



MINUTES

Western Conservation District Board Meeting

May 19, 2025

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

Supervisors Attending in person: Charles Lipscomb, Chairman; Don Stephens, Treasurer; Joe Casto

Others Attending: Hallie Roach, AS; Anthony Winters, CS; Dennis Brumfield, CPA; Jordan Roush, NRCS

Others Attending by phone: Jeremy Grant, Vice Chairman; Mary King, Secretary; Jeremy Salyer, WVCA; Heather Duncan, WVACD; Julie Simmons, WVACD

Call to Order:

Chairman Lipscomb called the meeting to order at 9:08 a.m. at the USDA office in Point Pleasant, WV.

Adopt Agenda / Approve Minutes

Casto moved to adopt the agenda as presented, second by Stephens. Motion Passed.

On a Casto/Stephens motion the Meeting minutes from April 10, 2025, were approved. Motion Passed.

Financial Reports

General Fund and CDO Funds for April 2025 were reviewed by supervisors as presented. Dennis Brumfield reviewed the report with supervisors reading balances, income, and expenses for both General and Grant funds. The report will be filed for an audit.

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

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

Treasurer's Report: Don Stephens provided a report for supervisors to review. **On Casto/Stephens motion payroll was approved for \$2,918.32. Motion Passed.**

Partnership Reports

Jeremy Salyer, WVCD, Area Director

Jeremy Salyer provided a written report to the board members.



MINUTES

Western Conservation District Board Meeting

Heather Duncan, WVACD, Executive Director

Heather Duncan provided a written report to the board members.

Julie Simmons, WVACD

Julie Simmons stated that she is willing to help with the Plan of Work.

Jordan Roush, NRCS

Jordan Roush provided a written report to the board members.

Programs

Operation, Maintenance & Repair

No report provided

CORRESPONDENCE

WVU GRASS Program, Junior Conservation Camp, Letter from Judith Lyons with WVCA, Envirothon Minutes

CO-ADMINISTERED COST SHARE PROGRAMS

A. Agriculture Enhancement Program (AgEP)

Stephens/Casto moved to approve the following AgEP payments and the AgEP Cancellation Contract. Motion Passed.

Agriculture Enhancement Program

AgEP Payments

Lime

Chris DeWeese - \$2,800.00

Samuel Stone - \$1,344.00

Timothy Stalnaker - \$1,216.04

John Patton - \$1,064.00

Exclusion Fence

Michael Stearns – \$2,317.50

Heavy Use

Keith Casto - \$1,000.00

Jason Ferrari - \$1,000.00

Jeanne Bailey - \$ 1,000.00

Jessica Finley - \$1,000.00

Nicole Dean - \$1,000.00

Chase Liptrap - \$1,000.00

John Ohlinger - \$1,000.00



MINUTES

Western Conservation District Board Meeting

Invasive Species
Jason Ferrari - \$375.00
Scot Muncy - \$750.00

Water Systems
James Elswick - \$1,076.00

B. Cancellation Contract

Water Systems
Greg Blain

C. Deadline for AgEP Contracts

Casto/Stephens moved to have June 13, 2025, the deadline for submitting FY25 AgEP paperwork for payment. Motion Passed.

Old Business

Conservation Farm Award

Casto/Stephens moved to approve Parrish Pendley as the District Conservation Traditional Farm for 2025. Motion Passed

Casto/Stephens moved to approve Gritts Farm as the District Conservation Non-Traditional Farm for 2025. Motion Passed.

George “Benny” Hoffman was chosen for the Mason County Conservation Farm.

Transfer funds into a CD

Lipscomb and Stephens opened a CD account with \$150,000.00 at Twin Oaks Federal Credit Union.

Youth Expo

Lipscomb reminded the board that the Youth Expo is Thursday & Friday (May 22 & 23)

Pasture Walk

The Pasture Walk was discussed but there are no plans of doing one this year.

New Business

WV Watershed Network – Julie Stutler NRCS

It was discussed but no action was taken

Plan of Work FY26

Any changes that need to be made, the supervisors need to let Hallie Roach know before June 15, so that it can be voted on at the June Board Meeting.



MINUTES

Western Conservation District Board Meeting

Casto/Stephens moved to approve the FY26 District Support - \$79,133.00. Motion Passed.

FY26 Q1 7/1/2025 LOR# 16371 – CDO - \$19,000.00 Supervisor - \$14,082.00

FY26 Q2 10/1/2025 LOR# 16372 – CDO - \$6,634.00 Supervisor - \$10,058.00

FY26 Q3 1/1/2026 LOR# 16373 – CDO - \$6,633.00 Supervisor - \$10,058.00

FY26 Q4 4/1/2026 LOR# 16374 – CDO - \$6,633.00 Supervisor - \$6,035.00

Casto/Stephens moved to approve FY25 AgEP Exigency Rebalance LOR# 16320 - \$5,954.27. Motion Passed.

Stephens/Casto moved to approve FY24 Audit Reimbursement 4/10/2025 LOR# 16346 - \$1,475.00. Motion Passed.

Stephens/Casto moved to approve LOR # 16396 WVDA Pasture Renovation #4 - \$1,027.00. Motion Passed.

Stephens/Casto moved to donate \$1,000.00 to Mason, Jackson, and Putnam County Fair Crop Divisions. Motion Passed.

Irrigation Manifolds

The Irrigation Manifolds was tabled to the June Board Meeting to allow time to get prices.

Casto/Stephens moved to approve the GRASS participants, Patrick Boggess and Hunter Gwinn. Motion Passed.

Appalachian Grazing Conference

Stephens/Casto moved to provide the facility for the Appalachian Grazing Conference for May 2, 2026. Motion passed.

Stephens/King moved to have the June Board Meeting on June 24, 2025. Motion Passed.

Supervisor Reports

Stephens updated the board on the RC&D meeting and the Envirothon.

Lipscomb updated everyone on the Quarterly Meeting, AgEP funds, Smart Farm, G.R.A.S.S., GLIC, Grassland Contest results 1st- Ripley, 2nd Ravenswood, and 3rd Cabell. Also, the July Quarterly Meeting will be voting on the Revisions to the By-Laws and the Executive Committee will need to come up with a dues amount.

Minutes recorded by:
Hallie Roach

Approved by:

Mary King, Secretary