The meeting went well, SCC met on Tuesday. Presentation given on Spotted Lantern Fly was interesting. Ms. Hyre reported the Envirothon went well with great weather and 30 teams. Six of those were from ECD.

GUEST SPEAKER: Ken Tawney with the Elk River Trail provided an overview of the project as well as future plans. Dylan Johnson suggested fence and raised beds. Discussion on soil testing. June 22, 23 & 24 Gassaway Days

COMMITTEE ACTIONS:

AG ENHANCEMENT: None

BUILDING: None

COMMUNICATION: None

EDUCATION: Mr. Greynolds reported he is working on a water trough display for the state fair.

EQUIPMENT: None

FINANCE: None

FORESTRY: None

GRASSLANDS: None

LEGISLATIVE: None.

PERSONNEL: Natalie, District Program Support Specialist will be working until the end of May

PROJECT: None

WATER QUALITY: None

OLD BUSINESS

- **NRCS - Big Ditch and Salt Lick Watershed Agreements** - No update
- **Advertisement for Salt Lick Project Manager** - No update
- **District Representative for Braxton County Solid Waste Authority** - No update

NEW BUSINESS & CORRESPONDENCE

- **Hiring of New Program Support Specialist** - Shirley has worked on getting reporting up to date. Grant could be continued to 2025. On a motion by Mr. Cantrell and seconded by Mr. Mollohan, the district will compensate Ms. Hyre for \$20.00 out of grant funds through the end of August. She could train the new person hired for the position. This will be revisited at the August board meeting. Board has received one application for the Program Support Specialist and the personnel committee will setup interview.
- **Long Range Development Plan** - No Update
- **Field Day Plan Development** - Going to site after meeting. Discussion of lunches, FB posting, logos and speakers.

Ms. Friend will make sign in sheets and thank you signage.

Elk River Trail Pollinator Plots-Ken Tawney

Conservation Farm Contest

- Mr. Smalley authorized committee to select county farms. Ms. Brown seconded.

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On motion by Mr. Cantrell, seconded by Mrs. Brown; Chairman Pitsenbarger declared the meeting adjourned at 11:45 am.

DATES TO REMEMBER: (OFFICE CLOSED/ECD MEETING)

Apr 5	Envirothon Committee Meeting - 10 AM
Apr 10-11	WVACD Quarterly Meeting at Boy Scout Camp at Mt. Hope
Apr 11	ECD Executive Committee Meeting - 10 AM
Apr 19-21	Envirothon Contest
Apr 25	ECD Board Meeting - 10 AM
May 3	Envirothon Committee Meeting - 10 AM
May 9	ECD Executive Committee Meeting - 10 AM
May 23	ECD Board Meeting - 10 AM
May 29	ECD Office CLOSED - Memorial Day Holiday
Jun 7	Envirothon Committee Meeting - 10 AM
Jun 13	ECD Executive Committee Meeting - 10 AM
Jun 19	ECD Office CLOSED - Juneteenth Holiday
Jun 20	ECD Office CLOSED - WV Day Holiday
Jun 27	ECD Board Meeting - 10 AM
Jul 4	ECD Office CLOSED - Independence Day Holiday
Jul 11	ECD Executive Committee Meeting - 10 AM
Jul 16-18	WVACD Quarterly Meeting at Canaan Valley
Jul 25	ECD Board Meeting - 10 AM
Aug 2	Envirothon Committee Meeting - 10 AM

Aug 8	ECD Executive Committee Meeting - 10 AM
Aug 22	ECD Board Meeting - 10 AM
Sep 4	ECD Office CLOSED - Labor Day Holiday
Sep 6	Envirothon Committee Meeting - 10 AM
Sep 12	ECD Executive Committee Meeting - 10 AM
Sep 26	ECD Board Meeting - 10 AM
Oct 4	Envirothon Committee Meeting - 10 AM
Oct 9	ECD Office CLOSED - Columbus Day Holiday
Oct 10	ECD Executive Committee Meeting - 10 AM
Oct 16-18	WVACD Quarterly Meeting at Flatwoods
Oct 24	ECD Board Meeting - 10 AM
Nov 1	Envirothon Committee Meeting - 10 AM
Nov 10	ECD Office CLOSED - Veterans' Day Holiday
Nov 14	ECD Executive Committee Meeting - 10 AM
Nov 23-24	ECD Office CLOSED - Thanksgiving Holiday
Nov 28	ECD Board Meeting - 10 AM
Dec 6	Envirothon Committee Meeting - 10 AM
Dec 19	ECD Board Meeting & Luncheon - 10 AM & Noon
Dec 25	ECD Office CLOSED - Christmas Holiday

**ELK CONSERVATION DISTRICT
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TUESDAY, June 27, 2023 - 10:00 AM
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June 27, 2023 AMENDED Meeting Minutes

Supervisors Present:

Linda Brown – Braxton Co.
Debbie Hamric – Braxton Co.
Larry Greynolds – Nicholas Co.
Clark Mollohan – Webster Co.
John Pitsenbarger – Nicholas Co.
Mike Smalley – Webster Co.

Supervisors Absent:

Keyota Jarvis – Clay Co.
Jeremy Cantrell – Clay Co

Others Present: Shirley Hyre, ECD Associate Supervisor, Braxton Co.; Johnny King, WVDOF; Kirk Burroughs, ECD; Dylan Johnson, WVCA; Russell Young; Mary Beth Smith, ECD AS; Judith Lyons, WVCA; guests: Dr. Jonathan Roberti; Stephanie DeVary; Richard Roach, Mayor of Gassaway, WV.

CALL TO ORDER

Chairman Pitsenbarger called the meeting to order at 10:10 a.m.

Pledge of Allegiance was led by Mrs. Brown.

AGENDA: Mr. Mollohan moved to approve the agenda; Ms. Brown seconded; motion passed.

Minutes for May 2023: Mr. Smalley moved to approve the minutes as presented (copy attached); Mr. Mollohan seconded; motion passed.

Treasurer's Report/Financial Statement: Mr. Greynolds reported that he was unable to present a treasurer's report at the time but noted that he had nothing to add and that the report would be presented during the July 2023 meeting.

Payment of Bills: Mr. Mollohan moved to approve the payment of bills as reviewed by the Executive Committee; Ms. Brown seconded; motion passed.

REPORTS:

ECD District Equipment/OM&R Manager: Mr. Burroughs reported that he had recently mowed the watershed and further noted that he had reviewed the equipment rental agreement and determined that an additional clause regarding renters not arriving during their scheduled time. Mr. Burroughs recommended that additional fees be incurred if the renter does not follow the agreement. Discussion followed.

ECD Administrative Specialist: Ms. Smith introduced herself to the Board and stated that she was looking forward to beginning employment with the agency on July 3, 2023.

ECD Program Support Specialist: Ms. Hyre addressed the vacant position and questioned whether the same had been advertised in the local newspapers. Mr. Young reported that it had and further stated that he would post the listing on the ECD Facebook page as well. Ms. Hyre reported that the new grant has an August 6, 2023 deadline and she could review the same before it is due. Ms. Hyre further stated that the grant must have support from the WVCA and the conservation partners.

WVCA Conservational Specialist: Mr. Johnson reported that the WVCA report was included in the meeting packet and gave a short verbal update.

WVCA District Operations Manager West: Ms. Fisher was not present to give a report of the same.

WVACD: Mr. Johnson reported that the written report was included in the meeting packet and reviewed the schedule.

SWA: Ms. Hyre (BCSWA) reported that their board is still looking for additional members. Ms. Hyre further reported that application for the SWMB grant had been made. **Mr. Smalley (NCSWA)** reported nothing new and noted that his board is also looking for additional members.

NRCS Personnel Report: Andy Sentz was not present to give a report of the same.

FSA Personnel: Ms. Brown discussed funds that are available.

WVU/WVSU Extension Personnel: None present.

Forestry Division: Mr. Johnny King provided an oral report of his recent actions. Mr. King further reported that he had recently had the pleasure of helping at the local conservation camp and worked with several of the local youth that the

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district sponsored. Mr. King further noted that he would not be present at the July meeting due to being at the National 4H camp which is held at Jackson's Mill in Weston, WV.

DEP: None present

CD Supervisors: Those present did not have anything additional to report at this time.

Additional Reports: Ms. Judith Lyons reported that she was present with the hopes of showing support to the local districts within the agency and gave various reports followed by discussion about multiple topics.

COMMITTEE ACTIONS:

AG ENHANCEMENT: None

BUILDING: None

COMMUNICATION: None

EDUCATION: None

EQUIPMENT: None

FINANCE: None

FORESTRY: None

GRASSLANDS: None

LEGISLATIVE: None.

PERSONNEL: Discussion was held regarding the District Program Support Specialist and Mr. Pitsenbarger noted that the supervisors would review the applications received at the Executive Committee Meeting on July 11, 2023.

PROJECT: None

WATER QUALITY: Mr. Smalley reported that despite receiving 3.5 inches of rain over the past month, the summer months were still considered to be in a drought and rain was still needed.

GUEST SPEAKER: Mr. Richard Roach introduced Dr. Jonathan Roberti. Dr. Roberti gave a presentation on vertical planters. Discussion and questions were held following his presentation.

NEW BUSINESS & CORRESPONDENCE

- **Proxy Letters:** Discussion was held. Ms. Hamric moved to accept the proxy letters as provided and Mr. Smalley seconded; motion passed.
- **Resignation of Natalie Rose:** Ms. Rose, Student Intern, has officially resigned, and a copy of her resignation was provided in the meeting packet. Ms. Hamric moved to accept Ms. Rose's resignation and Mr. Smalley seconded; motion passed.
- **Intern Position:** Discussion was held about the intern position and ultimately the hiring of a replacement was tabled so that the budget could be reviewed prior to hiring at this time.
- **Annual Picnic:** Discussion was held about the annual picnic, which is scheduled for July 25, 2023 at Mike Smalley's Strawberry Farm in Cowen, WV. Ms. Smith reported that she would begin working on the same on Monday and would be in touch with folks to plan for food. The district will provide the meat and all others will bring various sides and desserts.
- **New Meeting Start Time:** Discussion was held regarding starting the monthly board meetings at an earlier time since the meetings usually go past noon. It was decided that a start time of 9:30 a.m., would be implemented beginning August 2023 and would be observed through the end of 2023. Ms. Hamric moved to change the meeting start time to 9:30 a.m. for the remaining months of 2023 and Ms. Brown seconded; motion passed.
- **Office Rent:** Mr. Pitsenbarger noted that he had done some research on getting reimbursed for the office space that Mr. Young uses and will be providing a formal request for the reimbursement in writing to the WVCA at a rate of \$300.00 per 1150 square foot which is the rate that the agency pays for the remaining offices. Ms. Brown moved to request the rental reimbursement and Ms. Hamric seconded; motion passed.

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- **District Supervisor Mileage Rate:** Mr. Pitsenbarger reported that the federal rate for mileage is currently 65.5 cents per mile starting in July of 2023. Ms. Brown moved to begin paying mileage at a rate of 65.5 cents per mile and Ms. Hamric seconded; motion passed.
- **Per-Diem Rate:** Mr. Pitsenbarger reported that the State rate is currently between \$20.00 and \$150.00 per day with no ½ days or hourly rate allotted. The ECD is currently set at \$80.00 per day and the budget has been set for this year but the Executive Committee discussed the matter and has determined that the rate could be increased to \$100.00 per day without blowing the budget. Ms. Brown moved to increase the rate to \$100.00 per day and Ms. Hamric seconded; motion passed.
- **MOU, ECD and WVCA:** Tabled
- **LOR #14007, FY24 O&M Allocation - Big Ditch Channel and LOR #14008, FY24 O&M Allocation - Saltlick Creek 4, 6, 7, 8 & 9:** Motion to approve was made by Clark Mollohan to approve both LOR 14007 and LOR 14008 and seconded by Linda Brown; motion passed.

