

**Southern Conservation District
Board Meeting Minutes
October 10th, 2024
10:00 AM**

Open & Welcome

SCD Chair, Randall Patton

Prayer & Pledge

The SCD met for their regular scheduled monthly board meeting held at their location, 463 Ragland Road, Beckley WV 25801.

Those in attendance: Members of the board; Ron Testerman, Ed Hendrick, John Farrell (via teleconference) Bill Harris, Randall Patton, Randy Prince, Rachel Prince (via teleconference) Steven Johnston

SCD/WVCA/ NRCS Staff: Dave Parkulo, Marty Walker-Owen, Jeremy Salyer, Katy McBride

Southern Conservation District Operations & Business

Approval of September Board Meeting Minutes

SCD/Marty Walker-Owen

Ed Hendrick moved to approve the September Board Meeting Minutes, John Farrell seconded, motion carried.

Approval of September Committee Meeting Minutes/Special Board Meeting Minutes

Ed Hendrick moved to approve the September Committee/Special Board Meeting Minutes, John Farrell seconded, motion carried.

Review/Approval of District Financial Reports

SCD/Marty Walker-Owen

District Operating Account

District Building Account

Supervisor Travel & Per Diem Account

CDO Account

District Reserve Account

Marty Walker-Owen reported about the operating account deposits from recent O&M work due to the end of the month report not capturing in excess of \$80,000.00 for work of the district crew.

A discussion about the quarterly support allotment for supervisor travel per diem and CDO was had between Marty and Bill Harris.

Bill Harris moved to approve the SCD financial reports, Ron Testerman seconded, motion carried.

Review/Approval of Accounts Receivable/Aging Summary

SCD/Dave Parkulo

A discussion was held between Randall Patton and Dave Parkulo about items being paid and checks received for services of the district.

Marty Walker-Owen noted she has received payment from Capitol Conservation District as well as the Western Conservation District.

Some 60-90 days past due notices were discussed for rentals.

Marty also noted she has sent follow-up emails for verifications for the fall mowing invoices as submitted by the SCD and has not received an update yet. She noted those items were submitted August 1 2024. A discussion was held in relation to the O&M payments from the WVCA to the District for channel repair and fall mowing.

Dave Parkulo reported that the verifications are taking too long for the agency to complete which delays the payment process after work is completed.

Bill Harris moved to approve the Aging Summary, John Farrell seconded, motion carried.

WVCA/SCD District Administration Report Marty Walker-Owen, WVCA

- SCD Office Updates

Marty Walker-Owen reported her recent personal trip was enjoyable and appreciated the board's understanding of not being present for the Special Board Meeting at the end of September, she noted she has listened to the recording and caught back up. She shared she has finalized the fall awards banquet, and it is planned for October 17th she hopes all are able to attend. She reported she has been working with the auditor and has been working on multiple years at the same time. She stated the procedural audits have been in arrears since taking the position due to COVID restraints and scheduling and her goal is to have everything caught up and current to the fiscal year to date. So far, the audit is going well she noted it is just time-consuming working with multiple years at one time.

Marty reported she is processing several AgEP checks at this time as people are finishing their contracts.

Marty reported she has received the funding agreement back from Raleigh County Commission which was signed by the commission in September and was just received this week.

- Review/Approval of Co-administered WVCA Financial reports

Randy Prince moved to approve the co-administered reports, Ed Hendrick seconded, motion carried.

- SCD Approval & Signature of 2024 Funding Agreement- Raleigh County Commission

Randy Prince moved to approve, Steve Johnston seconded, motion carried

- SCD Marketing/Outreach- Items for Purchase \$500.00

Marty Walker Owen updated the board that she has used all of the past ordered marketing items in terms of SCD branding such as note pads, pens, keychains etc. It was mentioned by members of the board at the last outreach event at the district that items were needed for WV State Fair for Southern to provide. She asked that an amount be approved so she could order items for giveaway at district events including workshops and attending fairs and other agency events since the marketing items have been depleted.

Marty noted she has ordered additional rack cards that are updated and current and those have arrived. She also has created an updated brochure for the SCD for marketing purposes.

Bill Harris moved to approve up to \$500 items for purchase of outreach materials, Ron Testerman seconded motion carried.

Conservation Technician Supervisor Report

Dave Parkulo, SCD

District Work Project Updates

Dave Parkulo reported on the rental equipment overview of the district as well as 116 tons of lime being delivered since last meeting. He has put in an additional trough installation in Fayetteville as well as finished work at Plum Orchard Lake for DNR. He reported the crew has completed three pond cleanouts as well as a fence project completion.

The crew is currently delivering and spreading 100 tons of lime to Danese and additional 80 tons going to Jumping Branch and 40 tons of lime to Shady Spring. He will begin working on another 80-ton order to Green Sulphur after that.

He stated the crew is working on Brush Creek site 2 cutting brush around the outlet channel and extending the outlet channel.

He noted he has postponed a fence project in the Dry Creek area due to the drought and difficulty driving posts.

Dave reported on the ongoing planning of the feedpad for Ron Testerman's farm once the updated contract is approved.

Dave Parkulo reported the dam and channel inspections will be held next week and reminded of the dates and times for meeting in each county.

Bill Harris noted he will be attending a teleconference for AgEP funding for the upcoming year prior to the inspections so he will catch up with inspections after that is finished.

Conservation Specialist Report

Morgan Dial, WVCA

Jeremy Salyer provided a report in place of the Conservation Specialist, Morgan Dial was not in attendance today. He noted that he did not have any AgEP updates. He provided a 319 update that the final feed pad contract has been sent for approval and signature with recent revisions.