OLD BUSINESS

- **District Representative for Braxton County Solid Waste Authority:** No update
- **Hiring of New Program Support Specialist:** Currently on hold. Will post on Facebook and continue to accept resumes. Interviews will be scheduled at a later date.
- **Long Range Plan:** Tabled
- **WVCA Fall Banquet:** Tabled
- **Envirothon Meeting:** Picnic at Holly Gray Park on August 2, 2023 at 10:00 a.m.
- **Field Day at Linda Brown's Farm:** Tabled, date to be arranged.

On motion by Mr. Mollohan, seconded by Mrs. Hamric; Chairman Pitsenbarger declared the meeting adjourned at 12:15 am.

DATES TO REMEMBER: (OFFICE CLOSED/ECD MEETING)

Jul 11	ECD Executive Committee Meeting - 10 AM
Jul 16-18	WVACD Quarterly Meeting at Canaan Valley
Jul 25	ECD Board Meeting - 9:30 AM
Aug 2	Envirothon Committee Meeting - 10 AM
Aug 8	ECD Executive Committee Meeting - 10 AM
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Aug 22	ECD Board Meeting - 9:30 AM
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Supervisors Present:

Linda Brown – Braxton Co.
Debbie Hamric – Braxton Co.
Mike Smalley – Webster Co.
Clark Mollohan – Webster Co.
John Pitsenbarger – Nicholas Co.

Supervisors Absent:

Larry Greynolds – Nicholas Co.
Keyota Jarvis – Clay Co.
Jeremy Cantrell – Clay Co

Others Present: Shirley Hyre, ECD Associate Supervisor, Braxton Co.; Kirk Burroughs, ECD; Dylan Johnson, WVCA; Mary Beth Smith, ECD AS; Jocee Miller, ECD PSS; Judith Lyons, WVCA; Kim Fisher, WVCA; Brian Sparks, WVU Extension Office; Casey Compton, Kaitlyn Murphy; Josh Lewis and Amelia Alderman, FSA; Allen Boggs, Samuel Boggs; guests: Andrew Smith, Kent Leonhardt, Bill Hamilton and Sue Hamilton.

CALL TO ORDER

Chairman Pitsenbarger called the meeting to order at 10:13 a.m.
Pledge of Allegiance was led by Mr. Smalley
Welcome was given by Mike Smalley

Agenda: Mr. Mollohan moved to approve the agenda; Ms. Brown seconded; motion passed.

Minutes for June 2023: Mr. Mollohan moved to approve the minutes as presented (copy attached); Ms. Brown seconded; motion passed.

Treasurer's Report/Financial Statement: Mr. Greynolds was not present for the meeting. Mary Beth Smith presented several financial documents that were included in the supervisor packets. Documents that were available for review were as follows: the WVACD 2022-2023 Budget, the Elk Conservation District Reconcile Cash Accounts report, the Financial Report from Huffman Bookkeeping, the Statement from Premier Bank dated June 30, 2023, the Statement from City National Bank dated June 30, 2023. Ms. Brown moved to approve the financial documents as presented; Mr. Mollohan seconded; motion passed.

Ms. Smith also presented a Financial Transactions report that included all bills to be paid.

Payment of Bills: Ms. Brown moved to approve the payment of bills as reviewed by the Executive Committee; Mr. Mollohan seconded; motion passed.

REPORTS:

ECD District Equipment/OM&R Manager: Mr. Burroughs reported that he had rented the equipment to one farmer and noted that there were no other issues to report.

ECD Administrative Specialist: Ms. Smith presented a written report. Ms. Smith noted there had been several housekeeping issues that she had been dealing with at the office including setting up the cleaning schedule with the janitor that had previously been hired. Ms. Smith further reported that she had reviewed the telephone line bill and determined that ECD is paying for a designated fax line that is not hooked up. Ms. Smith stated that Chris Ellison, IT, had suggested switching to a different company for fax services but that since the time she had been in the office, the need for a fax machine had not come up. Ms. Smith recommended the District do away with the fax line. Ms. Brown moved to cancel the second phone line and not have a fax number at this time; Ms. Hamric seconded; motion passed.

ECD Program Support Specialist: Ms. Hyre introduced Ms. Jocee Miller as the new Program Support Specialist and noted that they had been working on grant applications.

WVCA Conservational Specialist: Mr. Johnson reported that he was still taking applications for the AgEP and that a list of the same would be presented at the August meeting.

WVCA District Operations Manager West: Ms. Fisher reported that there were still positions available at the West Virginia State Fair for Supervisors to work the booth and encouraged Supervisors to sign up for the remaining time slots. Ms. Judith

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Lyons further reported regarding the State Committee Meeting and noted that the focus of the meeting had been the Per Diem rates. Ms. Lyons noted there had been much discussion about the same and it will be addressed soon.

WVACD: Ms. Duncan was not present at the meeting. Ms. Lyons further reported that the Associate Meeting for the year would be held in Salt Lake City, Utah in the fall and that the Association plans to send one (1) supervisor to said meeting on a scholarship. The scholarship will be awarded based on an essay that will need to be submitted by August 11, 2023. Ms. Smith noted that she has the information for the essay and submitting the same if any supervisor wishes to apply. Mr. Pitsenbarger questioned whether a spouse could attend the meeting if they were paid for separately and Ms. Lyons noted that should not be an issue as long as the arrangements were paid for separately.

SWA: Ms. Hyre (BCSWA) reported nothing new but noted that the board is always seeking new members. **Mr. Smalley (NCSWA)** reported nothing new and noted that his board is also looking for additional members.

NRCS Personnel Report: Kaitlyn Murphy gave a report for the agency and noted that Andy Sentz was unavailable to attend the meeting today due to being at the Boy Scout Jamboree.

FSA Personnel: Josh Lewis gave a report for the agency and noted that it was important to be present at board meetings to show support for the district.

WVU/WVSU Extension Personnel: Brian Sparks gave a report for the agency. Mr. Sparks noted that it was fair season in West Virginia. He reported that the Nicholas County Fair had finished this past weekend after making a tremendous comeback with support from the community. Mr. Sparks reported that the market coupons for WV seniors would soon be provided at will be operating on an electronic system this year for the first time.

Forestry Division: Mr. Johnny King was not present due to being at the National 4H camp which is held at Jackson's Mill in Weston, WV.

DEP: None present

CD Supervisors: Mr. Pitsenbarger reported that he and Ms. Brown had recently attended the quarterly meeting and they both felt the meeting had gone well but noted there was a lot of heated discussion regarding per diem rates.

Additional Reports:

Ms. Casey Compton, WCHS, reported that she had recently taken a group of students to the Envirothon from Webster County High School. Ms. Compton reported that this was the first year this particular group of students had competed in the Envirothon and their scores were impressive. Ms. Hyre further noted that Elk had six teams represented at the Envirothon. Ms. Hyre noted that the next Envirothon would be held in April at Cedar Lakes in Ripley, WV and always needed volunteers.

Ms. Lyons reported that matching funds were being provided to rehabilitate the Salt Lick Dam and a coordinator would be working with the district on the same. Ms. Lyons noted that a meeting to begin the process was scheduled for August 8, 2023 at 1:30 p.m. to be held at the Elk Conservation District office and it would be important for the County Commissioners of Braxton County to attend the meeting. Ms. Smith noted that she would send the invite to the meeting to Ms. Lisa Godwin.

COMMITTEE ACTIONS:

AG ENHANCEMENT: Mr. Johnson reported that we would be getting close to FY25 for the programs.

BUILDING: None

COMMUNICATION: None

EDUCATION: None

EQUIPMENT: None

FINANCE: None

FORESTRY: Discussion was held about saw dust factories being closed in West Virginia.

GRASSLANDS: Ms. Brown reported that a meeting had been held on July 14, 2023 but attendance had been low to the meeting. Ms. Brown noted the next meeting is scheduled for 10:00 a.m., on October 13, 2023 at Elk Conservation District and she would continue to work with Ms. Smith to build a contact list for the committee as one Supervisor from each district is required to be in attendance.

LEGISLATIVE: Mr. Pitsenbarger reported that Quarterlies were scheduled for February 7, 2024 and Legislative Day was scheduled for February 8, 2024.

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PERSONNEL: Ms. Fisher noted that she would be fully staffed with the additional of one (1) employee. Mr. Pitsenbarger noted that the Elk District was now fully staffed as well.

PROJECT: Mr. Johnson reported that the Forest Demo project was moving along and noted that a purchase had been made for the Braxton County project and the Nicholas County Project. Mr. Johnson further reported that he and Russell Young were working towards a pollinator grant and would provide more information as it becomes available.

WATER QUALITY: Mr. Smalley reported that despite receiving 7-8 inches of rain over the past weeks, the summer months were still considered to be in a drought and rain was still needed as the rivers are very low.

NEW BUSINESS & CORRESPONDENCE

- **Big Ditch:** Public Meeting scheduled at 5:00 p.m. on August 8, 2023 at the Cowan Community Building.
- **Lime Spreader Rental Agreement:** Draft copies were provided, discussion was held. The supervisors will review the changes and the same will be voted on at the August meeting.
- **TA Grant:** Will be applying for 2023 Grant. Mr. Mollohan moved to proceed with the grant application; Mr. Smalley seconded; motion passed.
- **Hiring of New Program Support Specialist:** Mr. Smalley moved to hire Jocee Miller with an effective date of hire of July 18, 2023; Mr. Mollohan seconded; motion passed.
- **Personnel Manual:** Tabled
- **PSS Job Description:** Tabled
- **Work Phone for PSS/Outreach:** Discussion about making any "equipment" purchases with grant money. Tabled the decision for now and will discuss the same during executive meeting.
- **New Computer for PSS/Outreach:** Tabled with the purchase of the work phone. Ms. Mr. Mollohan moved to permit the purchase of equipment to be discussed at the executive meeting and if a decision is made, the equipment can be purchased ahead of the August meeting; Ms. Brown seconded; motion passed.
- **Handheld Phones for Office:** Ms. Smith reported that there were currently only three (3) handheld phones in the office and with the addition of Ms. Miller, she would need a phone at her workstation. Ms. Smith presented a four (4) phone system for \$105.99 from Amazon. Ms. Brown moved purchase the phone system; Mr. Mollohan seconded; motion passed. Additional discussion was held regarding an update to the phone system that would include voicemail for everyone. Ms. Smith reported that she will begin working with Chris Ellison to start the process of the upgrade.
- **Refund from Bare Root Fruit Tree and Berry Plant Sale:** Ms. Smith reported that James Porter had come to the office to report that he had yet to receive a refund from a tree he had not received at the sale. The total cost he was due to be refunded was \$20.00. Mr. Smalley moved to provide a refund of \$20.00 to James Porter; Ms. Brown seconded; motion passed.
- **Reimbursement to WVACD for Microsoft Office Suite License for Jocee Miller:** Ms. Smith reported than an invoice was received from Chris Ellison for the Office Suite license cost for Ms. Miller's workstation. There was discussion about the same and it was tabled for Ms. Smith to get more information.
- **LOR#13954 and LOR 13952:** Discussion was held about the LOR and what was owed to the District. Mr. Mollohan moved to approve LOR #13954 and LOR 13952; Ms. Hamric seconded; motion passed.

OLD BUSINESS

- **Intern Position:** Ms. Smith will be contacting BCHS to let them know we will not require the services of an intern at this time.
- **Office Rent:** Ms. Smith reported that she had conferred with Mark and Cindy Robinson to gather the necessary figures for the cost and size of Mr. Young's office space. Ms. Smith reported that the office is 144 square feet, and the rent rate is \$10.25 per square foot per year. Ms. Smith reported that she had spoken with Anita May and will be working with her on a LOR for the same. The matter was further tabled.
- **Per-Diem Rate:** Mr. Pitsenbarger reported that there is still much discussion at the State level over the Per-Diem rate and we will continue to update as possible.
- **Hiring of New Program Support Specialist:** Mr. Smalley moved hire Jocee Miller with an effective date of hire of July 18, 2023; Mr. Mollohan seconded; motion passed.

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The Smalley Farm, Cowan, WV**

- **WVCA Fall Banquet:** Tabled
- **Field Day at Linda Brown's Farm:** Tabled, date to be arranged.
- **District Supervisor Mileage Rate:** Mr. Pitsenbarger reported that the federal mileage, meal and overnight rate is included in the packets.

SPONSORSHIPS:

- **West Virginia Women in Agriculture Conference:** Mr. Pitsenbarger addressed the sponsorship form that was received. Ms. Brown moved to sponsor two (2) attendees for the conference; Ms. Hamric seconded; motion passed.

On motion by Mr. Smalley, seconded by Mr. Mollohan; Chairman Pitsenbarger declared the meeting adjourned at 12:15 am.

DATES TO REMEMBER: (OFFICE CLOSED/ECD MEETING)

July 31	State AgEP Meeting - 10:00 AM (TEAMS)
Aug 2	Envirothon Committee Meeting - 10 AM at Holly Gray Park
Aug 8	ECD Executive Committee Meeting - 10 AM
Aug 10-19	West Virginia State Fair, Lewisburg
Aug 11 & 14	Mary Beth Smith attending WV State Fair
Aug 11 & 14	Jocce Miller attending WV State Fair
Aug 22	ECD Board Meeting - 9:30 AM
Sep 4	ECD Office CLOSED - Labor Day Holiday
Sep 6	Envirothon Committee Meeting - 10 AM
Sep 12	ECD Executive Committee Meeting - 10 AM
Sep 12-13	WVCD Training Meeting at Flatwoods (Mary Beth Smith out of the office)
Sep 26	ECD Board Meeting - 9:30 AM
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Nov 14	ECD Executive Committee Meeting - 10 AM
Nov 17-24	Mary Beth Smith - Vacation
Nov 23-24	ECD Office CLOSED - Thanksgiving Holiday
Nov 28	ECD Board Meeting - 9:30 AM
Dec 6	Envirothon Committee Meeting - 10 AM
Dec 19	ECD Board Meeting & Luncheon - 10 AM & Noon
Dec 25	ECD Office CLOSED - Christmas Holiday

**ELK CONSERVATION DISTRICT
BOARD OF SUPERVISORS MEETING
TUESDAY, August 22, 2023 - 10:00 AM
ECD Office, Sutton, WV**

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**August 22, 2023
Meeting Minutes**

Supervisors Present:

Linda Brown – Braxton Co.
Larry Greynolds – Nicholas Co.
Mike Smalley – Webster Co.
Clark Mollohan – Webster Co.
John Pitsenbarger – Nicholas Co.

Supervisors Absent:

Keyota Jarvis – Clay Co.
Jeremy Cantrell – Clay Co.
Debbie Hamric – Braxton Co.

Others Present: Shirley Hyre, ECD Associate Supervisor, Braxton Co. (appearing by telephone); Dylan Johnson, WVCA; Mary Beth Smith, ECD AS; Kim Fisher, WVCA; Levi Cyphers, WVCA; Bruce Skidmore, NRCS; Andy Sentz, NRCS and Johnny King, Forestry (appearing by telephone).

CALL TO ORDER

Chairman Pitsenbarger called the meeting to order at 9:58 a.m.

Pledge of Allegiance was led by Linda Brown.

Introductions were made by those in attendance and on the telephone line.

Agenda: Ms. Brown moved to approve the agenda; Mr. Greynolds seconded; motion passed.

Minutes for July 2023: Ms. Brown moved to approve the minutes as presented (copy attached); Mr. Mollohan seconded; motion passed.

AMENDED Minutes for June 2023: Mr. Greynolds moved to approve the amended minutes as presented (copy attached); Ms. Brown seconded; motion passed.

Treasurer's Report/Financial Statement: Mr. Greynolds moved to file the records for audit as presented. Mr. Greynolds seconded; motion passed. Ms. Smith presented the Supervisor Per Diem, Travel and Expense report and noted that records regarding the same had not been presented for some time but that she would begin providing the document during the meetings. All present noted that the format was acceptable and the same should be sufficient to keep track of the supervisor accounts.

Payment of Bills: Mr. Smalley moved to approve the payment of bills as reviewed by the Executive Committee; Ms. Brown seconded; motion passed.

REPORTS:

Ritchie Roach, Mayor of Gassaway: Mr. Roach was not present. (Mr. Cantrell had requested that Mr. Roach be placed on the agenda prior to the meeting.)

ECD District Equipment/OM&R Manager: Mr. Burroughs was not present.

ECD Administrative Specialist: Ms. Smith presented a written report. Ms. Smith noted that she had spent time working the Agency booth at the State Fair of West Virginia and enjoyed the experience. Ms. Smith further noted that she would be focusing on the Awards Banquet moving forward.

ECD Program Support Specialist: Ms. Miller was not present but had previously provided a written report of her actions. Ms. Hyre reported that Ms. Miller is doing well with her position and has begun to reach out to the county schools now that the school year was beginning in the counties. Ms. Smith reported that Ms. Miller was also able to attend the State Fair of West Virginia and worked in the booth.

WVCA Conservational Specialist: Mr. Johnson reported that he had finished the rankings this morning and that the District had received a record number of applications this year. Mr. Johnson further reported that he had attended some interesting trainings recently and enjoyed this time.

WVCA District Operations Manager West: Ms. Fisher provided a written report and noted that she would begin working on the Budget Expenditure Report and the same must be on the September Agenda.

WVCA Personnel: Levi Cyphers was present and noted that he would address Trash Rack Installations later in the agenda.

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WVACD: Ms. Duncan was not present at the meeting. Two written reports were provided as well as several newsletters.
SWA: Ms. Hyre (BCSWA) reported that a grant was recently approved for \$15,000 which would cover operating costs for the recycling center including rent part time help and insurance. **Mr. Smalley (NCSWA)** reported that no meetings had been held.

NRCS Personnel Report: Mr. Andy Sentz presented a written report and spoke about a recent audit of his agency that had gone well.

FSA Personnel: No one from the agency was present.

WVU/WVSU Extension Personnel: No one from the agency was present.

Forestry Division: Mr. Johnny King gave an oral report and noted that he had been able to assist with both the National Forest Camp and the Boy Scout Jamboree and he had enjoyed both experiences. Mr. King noted that Envirothon will be held at Cedar Lakes this year and that the next teacher training would take place at Holly Gray Park in Braxton County. Mr. King reported about the Forest Demo Project and noted that the Clay County project was completed, and the Webster and Nicholas County projects were about half-way finished. Mr. King reported that he would be on hand to present at the Field Day but noted that the date was during fire season so he may have to leave during the event if a fire breaks out. Mr. King suggested he present on chainsaw safety or fire safety.

DEP: None present

CD Supervisors: Mr. Mollohan did not make any presentations. Mr. Greynolds reported that the State Fair of West Virginia went very well and provided the agency the opportunity to speak with thousands of people. Mr. Greynolds further spoke about Farmland Protection and noted there had been personnel changes within the organization. Mr. Smalley reported that he too enjoyed the State Fair of West Virginia. Mr. Smalley reported that he had attended the Public Meeting for the Big Ditcher watershed rehabilitation project in Webster County and the same is estimated to cost five to six (5-6) million dollars. Ms. Brown reported that she would be working with Ms. Smith to secure a supervisor from each district be in attendance to the next Grasslands meeting that is scheduled for October 2023. Mr. Pitsenbarger reported that he had filled in some at the State Fair of West Virginia, and he spend several days working various booths while in attendance to the fair.

Big Ditch Dam: Public meeting was held in Cowan. Discuss was had about the rehabilitation project. The dam will not be decommissioned.

Salt Lick Dam: Mr. Cyphers spoke regarding the need for Trash Rach Instillation in the Salt Lick Dam and noted that if the board moved forward with the same, it would be bid out and contracted. Mr. Cyphers noted that the project would require the watershed to be pumped down which is slightly more costly and noted that the trash racks for this dam would be large. Cost for the project would come from the watershed monies. Mr. Greynolds moved to proceed with the project as presented; Ms. Brown seconded; motion passed. Mr. Cyphers noted that he would complete the necessary paperwork and advertise the job for a period of ten (10) days. Mr. Cyphers reported that a pre-job showing would occur on September 7 and the supervisors were invited to the Dam to participate in the same.

COMMITTEE ACTIONS:

AG ENHANCEMENT: Mr. Johnson reported that he would address the enhancement program later in the agenda.

BUILDING: None

COMMUNICATION: Ms. Miller attended the communications meeting earlier in the month and will continue to attend the meetings as they are scheduled.

EDUCATION: None

EQUIPMENT: None

FINANCE: None

FORESTRY: Mr. Smalley reported that loggers are not doing well.

GRASSLANDS: None

LEGISLATIVE: None

PERSONNEL: None

PROJECT: None

WATER QUALITY: Mr. Smalley reported that Webster County had received approximately 3.5 inches of rain which affects all the surrounding counties however, the ground is staying very dry. Ms. Smith reported that Mr. Cantrell had contacted her and let her know that Clay County Highschool is ready for a rain gauge to be installed. Mr. Johnson noted that he and Mr. Young would take care of the instillation. Discussion was held regarding the MOU between Clay county High School

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and the ECD. Ms. Brown moved to approve the placement of the rain gauge at Clay County Highschool and Mr. Smalley seconded; motion passed.

OLD BUSINESS

- **Office Rent:** Ms. Smith reported that there has been no movement on the same as it was requested that the matter be placed on hold until October.
- **Per-Diem Rate:** Mr. Greynolds reported that supervisors are encouraged to combine time to get to a full day.
- **Field Day at Linda Brown's Farm:** The field day has been scheduled for October 14, 2023 and planning will be underway for the same. Ms. Smith will review old agendas from the event and work with the PSS to schedule the day. Mr. Greynolds moved to approve the Field Day being held on October 14, 2023 at Linda Brown's farm and Mr. Mollohan seconded; motion passed.
- **Lime Spreader Rental Agreement:** Ms. Smith noted that she had only made changes to the agreement that included a fine if the customer did not show for the scheduled rental. Ms. Brown moved to accept the changes as written to the agreement and any other changes would be tabled at this time, Mr. Mollohan seconded; motion passed.
- **TA Grant:** Mr. Greynolds and Mr. Pitsenbarger explained that due to funds being left over from the prior year, we would not be applying for the grant for this year.
- **Personnel Manual:** A work session is scheduled to further address changes to the personnel manual on September 5, 2023 at 9:30 a.m.
- **PSS Job Description:** A work session is scheduled to approve the job description on September 5, 2023.
- **Logo for ECD:** No updates.