Bill Harris moved to accept the revision and updated signature on the feed pad, Randy Prince seconded, motion carried.

- AgEP Updates- None reported on at this time.
- 319 Program Updates-Approval of Testerman Feed Pad Project Contract (Approved)
- Approval of NASDA application and authority for GVCD to administer

Jeremy Salyer reported that a grant was received for re-seeding grasses. It is the recommendation of the agency to let GVCD administer that grant.

Randy Prince moved to allow the GVCD to administer the NASDA grant as presented, Stephen Johnston seconded. Motion carried.

WVCA, NRCS & SCD Updates/Approvals

District Conservationist

Katy McBride, NRCS

Katy McBride provided everyone with a copy of her written report for the last month.

NRCS will be setting up for Hinton Railroad days for an outreach program. She provided an update on recent activities of the NRCS to support her written report.

Bill Harris and Katy McBride discussed the Envirothon program and registration.

Watershed Manager

Jacob Lavender, WVCA

(Not present today)

Area Operations Manager

Jeremy Salyer, WVCA

Jeremy Salyer reported that the deadline for program comments or ranking criteria is October 31st for AgEP for any additional items the district would like to add.

Supervisor Reports/Approvals

SCD Office Assistant

Randy Prince

Randy Prince first wanted to thank all the members of the board for his attendance to the Farmland Protection Board conference. He shared that he is the Chairman of that board and Fayette County Farmland Protection is one of the most active in the state.

Randy Prince reported to the board that he would like for each of them to think about the office assistant before making a vote. He stated that ever since he has been on the board there has been an office assistant at the building until recent years. He commented that after the last assistant was hired and didn't remain in the position that person was never replaced. He shared that in the past an extra person in the office was always part of the staff.

Randy Prince reported he has seen Dave working on Saturdays and has noticed that Marty is always in a hurry and seems stressed. He also has received comments from people that the phone is not always answered. He said if Dave is in the field and Marty is busy there needs to be someone to help answer calls with the amount of work and calls at the district.

Randy stated he does not feel Dave Parkulo should be working on Saturdays to catch up paperwork.

Randy Prince moved to immediately search for a qualified office assistant to hire to help Dave and Marty for a minimum of three days, a maximum of four days at a rate of \$15.00 per hour, without benefits, John Farrell seconded, motion carried.

Randall Patton stated that in discussion with Dave Parkulo he had agreed that if someone were hired it would need to be at a time in the year that he had time to train someone. He also stated the person would need to be part time and Dave Parkulo should be the one to hire someone as well as fire them if needed. Randy Prince agreed.

Bill Harris confirmed that this person would be available to assist Marty as well as needed at least three days a week. Dave agreed this person would be serving the office as a whole.

Marty Walker-Owen stated that the reality is Dave Parkulo will not always be here, one day he will retire. She also stated that she will one day find a different job because she looks all the time. She noted that she likes what she does and likes working with everyone but she wants to grow and the growth opportunity with the agency is very small. She commented that if we have someone else here not only will that benefit us and the workload and make things more efficient but you are looking at the future by training someone that knows what is going on in the event that she leaves or Dave retires.

She provided an example if Dave is in the field and the person in Braden's job is in the field and she is at the office working by herself with the phone ringing back to back all morning it isn't possible for her to speak to more than one person at a time especially when doing her computer work also.

An at length discussion amongst members of the board and staff was held about the direction of the office assistant at the district.

Jeremy Salyer suggested to run an ad in the paper and see what options you have.

Marty noted that Winter is the best time to properly train someone due to the Spring and Summer being constant with rental equipment and people working with the ag program.

Randy Prince suggested using Indeed for the job application. He directed for Dave and Marty to come up with the plan to advertise. Marty reported that she drafted out an SCD job description to provide that the board may read or tweak as they wish.

Randall Patton stated there has been discussion, motion has been made and seconded and called for a vote.

All members voted in favor of the SCD office assistant.

Bill Harris inquired how the person would be paid. Marty Walker-Owen stated last time it was paid from operating.

A discussion was held about supporting the office assistant position financially from what account. Randy Prince suggested starting with operating and if there is a problem, the board can revisit it and help pay from another account.

A discussion was held about the state agency contributing part of the position in the past at the SCD. Ed Hendrick asked to request for assistance from the agency to support the position. Randall Patton asked Marty to write a letter on their behalf.

Randall Patton reminded all of the upcoming banquet.

Ed Hendrick updated the board that he met with the Beckley Sanitary Board yesterday and they were on board with the paperwork they have received. He noted the City hired a new City Manager. He will contact the office manager with the Sanitary Board and provide an update later he is looking to have another \$20,000.00 sponsor for Little Whitestick Creek and Cranberry Creek.

Visitors

WVACD Updates

Heather Duncan, WVACD

Public Comments

Closing Remarks & Meeting Reminders:

October 29th Committee Meetings (Last Tuesday of the month)

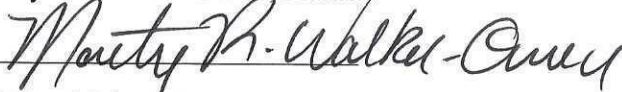
SCD Annual Fall Banquet October 17th, Tamarack 5:00 PM-8:00 PM

Randy Prince moved to adjourn the meeting.

Meeting adjourned at 11:20 AM

Respectfully submitted:

Marty R. Walker-Owen, Admin.

X 

Ed Hendrick, SCD Secretary

X 

Randall Patton, SCD Chairman

X 