NEW BUSINESS & CORRESPONDENCE

- **Elk CD Fall Banquet:** Ms. Smith reported that she had reserved Camp Casaer in Webster County for the Banquet which will be held on September 28, 2023. The menu is baked steak and will be \$15.00 per meal. Mr. Smalley moved to hold the Banquet at Camp Casaer on September 28, 2023; Ms. Brown seconded the motion; motion passed.
- **LOR #14065 FY24 AgEP Allocation \$47,000.00:** Motion to approve was made by Mr. Smalley to approve LOR 14065 and seconded by Ms. Brown; motion passed.
- **Shirley Hyre, Employment Extension:** Discussion was held regarding Ms. Hyre and her role in training Ms. Miller in her position. Mr. Pitsenbarger recommended that Ms. Hyre's employment be extended through the end of the year. Mr. Mollohan moved to extend Ms. Hyre's contract through December 2023, Ms. Brown seconded the motion; motion passed. Ms. Smith noted that she had prepared an updated employment agreement and the same was signed by Mr. Greynolds and Mr. Pitsenbarger. Ms. Hyre will sign the agreement next time she is in the office.
- **Carroll Greene Supervisor of the Year Award:** Discussion was held regarding the award. The group opted not to make any nominations.
- **Honorary Member Nominations:** Discussion was held regarding the nominations, and it was determined that Ms. Brown was eligible for the nomination. Mr. Greynolds made the motion to nominate Ms. Brown for the Honorary Member Nomination, Mr. Mollohan seconded, motion passed.
- **Member at Large Nominations:** Ms. Smith noted that office staff had spoken regarding the special recognition award and the group wanted to acknowledge Mr. Johnny King. Mr. Pitsenbarger noted that Mr. King would be a good candidate for the Member at Large nomination as well. Mr. Greynolds made the motion to nominate Mr. King for the Member at Large nomination and to award him the special recognition award as well for his work with the district; Ms. Brown seconded the motion, motion passed.
- **Debbie Hamric, Added to City National Bank Account:** Mr. Smalley made a motion to add Debbie Hamric to the City National Bank checking account and as a signer of necessary paperwork for the district; Mr. Greynolds seconded, motion passed.
- **Soil Trailer for New Life Christian Academy:** Ms. Smith reported that she had received an e-mail from the science teacher at New Life Christian Academy in Summersville in regard to having the soil trailer brought to the

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school sometime in September. Ms. Smith further noted that Ms. Miller had contacted the necessary folks for securing the trailer but had not received any response regarding the same. Ms. Smith reported that they would continue to attempt to make contact but that it would likely be spring before the trailer could be rented. The matter was tabled.

SPONSORSHIPS:

- **West Virginia Watershed Symposium:** Ms. Smith addressed the sponsorship form that was received. Mr. Greynolds moved to sponsor the event for \$200.00; Ms. Brown seconded; motion passed.

CONSERVATION AGREEMENTS

AgEP NEW COOPERATORS

Mr. Pitsenbarger read the following list of new cooperators:

Nicholas County: Michael L. McCoy, Douglas Smallwood, Brian McKinney, Jean Hanshaw, Jim Callahan.

Braxton County: Travis McMillion

Webster County: Larry Leslie

Ms. Brown moved to approve the list of new cooperators, Mr. Smalley seconded the motion, motion passed.

AgEP PAYMENTS

Ray Teets – Frost Seeing - \$200.00

Given Bison – Frost Seeding - \$200.00

James Amick – Wood Exc Fence - \$1,500.00

Georgina Jarvis – Wood Exc Fencing - \$1,500.00

Lawrence Bailes – Wood Exc Fencing - \$1,500.00

Given Bison – Wood Exc Fencing - \$1,500.00

Tim Bailes – Wood Exc Fencing - \$1,500.00

Brian McKinney – Wood Exc Fencing - \$1,500.00

George Herndon – Wood Exc Fencing - \$1,500.00

Jamie Markham – Wood Exc Fencing - \$1,500.00

Mike Moles – Wood Exc Fencing - \$1,500.00

Travis McMillion – Wood Exc Fencing - \$1,500.00

Arch Prince – Wood Exc Fencing - \$1,500.00

Douglas Smallwood – Wood Exc Fencing - \$1,500.00

Michael L. McCoy – Wood Exc Fencing - \$1,500.00

Wayne Stephenson – Wood Exc Fencing - \$1,500.00

Johnny Singleton – Wood Exc Fencing - \$1,500.00

Howard J. Bennett – Wood Exc Fencing - \$1,500.00

Brian McKinney – Lime - \$1,750.00

Steve Miller – Lime - \$710.00

Joe Craft – Lime - \$1,312.50

Travis McMillion – Lime - \$1,250.00

Johnny Singleton – Lime - \$1,250.00

James Callahan – Lime - \$887.50

James Amick – Lime - \$1,650.00

James Jenkins – Lime - \$500.00

Brandon Kepier – Lime - \$2,500.00

Michael L. McCoy – Lime - \$712.50

Lawrence Bailes – Lime - \$500.00

Larry Leslie – Lime - \$875.00

Mike Moles – Lime - \$538.00

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Ray Teets – Lime - \$1,200.00
Mark Robinson – Lime - \$693.50
Wes VanBuren – Lime - \$937.50
Tim Bailes – Lime - \$722.50
Larry Grogg – Lime - \$975.00
Mike Nuckles – Lime - \$1,250.00
Harold Herndon - Lime - \$1,100.00
Jutin Perry – Lime - \$543.00
Craig Brake – Lime - \$1,250.00
Sherry Thomas – Lime - \$437.50

UNAPPROVED/UNFUNDED

Wayne Stephenson – Frost Seeding – PH too low
Douglas Smallwood – Frost Seeding – No soil test on record
Mike Moles – Frost Seeding – PH too low
Brian McKinney – Frost Seeding – PH too low
Bret Singleton – Lime – PH too high
Given's Bison – Lime – PH too high
Bill Lowther – Lime – PH too high
Douglas Smallwood – No soil test on record
Wayne Stephenson – Not eligible
Linda Brown – PH too high

APPROVED BY KIM FISHER

Linda Brown – Frost Seeding - \$200.00
Dana E. Johnson – Wood Exc Fence - \$1,500.00
Linda Brown – Wood Exc Fence - \$1,500.00
Debra Hamric – Lime - \$1,757.50

Mr. Greynolds moved to approve the payments; Mr. Smalley seconded; motion passed.

Mr. Johnson reminded the group that approximately twenty percent (20%) of the cooperators would not complete the necessary requirements of the program. Mr. Johnson stated that he believed there would be excess of \$1,882.00 remaining for programs in the spring.

On motion by Mr. Mollohan, seconded by Ms. Brown; Chairman Pitsenbarger declared the meeting adjourned at 12:19 am.

DATES TO REMEMBER: (OFFICE CLOSED/ECD MEETING)

Sep 4	ECD Office CLOSED – Labor Day Holiday
Sep 6	Envirothon Committee Meeting – 10 AM
Sep 12	ECD Executive Committee Meeting – 10 AM
Sep 12-13	WVCD Training Meeting at Flatwoods (Mary Beth Smith out of the office)
Sep 26	ECD Board Meeting – 9:30 AM
Oct 4	Envirothon Committee Meeting – 10 AM
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Nov 1	Envirothon Committee Meeting – 10 AM
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Nov 17-24	Mary Beth Smith – Vacation
Nov 23-24	ECD Office CLOSED – Thanksgiving Holiday
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**ELK CONSERVATION DISTRICT
BOARD OF SUPERVISORS MEETING
October 25, 2022 - 10:00 AM
District Conference Room – 738 Airport Rd., Sutton, WV**

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**September 2023
Meeting Minutes**

Supervisors Present:

Linda Brown – Braxton Co.
Debbie Hamric – Braxton Co.
Larry Greynolds – Nicholas Co.
John Pitsenbarger – Nicholas Co.
Mike Smalley – Webster Co.
Clark Mollohan – Webster Co.
Keyota Jarvis – Clay Co.
Jeremy Cantrell – Clay Co.

Supervisors Absent:

Others Present: Shirley Hyre, ECD Associate Supervisor, Braxton Co.; Dylan Johnson, WVCA; Mary Beth Smith, ECD/WVCA AS; Jocee Miller, ECD PSS; Kirk Burroughs, ECD; Mayor Ritchie Roach, Town of Gassaway; Debbie Friend, Braxton County WVU Extension Agent; Mike McMunigal, WVCA; Robin Ward and Josh Lewis, FSA(appearing by telephone).

CALL TO ORDER

Chairman Pitsenbarger called the meeting to order at 9:42 a.m.

Pledge of Allegiance was led by Mayor Ritchie Roach.

Agenda: Mr. Smalley moved to approve the agenda; Ms. Brown seconded; motion passed.

Minutes for July 2023: Mr. Greynolds notes one mistake in the minutes. Ms. Brown moved to approve the minutes with the correction (corrected copy attached); Mr. Greynolds seconded; motion passed.

Treasurer's Report/Financial Statement: Mr. Greynolds moved to file the records for audit as presented. Ms. Jarvis seconded; motion passed. Ms. Smith presented the Supervisor Per Diem, Travel and Expense report.

Payment of Bills: Ms. Brown moved to approve the payment of bills as reviewed by the Executive Committee; Mr. Greynolds seconded; motion passed.

REPORTS:

ECD District Equipment/OM&R Manager: Mr. Burroughs reported that he had rented the lime spreader once and had been getting calls requesting to rent the spreader. Mr. Burroughs asked whether the group wished for the Salt Lick Watersheds to be mowed again this year. The consensus was yes; therefore Mr. Burroughs reported he would mow the Salt Lick sites before fall. Mr. Burroughs reported that he had been to the Braxton County Nature Trail and noted that weed eating would take excess of three hours at that site. He noted he would see that the trail was trimmed and maintained soon.

ECD Administrative Specialist: Ms. Smith presented a written report. Ms. Smith noted that she had attended the WVCA All-Staff Training at the Days Inn and gained insight into her duties from the training. Ms. Smit further noted that she was able to accompany Mr. Greynolds, Mr. Mollohan and Ms. Hamric to the job viewing for the trash rack replacement project at the Salt Lick watershed sites and found the same to be very interesting and enlightening.

ECD Program Support Specialist: Ms. Miller presented a written report. Ms. Miller reported that she had been able to visit many schools and was looking forward to working with teachers and classrooms to further the outreach efforts of the district.

WVCA Conservational Specialist: Mr. Johnson reported that he too had attended the All-Staff Training at Days Inn and was enlightened. Mr. Johnson reported that he had accompanied Mr. Mollohan and Mr. Smalley to the Webster County Commission Meeting on September 20, 2023 where he had spoken to the commissioners about a shared Lime project wherein any monies provided by the commission would stay in the county.

WVCA District Operations Manager West: Ms. Fisher was not present but provided a written report.

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WVCA Personnel: Mr. Mike McMunigal was present on behalf of the WVCA. Mr. McMunigal reported that he had attended the State Ag Enhancement Committee meeting held at the ECD office that day before and was pleased to announce that Ms. Judith Lyons planned to see the Ag Enhancement Program increased to \$1,000,000.00 and urged supervisors to push the same to their legislature representatives.

WVACD: Ms. Duncan was not present at the meeting. Her written report was provided.

SWA: Ms. Hyre (BCSWA) reported that the Braxton County Solid Waste Authority recently completed their audit. **Mr. Smalley (NCSWA)** reported that the Webster County Solid Waste Authority recently met.

NRCS Personnel Report: Mr. Andy Sentz was not present but provided a written report as well as a letter from Mr. Russell Young regarding his leaving the WVCA and accepting a position with NRCS.

FSA Personnel: Mr. Josh Lewis was present by telephone and addressed the board for the purpose of introducing Mr. Robin Ward who had recently been hired by the agency as the County Executive Director. Ms. Ward addressed the board and noted that she was eager to begin working with the ECD. Both employees noted that a possible government shutdown was looming and if the same occurred, the offices would be closed beginning Monday until the same is lifted.

WVU/WVSU Extension Personnel: Ms. Debbie Friend from the Braxton County Extension Office was present and noted that she had experienced a very busy summer hence her absences from the summer meetings. Ms. Friend further noted that she was appreciative to the board for their donation towards the sign project for the Master Gardeners and urged folks to visit the trail sites where the signs would eventually be posted.

Forestry Division: No representative for the Division of Forestry was present.

DEP: None present

CD Supervisors: Mr. Mollohan did not make any presentations. Ms. Jarvis did not make any presentations. Mr. Greynolds reported that he had attended the State Committee Meeting on the AgEP yesterday and would update the group as more information becomes available on new programming for FY25. Ms. Brown reported that she had attended the Clay County Farm Bureau Banquet with Mr. Cantrell and Ms. Hamric and the same went very well. Ms. Brown further reported that the Braxton County Farm Bureau Banquet was scheduled for October 13, 2023 at 6:00 p.m. at the Flatwoods Community Building. Ms. Brown further reported that the Grasslands Committee would be meeting in October. Ms. Hamric agreed with Ms. Brown that the Clay County Farm Bureau Banquet was very nice. Mr. Cantrell reported that he had been blessed to attend several farm tours during the month of July and he thoroughly enjoyed the same. Mr. Cantrell reported that he had obtained seeds for the pollinator field project along the Rails to Trails walking path in Gassaway and he would be working next week to get the seeds in the ground. Mr. Cantrell reported that he saw the planting as a learning opportunity and had invited Davis Elementary to participate in the same. Mr. Cantrell further reported that the plan was to meet between 12:30 and 2:30 at the site on Wednesday, October 4, 2023 to plant the seeds and the 5th grade class from Davis would be assisting. Ms. Smith noted that she and Ms. Miller would also be present for the activity from the District. Ms. Smith further noted that gift bags had been prepared for the 5th grade class. Ms. Hyre reported that she had attended the Envirothon Teacher Training event on Monday and that over fifty teachers and students attended the training event. Ms. Hyre noted that despite some minor issues, the event went well.

Big Ditch Dam: Public meeting was held in Cowan. Discuss was had about the rehabilitation project. The dam will not be decommissioned.

Salt Lick Dam: Ms. Smith noted that there were safety inspections available for review by the board and noted that the Trash Rack Job Bid Opening was later in the agenda.

Big Ditch Dam: Ms. Smith reported there was currently a meeting at the same time as this meeting today and she would update the board when the minutes from that meeting were provided.

Town of Gassaway: Mayor Ritchie Roach addressed the Board and requested assistance with soil testing at the old football field located in Gassaway on Catholic Hill. Mr. Johnson reported that he believed he had located a laboratory willing to complete the testing and he would schedule a time with Mayor Roach to get the soil needed for the samples.

COMMITTEE ACTIONS:

AG ENHANCEMENT: Mr. Johnson reported that he had also attended the State Committee Meeting on the Ag Enhancement Program yesterday and would provide updates to the board as they became available.

BUILDING: None

**ELK CONSERVATION DISTRICT
BOARD OF SUPERVISORS MEETING**

October 25, 2022 - 10:00 AM

District Conference Room – 738 Airport Rd., Sutton, WV

COMMUNICATION: Ms. Miller reported there is a communications meeting scheduled for tomorrow at 9:30 a.m. but noted that she would be out of the office due to attending the Nicholas County Safety Fair. Ms. Smith noted that she would sit in on the meeting. Mr. Cantrell noted that he planned to attend the meeting as well.

EQUIPMENT: None

FINANCE: None

FORESTRY: Mr. Smalley noted that the demo project site in Webster County is really coming together and was a very worthwhile project.

GRASSLANDS: Ms. Brown reported that the next meeting is scheduled in October. Ms. Smith noted that she would send invitations for the same.

LEGISLATIVE: None

PERSONNEL: None

PROJECT: None

WATER QUALITY: Mr. Smalley reported that despite the number of rains during the summer, the river level was low. Mr. Cantrell and Mr. Johnson reported that they were working on installing a weather meter at Clay County High School.

OLD BUSINESS

- **Office Rent:** Ms. Smith reported that with the departure of Mr. Young from the office space in question, there was no longer a need for the MOU/LOR for office rent reimbursement. Ms. Smith noted that the plan of the Agency was to replace Mr. Young and noted that the matter should remain on the agenda until the Agency decided which district would house the replacement.
- **Per-Diem Rate:** Mr. Pitsenbarger reported there was nothing new to report about the per diem discussions. MR. Cantrell asked for clarification with the per diem rates and Mr. Pitsenbarger and Mr. Greynolds addressed the same.
- **District Representative for Braxton County Solid Waste Authority:** Nothing new to report.
- **Fall Banquet:** Ms. Smith provided a report on the event and noted that she had given the venue a count of 65. Ms. Smith urged the supervisors to arrive at the venue by 5:15 pm to greet folks and mingle prior to the dinner beginning.
- **Field Day at Linda Brown's Farm:** Mr. Greynolds reported that plans were underway for the event and the same was coming together. Mr. Greynolds questioned how much advertisement had been done for the event. Ms. Friend noted that she had a flyer for the event when it had been previously scheduled for the spring that she could change the date on and forward to Ms. Smith. Ms. Smith noted that once she received the event flyer she would post the same to the district facebook page and have the ad placed in the district newspapers. Discussion was held regarding the door prizes for the event.
- **Personnel Manual:** Ms. Smith reported that a work session had been held earlier in the month and several corrections and additions had been made to the existing personnel manual which was provided in the supervisors packets. Ms. Hamric moved to approve the personnel manual as written; Mr. Smalley seconded the motion; motion passed.
- **PSS Job Description:** Ms. Smith noted that there were two issues with the job description as it was written due to the changes to Ms. Miller's job description that were made on this date prior to the meeting. Ms. Smith noted that she would make the changes to the document once voted on and have Ms. Miller sign the same. Mr. Molloyhan moved to approve the Program Support Specialist Job Description once the corrections were made; Ms. Brown seconded the motion; motion passed.

NEW BUSINESS & CORRESPONDENCE

- **Long Range Plan:** Ms. Smith reported that she had submitted the Long Range Plan to the WVCA last week because of a printing and the report had not been provided yet. Ms. Smith noted that the Plan was due this past July but had not been prepared. Ms. Smith stated that there was a signature page that would need to be completed by the Chairman and Secretary of the Board. Ms. Smith suggested the two individuals needed to sign the document remain after the meeting to review the document and sign the same. Ms. Hamric moved that the Long Range Plan be

**ELK CONSERVATION DISTRICT
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submitted as prepared after review by the Chairman and Secretary of the Board; Ms. Brown seconded; motion passed.

- **West Virginia Conservation Awards and Recognition Luncheon:** Ms. Smith reported that she had received payment for Ms. Brown, Mr. Greynolds, Mr. Cantrell, Mr. Pitsenbarger and Ms. Hyre for the Awards Banquet and would be sending the registration to the WVCAC on this date. Mr. Pitsenbarger encouraged supervisors to attend the business portion of the quarterly meetings especially since the meeting was in our district.
- **Braxton County Emergency Watershed Protection Flood Event of March 1, 2021:** Ms. Smith requested directions with the next steps for this payment. Mr. Johnson reported that he had been contacted by the Braxton County Commission about the same. No supervisor was sure of the next steps to get the payment out. Ms. Smith noted that she would contact the folks with the Watershed Division.
- **Steward Individual Placements WV READY 2024 Site Application:** Discussion was held, and it was decided not to participate this year. MS. Hyre noted that this may be something Ms. Miller will plan for in the future. Mr. Greynolds made a motion not to participate in the program at this time; Mr. Smalley seconded the motion; the motion passed.
- **CDO Expenditure Report:** Ms. Smith reported that she had not prepared the report but would be working on it for the month of October.
- **Webster County Commission Funds Match (Lime Program):** Discussion was held regarding the District matching funds up to \$5,000.00 to assist with the program. Mr. Greynolds made a motion for the Board to match funds up to \$5,000.00 if the Webster County Commission participated in the program; Ms. Hamric seconded; motion passed. Ms. Smith noted that she would prepare a letter for the WC Commission stating the same.
- **Webster County Library Riverbank Cleaning Reimbursement:** Mr. Smalley reported that he had spoken to the Library committee and let them know that they would have needed to apply for the reimbursement prior to their project and informed them in the future to apply for funds prior to their event.
- **Arch Prince, Lime Application:** Mr. Johnson reported that Mr. Prince's Lime application for the Ag Enhancement Program had been misplaced but had been located and should be granted as he turned it in prior to the deadline. Ms. Brown made the motion to approve the enhancement application for \$2,500.00 for 50 acres; Ms. Jarvis seconded the motion; motion passed.
- **Cleaning Company for ECD Office:** Ms. Smith reported that Mr. Cantrell had contacted her and let her know that Scott Cantrell, who previously provided janitor services, would be unable to clean at the office due to family obligations. Ms. Smith further reported that she had met with the company that will be providing cleaning services for the new portion of the building where NRCS will be housed, and they completed a walk-through of the offices. Ms. Smith stated that the quote provided was considerably above the amount allotted in the budget. Ms. Smith noted that she had informed the company of this fact and they came back with a lower amount but the same was still above budget. Ms. Smith suggested the matter remain on the agenda and she will continue to locate an affordable company.
- **Phone System for ECD:** Ms. Smith noted that she had spoken with Chris Ellison, IT for WVCA, and he had spoken of a phone system that he had installed for Southern Conservation District that was considerably cheaper than a traditional phone line and included typical office features such as placing callers on hold and the ability to transfer callers to other lines where they could leave voicemails for that individual specifically. Ms. Smith noted that at the current bill rate the ECD paid over \$1500.00 per year for phone services. Ms. Smith stated that after the start up cost of the physical phones, being \$200.00 per phone for a total of \$800.00, the yearly cost of the system would be approximately \$384.00. The consensus was for Ms. Smith to obtain a contract and get more information.
- **Remove Anyone Not Actively on the Board of Supervisors from any and all Bank Accounts associates with the ECD:** Ms. Smith reported that there was still at least one (1) individual listed on the City National Bank checking account that needed removed. Ms. Brown made a motion to remove any individuals listed on the bank account that are not active members of the board at this time; Mr. Mollohan seconded the motion; motion passed.
- **Add Debbie Hamric to Peoples Bank Account:** Ms. Smith reported that Ms. Hamric had not been added to the People's Bank account as a signer or as a person that could receive information about the account. Mr. Greynolds made the motion to add Debbie Hamric to the People's Bank account as a signer and a person that can receive information about the account; Ms. Brown seconded the motion.

**ELK CONSERVATION DISTRICT
BOARD OF SUPERVISORS MEETING**

October 25, 2022 - 10:00 AM

District Conference Room – 738 Airport Rd., Sutton, WV

- **Update CD's at City National Bank:** Ms. Smith reported that when she went to the City National Bank to get the signature card set up for the checking account, she was informed of two (2) CD's that are held at City National Bank as well. After obtaining copies of the signature cards for these accounts, Ms. Smith further determined that there was only one active board member listed on the accounts. Ms. Hamric made a motion to remove the individuals listed on the CD's as they currently stand and put the Executive Committee on the CD's; Ms. Brown seconded the motion; motion passed.
- **Add Keyota Jarvis to Peoples Bank and City National Bank Account as a signer:** Discussion was held about adding Ms. Jarvis to the existing bank accounts. At this time Ms. Jarvis will remain off the accounts until she is needed as a signer.

On motion by Ms. Jarvis, seconded by Mr. Cantrell; Chairman Pitsenbarger declared the meeting adjourned at 12:33 pm.

Minutes Approved: October 25, 2023

Larry Greynolds, Secretary

**ELK CONSERVATION DISTRICT
BOARD OF SUPERVISORS MEETING
October 25, 2022 - 10:00 AM
District Conference Room – 738 Airport Rd., Sutton, WV
October 2023
Meeting Minutes**

Supervisors Present:

Linda Brown – Braxton Co.
Debbie Hamric – Braxton Co.
Larry Greynolds – Nicholas Co.
John Pitsenbarger – Nicholas Co.
Mike Smalley – Webster Co.
Clark Mollohan – Webster Co.
Keyota Jarvis – Clay Co.
Jeremy Cantrell – Clay Co.

Supervisors Absent:

Others Present: Johnny King, West Virginia Division of Forestry; Kirk Burroughs, ECD; Jacob Lavender, WVCA Watershed Division; Gene Saurborn, WVCA Watershed Division; Sigrid Teets, WVCA Watershed Division; Jocce Miller, ECD PSS; Dylan Johnson, WVCA CS; Mary Beth Smith, WVCA, ECD AS; Melissa Blout, WVCA Financial Division; Andrew Riffe, WVCA Financial Division; Debbie Friend, WVU Extensions Services, Braxton County; Andy Sentz, NRCS; Bruce Skidmore, NRCS; Robin Ward, FPAC-FSA; Dr. Donna Burge-Tetrick, Superintendent Braxton County Schools; Tashauna Chapman, Ag Teacher, Braxton County Middle School; Amy Perkins, Principal, Braxton County Middle School; Donny Tinney, TVCD (by TEAMS); Kim Fisher, WVCA District Manager (by TEAMS); Jeremy Salyer, WVCA District Manager (by TEAMS); Chris Ellison, WVCA IT (by TEAMS); Donny Dodd, FPAC-NRCS (by TEAMS); and Heather Duncan, WVACD (by TEAMS).

CALL TO ORDER

Chairman Pitsenbarger called the meeting to order at 9:31 a.m.

Pledge of Allegiance was led by Johnny King, WVDOF.

Agenda: Mr. Greynolds moved to approve the agenda; Ms. Brown seconded; motion passed.

Minutes for September 2023: Ms. Brown moved to approve the minutes; Ms. Jarvis seconded; motion passed.

Treasurer's Report/Financial Statement: Mr. Greynolds moved to file the records for audit as presented. Mr. Smalley seconded; motion passed. Ms. Smith presented the Supervisor Per Diem, Travel and Expense report.

Payment of Bills: Mr. Greynolds moved to approve the payment of bills as reviewed by the Executive Committee; Mr. Cantrell seconded; motion passed.

Special Guests:

Watershed Division; Mr. Gene Saurborn, Ms. Sigrid Teets, and Mr. Jacob Lavender:

Mr. Saurborn addressed the previously signed agreement to begin the rehabilitation project on the Salt Lick Watershed. Mr. Saurborn noted that it had almost been one (1) year since the district signed the agreement proposing a twenty-four (24) month planning period therefore the district needed to get serious about the project. Mr. Saurborn noted that the Agency was prepared to work with the district to begin the project and presented a draft agreement for the board to review. Mr. Saurborn stated that the announcement regarding the project needed to be made within forty-five (45) days of the date of the agreement being signed therefore ideally the announcement would be made in the beginning of December, 2023 with the project potential start date of January 2024. Mr. Saurborn further noted that the Farm Bill would be very vital to the project because Braxton County had been previously deemed a "Limited Resource Area" which would affect the funding for the project. A work session was planned for November 14, 2023, beginning at 9:30 a.m., for all board members to review the draft agreement and make any recommendations/changes to the same. Additionally, a Salt Lick Rehab Project Meeting was scheduled for November 28, 2023, beginning at 1:30 p.m. where the final agreement will be presented and signed by the board.

**ELK CONSERVATION DISTRICT
BOARD OF SUPERVISORS MEETING**

October 25, 2022 - 10:00 AM

District Conference Room – 738 Airport Rd., Sutton, WV

Braxton County Middle School Greenhouse Project; Dr. Donna Burge-Tetrick, Ms. Tashauna Chapman, and Ms. Amy Perkins:

Dr. Burge addressed the board and provided a packet detailing the new Ag program that began this year at Braxton County Middle School. Dr. Burge introduced the Ag teacher, Ms. Tashauna Chapman, and noted that the first project that Ms. Chapman plans to focus on is the “old” greenhouse that sits closest to the Middle School. Dr. Burge noted that this district had helped with the building of the new greenhouse at the High School and this greenhouse had been vacant since the new one was built. Ms. Chapman addressed the board and stated that she was new to the AgEd position and she was new to greenhouses but that she does have a background in Agriculture and resides on a farm in Servia. Ms. Chapman indicated that the old greenhouse has most of the materials needed but no one to install the materials. Additionally, Ms. Chapman noted that the electrical and lighting in the greenhouse would need work. Ms. Chapman also noted there are some trees that have overgrown around the greenhouse that will need to be removed. Mr. King noted that he would be able to inspect the site and provide tree removal. Mr. Cantrell noted that some members of the board had visited the greenhouse following the executive meeting earlier in the month. Donny Tinney addressed the board and volunteered to inspect the greenhouse to assist with planning. An inspection of the greenhouse was scheduled for **November 1, 2023, beginning at 1:00 p.m.** and anyone needing directions to the greenhouse can meet at the Elk office to follow folks from this location.

WVCA Financial Review; Mr. Andrew Riffe and Ms. Melissa Bout:

Mr. Riffe addressed the board to review the recent information provided at the quarterly meeting regarding district financials. Two (2) handouts were provided. No board members had any questions at this time.

REPORTS:

ECD District Equipment/OM&R Manager: Mr. Burroughs reported that he had begun winterizing some of the equipment. Mr. Burroughs further noted that he had to purchase a pump for the potato planter and will work on replacing the old pump to get the equipment in working order. Ms. Smith reported that she and Mr. Burroughs would be taking inventory of the supplies for sale in the building and restocking what is needed. Ms. Smith further noted that she had updated the supplies list and the equipment list and intended to mail the same to the cooperators so that they were aware of what supplies and services the district offers.

ECD Administrative Specialist: Ms. Smith presented a written report and reported on the banquet and field day. Ms. Smith further noted that she had been working on the social media platforms quite a bit and was seeing an uptick in followers from her efforts. She noted that she had mailed thirteen (13) informative packets to potential new cooperators during the previous month, and some had reported they had learned of the programs through social media posts. Ms. Smith noted that she would be out of the office for vacation in November.

ECD Program Support Specialist: Ms. Miller presented a written report. Ms. Miller reported that she had been able to visit many schools and had attended the events in the district for the month. Ms. Miller also noted that the grant reporting had been completed.

WVCA Conservational Specialist: Mr. Johnson reported that he attended the JET Training and enjoyed that time. Mr. Johnson reported that he had provided the Ag Enhancement Program Report in the packets and encouraged the board members to keep the report handy to show folks and especially any legislatures that they could to push for more funding.

WVCA District Operations Manager West: Ms. Fisher provided a written report and noted that she would no longer be the district manager for the area as of October 31 and Mr. Salyer would take over on November 1, 2023.

WVCA Personnel: No report.

WVACD: Ms. Duncan provided a written report and noted that the quarterly meeting and banquet recently held were well attended. Ms. Duncan stated that looking forward, the next quarterly meeting is scheduled for February 7, 2024, at West Virginia State in Charleston and that districts needed to begin planning for the Conservation and Ag Day at the Capitol, which is scheduled for the next day, February 8, 2024. Ms. Duncan reported that each district will be given a table therefore supervisors need to communicate with their AS's to purchase hand-out materials. The Spring Quarterly Meeting will be April 8-9, 2024, in Morgantown and the Fall Quarterly Meeting will be October 21-22 in Flatwoods.

SWA: Ms. Hyre (BCSWA) was not present. **Mr. Smalley (NCSWA)** did not have anything to report.

NRCS Personnel Report: Mr. Andy Sentz provided a written report and presented a written MOA for the board to review and sign. Mr. Sentz noted that he appreciated ECD providing folks with the handouts that NRCS provided prior to the field day because outreach is a weakness for NRCS.

FSA Personnel: Ms. Robin Ward presented a written report and spoke about various programs currently available.

**ELK CONSERVATION DISTRICT
BOARD OF SUPERVISORS MEETING**

October 25, 2022 - 10:00 AM

District Conference Room – 738 Airport Rd., Sutton, WV

WVU/WVSU Extension Personnel: Ms. Debbie Friend from the Braxton County Extension Office was present and provided a final report regarding the trail that the Master Gardeners had received support from ECD with. Ms. Friend reported that the Women in Ag Conference was coming up and following that conference the Stockman's College had been scheduled for December 8-9, 2023.

Forestry Division: Mr. King reported that it was fire season in West Virginia and so far, it had been a very mild year with only forty-one (41) fires reported throughout the state. Mr. King reported there had been one (1) fire in this district, but it was contained to one (1) acre. Mr. King further reported that the WVDOF hired a new Forester for Webster County and he hoped to get him to a meeting soon so that he could make introductions. Mr. King further thanked the board for the award he was presented with during the annual banquet.

DEP: None present.

CD Supervisors:

John Pitsenbarger: Mr. Pitsenbarger reported that he had purchased educational materials at the Quarterly meeting for the district and he would be scheduling the classes soon.

Larry Greynolds: Mr. Greynolds reported that he had obtained State Farmland Protection Training brochures and had those available. He further reported that the Appalachian Grazing Conference was scheduled for March 7, 8 and 9, 2024 in Morgantown and the district should consider being a sponsor to that event.

Mike Smalley: Mr. Smalley reported that he had received funds in the amount of \$5,000.00 from the Webster County Commission, and he was proud of the district for securing funding for further programming in Webster County.

Clark Mollohan: Nothing to report.

Linda Brown: Ms. Brown reported that she had attended the quarterly meeting in Flatwoods and that she had hosted the ECD Field Day and Grassland Committee on her family farm.

Debbie Hamric: Ms. Hamric reported that she attended Fire Safety Day at Frametown Elementary School in Braxton County and that she was able to attend some of the field day. Ms. Hamric stated that she would be happy to assist the Education Committee as it meets to discuss the greenhouse project for BCMS.

Jeremy Cantrell: Mr. Cantrell reported that he had attended a bio-char training last weekend and was very intrigued by the process.

Keyota Jarvis: Ms. Jarvis noted that she had attended the Greater RCD meeting where several grants were discussed.

Big Ditch Dam: Ms. Smith reported there were meeting notes in the packets from the August and October Meetings.

Salt Lick Dam: Mr. Lavender addressed the board and apologized for not being present at the bid opening during the September board meeting regarding the Trash Rack Replacement Project. Mr. Lavender noted that the agency had failed to provide the board with the Agency Estimate for the job prior to the bids being opened therefore the Agency had made the recommendation to reject the bids due to their amounts being well over the Agency Estimate of \$18,000.00. Mr. Lavender noted that Southern Conservation District's work crew were willing to do the job, but they were very behind on existing projects and would not be able to complete the work until Spring 2024. Discussion ensued regarding the bids and the process for the contract. A work session was scheduled for **October 31, 2023, beginning at 9:30 a.m.** to discuss the districts options moving forward.

Mr. Lavender requested that the board schedule their annual inspection for the watershed and the same was scheduled for **November 2, 2023, beginning at 9:00 a.m.** All interested parties shall meet at the Elk District office and will travel to the sites from there.

Mr. Lavender noted that he had not received the invoice for mowing for the year and Mr. Burroughs reported that he had not completed the mowing and would provide an invoice once the final mowing is completed.

COMMITTEE ACTIONS:

AG ENHANCEMENT: Ms. Smith reported that the subcommittees had met at ECD in the conference room on October 18, 2023, and would be meeting again on **November 3, 2023, beginning at 10:00 a.m.** for anyone interested in those programs that are up for review.

BUILDING: None

COMMUNICATION: Mr. Cantrell requested that Ms. Miller attend the communications meeting scheduled for tomorrow, October 25, 2023.

EDUCATION: Mr. Greynolds reported that following the walk-through of the greenhouse at BCMS, the committee would meet to discuss the project and develop a plan to move forward.

**ELK CONSERVATION DISTRICT
BOARD OF SUPERVISORS MEETING
October 25, 2022 - 10:00 AM
District Conference Room – 738 Airport Rd., Sutton, WV**

EQUIPMENT: None

FINANCE: Mr. Greynolds reported that the Finance committee will meet during the executive session on November 14, 2023.

FORESTRY: Mr. Smalley reported that the sawmill in Webster County will be closing.

GRASSLANDS: Ms. Brown reported that the October meeting was cancelled due to the chairman experiencing health issues and the same had been rescheduled for January 12, 2024.

LEGISLATIVE: Mr. Pitsenbarger requested that board members contact their representatives and invite them to the luncheon scheduled in December.

PERSONNEL: None

PROJECT: Mr. Johnson reported that the current Forest Demo Project's had been completed and a sign needed to be purchased for the project site that can be seen from the public highway in Webster County. Mr. King noted that he would be working with Mr. Johnson to learn about the Statewide grant that was secured for more funding into the program.

WATER QUALITY: Mr. Smalley reported that the State is officially no longer in a drought.

OLD BUSINESS

- **Per-Diem Rate:** Mr. Pitsenbarger reported that the per-Diem rate was to stay as previously set for the time being.
- **District Representative for Braxton County Solid Waste Authority:** Nothing new to report.
- **CDO Expenditure Report:** Ms. Smith reported that she had completed the report and the same was in the packet to be approved. Mr. Smalley moved to approve the CDO Report as prepared, and Ms. Brown seconded the motion. Motion passed.
- **Cleaning Company for ECD Office:** Ms. Smith reported that she had walked two (2) additional cleaning companies through Elk's space and received a quote from one (1) of the companies for a rate of \$75.00 per month to clean the space twice per month. Ms. Smith recommended utilizing the company beginning this date. Ms. Hamric made a motion to hire Preferred Cleaning Company at a rate of \$75.00 per month effective immediately and Ms. Brown seconded the motion. Motion passed.
- **Phone System for ECD:** Nothing new to report.
- **Braxton County Emergency Watershed Protection Flood Event of March 1, 2021:** Mr. Greynolds moved that the board approve payment of \$4,300.00 to the Braxton County Commission for the flood event of March 1, 2021, and Ms. Jarvis seconded the motion. Motion passed.
- **Webster County Commission Funds Match (Lime Program):** Ms. Hamric moved to accept the \$5,000.00 provided by the Webster County Commission for projects inside of Webster County and Ms. Brown seconded the motion. Motion passed.

NEW BUSINESS & CORRESPONDENCE

- **Salt Lick Watershed; Trash Rack Installation Job Bids, Reject both bids:** On hold.
- **"Women in Ag" Conference Sponsorship for Kay Smalley and Alberta Hickman (Webster County):** Mr. Greynolds made a motion to provide sponsorship for the conference to Ms. Smalley and Ms. Hickman, to include the cost of the conference and their overnight hotel stay. Mr. Cantrell seconded the motion. Motion passed. Ms. Hamric reported that she planned to attend the conference as well and Mr. Pitsenbarger noted that her registration and hotel would be considered an expense she would claim.
- **Tree Sales 2024:** Ms. Smith reported that she had contacted the vendors utilized the previous year and they informed her that there was still time to reserve the trees for the spring sale. Ms. Smith questioned whether the same sales list would be utilized or if there were different trees needed. Discussion was held and some changes were made to the order. Ms. Smith noted that she would contact the companies and place the orders as soon as possible. Ms. Hamric made the motion to move forward with the tree sales for the spring and reserve the trees for said sale and pay any upfront cost associated with the reservation of the trees. Mr. Smalley seconded the motion. Motion passed.
- **JF Allen, Lime Approval:** Mr. Johnson reported that several cooperators had been unable to locate lime this year and that some had utilized JF Allen prior to realizing it was not on the State approved list. Mr. Johnson reported that the levels for the lime were within standards and that Tygart Valley Conservation District had been using the provider. Ms. Brown made a motion to approve payment for lime from any cooperator that utilizes JF Allen. Mr. Smalley seconded the motion. Motion passed.

**ELK CONSERVATION DISTRICT
BOARD OF SUPERVISORS MEETING**

October 25, 2022 - 10:00 AM

District Conference Room – 738 Airport Rd., Sutton, WV

- **AgEP Extensions, Fencing:** Mr. Johnson reported that he had received some requests for extensions regarding the fencing deadline and he suggested that the district permit the extension. Mr. Johnson reported that he had received four (4) requests and had already received documentation of completion from two (2) of them therefore he trusts that the cooperators will complete the project timely. Ms. Jarvis made a motion to extend the fencing deadline to the end of FY24, being May 2024. Ms. Hamric seconded the motion. Motion passed.
- **AgEP Funding Approval:** Mr. Johnson noted the attached list of cooperators that had completed their projects and recommended that the Board approve payment. The cooperators mentioned were Ray Teets (Braxton County), Frost Seeding for \$200.00; Ray Teets (Braxton County), Lime for \$706.00; Joe Craft (Braxton County), Lime for \$853.12; Larry Grogg (Braxton County), Lime for \$550.34; and Mike Nuckles (Braxton County), Lime for \$938.08. Ms. Brown made a motion to approve payment to the cooperators. Mr. Cantrell seconded the motion.

On motion by Ms. Jarvis, seconded by Mr. Cantrell; Chairman Pitsenbarger declared the meeting adjourned at 1:01 pm.

Minutes Approved: November 28, 2023

Larry Greynolds, Secretary

**ELK CONSERVATION DISTRICT
BOARD OF SUPERVISORS MEETING
November 28, 2023 - 10:00 AM
District Conference Room – 738 Airport Rd., Sutton, WV
November 2023
Meeting Minutes**

Supervisors Present:

Linda Brown – Braxton Co.
Debbie Hamric – Braxton Co.
Larry Greynolds – Nicholas Co.
John Pitsenbarger – Nicholas Co.
Mike Smalley – Webster Co.
Clark Mollohan – Webster Co.
Keyota Jarvis – Clay Co.
Jeremy Cantrell – Clay Co.

Supervisors Absent:

Others Present: Johnny King, West Virginia Division of Forestry; Kirk Burroughs, ECD; Sigrid Teets, WVCA Watershed Division (by TEAMS); Jocee Miller, ECD PSS; Dylan Johnson, WVCA CS; Mary Beth Smith, WVCA, ECD AS; Russell Young, NRCS; Jeremy Salyer, WVCA District Manager (by TEAMS); Chris Ellison, WVCA IT (by TEAMS); Davin White, WVCA (by TEAMS); and Heather Duncan, WVACD (by TEAMS).

CALL TO ORDER

Chairman Pitsenbarger called the meeting to order at 9:32 a.m.
Pledge of Allegiance was led by Linda Brown.

Agenda: Mr. Greynolds moved to approve the agenda; Ms. Brown seconded; motion passed.

Minutes for October 2023: Mr. Greynolds moved to approve the minutes; Mr. Smalley seconded; motion passed.

Treasurer's Report/Financial Statement: Mr. Greynolds moved to file the records for audit as presented. Ms. Brown seconded; motion passed. Ms. Smith presented the Supervisor Per Diem, Travel and Expense report.

Payment of Bills: Mr. Cantrell moved to approve the payment of bills as reviewed by the Executive Committee; Mr. Greynolds seconded; motion passed.

OLD BUSINESS

- **Per-Diem Rate:** Mr. Pitsenbarger reported that the per-Diem rate was to stay as previously set for the time being.
- **District Representative for Braxton County Solid Waste Authority:** Nothing new to report.
- **Phone System for ECD:** Mr. Ellison, WVCA IT, gave a brief presentation about a new phone system option for ECD. Mr. Ellison noted that other districts have moved to this type of line and were very pleased with it. The cost would be \$7.50 per line, per month for a total of \$90.00 per year. Each employee would have their own line to their own desk and customers calls would continue to come in despite someone being on the phone. Additionally, Mr. Ellison noted that ECD would be able to keep their own phone number. Mr. Ellison stated that the district would be responsible for purchasing their own phones for their employees (\$200.00 - \$250.00 each) and once the system is installed, one check would be written to the Agency as payment for the system. Ms. Hamric made a motion to move forward with the new phone lines and phones for the office. Ms. Brown seconded the motion. Motion passed.
- **Salt Lick Watershed: Trash Rack Installation Job Bids** – Mr. Pitsenbarger noted that given the ECD board now has been provided critical information regarding cost estimates for installation of the Salt Lick trash racks that was not known during the initial motion to accept the previously submitted bid for the job, the board wishes to reject both bids previously submitted. Mr. Greynolds made the motion to reject the bids. Ms. Jarvis seconded the motion. Motion passed.
- **Tree Sales:** Ms. Smith updated the board as to her progress with the Spring tree sales. Ms. Smith reported that all the trees and plants had been purchased and paid for, some just a deposit payment. Ms. Smith further noted that the trees would be delivered to ECD on March 18 and 19, 2024 and the board would assemble to sort the trees and plants on March 20, 2024. Customers would pick up their trees on March 21 and 22, 2024 at the pre-arranged pick-up locations.

**ELK CONSERVATION DISTRICT
BOARD OF SUPERVISORS MEETING**

November 28, 2023 - 10:00 AM

District Conference Room – 738 Airport Rd., Sutton, WV

NEW BUSINESS & CORRESPONDENCE

- **CD Renewal: City National Bank** – Ms. Brown made a motion to approve the renewal of the CD at City National Bank that was up for renewal at a higher interest rate. Mr. Smalley seconded the motion. Motion passed.
- **CD: Peoples Bank** – Ms. Hamric made a motion to approve a new CD being opened at Peoples bank for a total of \$10,000.00 for a period of nine (9) months at a rate of 5.17 percent. Ms. Brown seconded the motion. Mr. Pitsenbarger asked for guidance from Mr. Salyer about opening a new CD. Mr. Salyer stated there was nothing prohibiting it but recommended that the district notify the financial department of the agency in writing. Ms. Smith noted that she would do the same. Motion passed.
- **NRCS MOA**: Ms. Smith provided a copy of the MOA presented to the board during the October board meeting by Mr. Sentz. Mr. Greynolds made a motion that the board agree to the MOA and sign the same. Mr. Smalley seconded the motion. Motion passed.
- **WVCA/ECD Salt Lick Rehab Agreement**: Ms. Sigrid Teets, WVCA Watershed, addressed the agreement and thanked the board for reviewing the same. Ms. Teets noted that the final agreement had been reviewed and approved by Ms. Judith Lyons and was ready for all signatures. Mr. Smalley made a motion that the board approve the agreement and sign the same. Mr. Greynolds seconded the motion. Motion passed.
- **Educational Events: 2/15/2024 at Nettles Equipment (Braxton/Clay) and 2/29/2024 at Nicholas County Career and Technical Center (Nicholas/Webster)** – Ms. Smith noted that the board had met previously during a work session and scheduled the two educational dinner meetings. Ms. Smith further noted that she had reached out to WVU Extension and Ms. Debbie Friend with the Braxton WVU office was very excited to assist with the meetings. Ms. Smooth noted that Ms. Friend had provided a list of other meetings and topics for the winter months. Ms. Smith recommended that the Education Committee meet to discuss the specifics of the event and return to the board with the details. Mr. Cantrell noted that he had spoken to Nettles Equipment and given them the date for the first meeting which was fine with them. Mr. Cantrell made a motion to move forward with the planning and scheduling for the event. Ms. Hamric seconded the motion. Motion passed. The Education Committee will meet on **December 12, 2023, at 10:30 AM** to plan the event.
- **AgEP Payment Approvals**: Mr. Johnson provided a list of cooperators that had completed their Programs and noted that payments were ready as follows: for fencing, Johnny Singleton, \$1,500.00 (BCC funds); Travis McMillion, \$1,500.00 (AgEP funds); Wayne Stephenson, \$1,500.00 (NCC funds); Georgiana Jarvis, \$1,500.00 (NCC funds); for lime, Lawrence Bailes, \$500.00 (NCC funds); Craig Brake, \$1,239.41 (NCC funds); Larry Leslie, \$875.00 (AgEP funds); Johnny Singleton, \$592.75 (BCC funds); Mark Robinson, \$490.17 (AgEP funds); and for frost seeding, William Given, \$200.00 (BCC funds). Mr. Johnson further noted that the board had extended the deadline on fencing through May so there would be more of those programs completed later. Mr. Cantrell made a motion to approve the payments as provided. Ms. Hamric seconded the motion. Motion passed.

Special Guests:

Davin White, by TEAMS, WVCA – Annual Report Information/District Banners – Mr. White addressed the board and requested information for the Annual Report he was putting together. Mr. White asked the board three (3) questions: (1) What are some highlights of the year for the board, the board noted that they were very proud of the Forest Demo Project, the Field Day held at Linda Brown's farm, the Tree and Plan sell held last March, the new Webster County Lime Program, the Envirothon Training Day held this past fall at Holly Grey Park in Braxton County, the State Conservation Camp wherein ECD sponsored eight (8) students, the Salt Lick Rehab Project, the new Pollinator Field in Gassaway and the work done on the Trail in Clay County that was sponsored by ECD; (2) What are the top priorities for ECD for next year: the board noted that they were excited to put together the Educational Meetings to be held in February of 2024, the new greenhouse project at Braxton County Middle School, the start of the Salt Lick Rehab Project, the upcoming tree sales in March of 2024, the next field day and all other continued outreach efforts; (3) What are some of the groups that the ECD works well with: the board noted that they enjoy working with NRCS, the Garden Club, the Forestry Division and the Farm Club. Mr. White further addressed the banners for the district and noted that the WVCA would purchase one (1) banner for the district, but the district buys the hardware for the same. Mr. White noted that he would send the file containing the print for ECD's current banner to review and determine if a new banner was needed.

**ELK CONSERVATION DISTRICT
BOARD OF SUPERVISORS MEETING
November 28, 2023 - 10:00 AM
District Conference Room – 738 Airport Rd., Sutton, WV**

REPORTS:

ECD District Equipment/OM&R Manager: Mr. Burroughs reported that he had done quite a few repairs on the equipment over the previous month. Mr. Burroughs further reported that he was working on restocking some of the parts to be sold for trough supplies. Ms. Smith noted that she had received the valves and pumps that were ordered to restock the supplies. Ms. Smith further noted that she raised the prices on some items and would be working on putting together boxed kits for customers to purchase as one item.

ECD Administrative Specialist: Ms. Smith presented a written report and reported on the work she had done so far for the upcoming tree sales. Ms. Smith further noted that she had designed and printed several pieces of literature to be mailed in Christmas cards to all cooperators and other partners. Ms. Smith further noted that the Christmas luncheon invitations were also ready to be passed out and encouraged the supervisors to take several of the handouts to pass on to folks. Ms. Smith stated that the district would be providing the meat, drinks, paper products and desserts for the luncheon and encouraged others to bring a covered dish. Ms. Smith noted that she had hosted several groups in the ECD conference space and would continue to keep the calendars updated. Mr. Young noted that ECD would need to purchase additional chairs for the conference space as there had not been enough seating for the meeting that he held there a few weeks ago. Ms. Smith stated she would take care of replacing the chairs.

ECD Program Support Specialist: Ms. Miller presented a written report. Ms. Miller reported that she had begun to use a design program called Canva and was excited to continue working on updating the district's literature pieces. Ms. Miller noted that she would continue attending training courses and hoped to schedule a training course at the ECD conference room soon.

WVCA Conservational Specialist: Mr. Johnson reported that he is working on visiting various cooperators farms to complete fencing inspections.

WVCA District Operations Manager West: Mr. Salyer provided a written report and noted that he would be working with Ms. Teets to get Ms. Smith able to complete the EZGranting reporting soon.

WVCA Personnel: No report.

WVACD: Ms. Duncan provided a written report and noted that the financial document report was top priority at this time and further encouraged supervisors to do anything they could to assist Ms. Smith with preparing the report.

SWA: Ms. Hyre (BCSWA) was not present. **Mr. Smalley (NCSWA)** reported that he had attended a meeting the evening before and was appointed to look into the financial areas of the SWA.

NRCS Personnel Report: Mr. Russell Young was present on behalf of Mr. Andy Sentz who sent a written report.

FSA Personnel: Ms. Robin Ward was not present in person but provided a written report.

WVU/WVSU Extension Personnel: No one was present but Ms. Smith noted that Ms. Friend had sent an email in regards to the upcoming Education Meetings.

Forestry Division: Mr. King reported that he would provide a written summary regarding the Forest Demo Project to be used on the Annual Report and for the presentation at the Capitol later in February of 2024. Mr. King further noted that he plans to go to the BCMS greenhouse location during Christmas break for the students to attempt to clear out some of the brush and trees around the greenhouse. Mr. King further reported that it had been a very mild fire season and hoped that it stayed that way.

DEP: None present.

CD Supervisors:

John Pitsenbarger: Mr. Pitsenbarger reported that he was recently selected to be the West Virginia Farm Bureau's Vice President and he was happy to be in that position. Mr. Pitsenbarger further noted that he is staying busy in all the various positions that he holds.

Larry Greynolds: Mr. Greynolds reported that he had attended the Farmland Protection Board meeting recently.

Mike Smalley: Mr. Smalley reported that his wife had attended the Women in Ag Conference in Canaan Valley and had enjoyed the same.

Clark Mollohan: Nothing to report.

Linda Brown: Ms. Brown reported that she had spoken with a few folks about becoming a cooperator and she was hopeful they would be in contact with the district. Ms. Brown further reported that she was recently appointed President of the Braxton County Farm Bureau.

Debbie Hamric: Ms. Hamric reported that she attended the Women In Ag Conference in Canaan Valley and enjoyed the same. Mr. Hamric noted that she enjoyed the tours and various classes.

**ELK CONSERVATION DISTRICT
BOARD OF SUPERVISORS MEETING**

November 28, 2023 - 10:00 AM

District Conference Room – 738 Airport Rd., Sutton, WV

Jeremy Cantrell: Mr. Cantrell noted that he was eager to finish up the weather station installation in Clay County High School and would work with Mr. Johnson to complete the same.

Keyota Jarvis: Ms. Jarvis noted that she planned to attend the Greater Kanawha Christmas event.

Big Ditch Dam: Ms. Smith reported there were meeting notes in the packets from the November Meeting.

Salt Lick Dam: Mr. Mr. Pitsenbarger noted that the rehab project had been discussed previously in the meeting and there was nothing new to report at this time.

COMMITTEE ACTIONS:

AG ENHANCEMENT: Ms. Smith reported that the subcommittees would be meeting in the ECD conference room on **November 29, 2023 at 10:00 AM and again on December 18, 2023 at 10:00 a.m.**

BUILDING: Ms. Brown requested that she be relieved as head of the building committee. Mr. Pitsenbarger named Ms. Hamric head of the committee. Ms. Hamric accepted.

COMMUNICATION: Mr. Cantrell noted that last months communication meeting had been cancelled and that the meeting for the month of November had also been cancelled therefore there was nothing to report at this time.

EDUCATION: Mr. Greynolds reported that the Education committee would meet on December 12, 2024 at 10:30 AM to discuss the upcoming educational dinner meetings.

EQUIPMENT: Mr. Burroughs reported that the lime spreaders had stayed busy.

FINANCE: Mr. Greynolds noted that the finance committee would not be committing any money to the BCMS greenhouse project at this time but would continue to offer advice and follow the project.

FORESTRY: Mr. Smalley reported that the sawmill in Webster County will be closing.

GRASSLANDS: Ms. Brown reported that the next meeting is scheduled for **January 12, 2024 at 10:00 a.m.**

LEGISLATIVE: Mr. Pitsenbarger requested that board members contact their representatives and invite them to the luncheon scheduled in December.

PERSONNEL: Mr. Pitsenbarger noted that a personnel review meeting for Jocce Miller is scheduled for December 12, 2023 beginning at 9:30 AM.

PROJECT: Nothing on going at this time.

WATER QUALITY: Mr. Smalley reported that rainfall was approximately ten (10) inches lower for the year.

On motion by Ms. Jarvis, seconded by Mr. Cantrell; Chairman Pitsenbarger declared the meeting adjourned at 12:00 pm.

Minutes Approved: December 19, 2023

Larry Greynolds, Secretary