

Southern Conservation District

Special Board/Committee Meeting Minutes

October 28, 2025

10:00 AM

The Southern Conservation District Board of Supervisors met on Tuesday, October 28, 2025, at 10:00 AM in the conference room of the District Office located @ **263 Ragland Rd. Beckley, WV 25801.**

Those in Attendance:

Supervisors:

Randall Patton, Chairman

Bill Harris, Vice-Chair

Edgar Hendrick, Secretary

John Farell (Teleconference)

Randy Prince

Rachel Prince (Teleconference)

Steven Johnston

Curtis Murphy

Ron Testerman

Others:

Jesus Nandi Roman, WVCA

Dave Parkulo, SCD

Brain Fry, WVCA

Open & Welcome

Randall Patton, Chairman

Randy Prince led in prayer, Steve Johnston Led in Pledge.

Southern Conservation District Operations and Business:

Review/Approval of September Financial Reports

District Operating Account

District Building Account

Supervisor Travel & Per Diem Account

CDO Account

District Reserve Account

Following discussion, it was noted that the balance of the building account is off \$2,000.00 USD. Dave Parkulo stated that he will work with the bookkeeper to adjust the mistake. Randy Prince made a motion to approve the first five accounts. Steven Johnston seconded, motion carried.

Review/Approval of Co-Administered WVCA Financial Reports (September 2025):

Following review, Randy Prince made a motion to approve the approval of the WVCA Financial Reports as presented, Steven Johnston seconded, motion carried.

Review/Approval of Accounts Receivable/Aging Summary:

Dave Parkulo, SCD

Dave Parkulo informed the Board that the first copy of the Accounts Receivable Aging Summary received from the Southern Conservation District bookkeeper was incorrect. He presented an updated and accurate version for review. Parkulo reported that several outstanding invoices, including those from the Western, Capitol, and Potomac Valley Conservation Districts, had been paid in full. He further noted that a portion of the remaining balance was being addressed, with Jacob Lavender and Shane Lilly following up on several outstanding invoices owed to the District. Parkulo explained that some payments were related to mowing and blockage removal projects, including work performed at the FAA tower site and West Creek. He added that portions of these expenditures were drawn from restricted funds, while others were charged to existing maintenance accounts. Parkulo stated that he would continue working with the bookkeeper to ensure the accuracy of future financial reports and prevent similar discrepancies from occurring.

Following Discussion, Bill Harris made a motion to approve A/R Aging Summary as presented. Randy Prince seconded, motion carried.

Conservation Specialist Report/Approvals:

Brian Fry, WVCA

Mr. Brain Fry presented a brief report on the Agricultural Enhancement Program (AgEP). Roy Dale Fox, Joe Blair, and Katie Carter have submitted payment and were approved for the Lime practice. Justin Rider, James Webb, Edith Jarrett, and Richard Thomason were also approved following receipt of the required payments. The detailed cost-share approvals and corresponding lime amounts are included in the attached report and filed with these minutes.

The Board also discussed the drought assistance program currently being offered by the West Virginia Conservation Agency. Members expressed concern regarding the lack of advertising, noting that many eligible participants may be unaware of the program. Mr. Jesus Nandi will coordinate with the previous Administrative Specialist to regain access to the District's Facebook page in order to advertise the program more effectively and reach a broader audience.

AgEP Allocation Discussion:

The Board discussed a proposed change to the AgEP allocation formula that would alter how state cost-share funds are distributed among conservation districts. The proposed revision would reduce the base allocation percentage and introduce a new factor based on the number of unfunded applications submitted by each district. Members expressed concern that this approach would unfairly penalize districts, such as the Southern Conservation District, that consistently utilize their full allocation and frequently supplement program funding with district resources to meet local demand. Board members noted that while the intent of the proposal is to direct more funds to districts with a higher number of unfunded applications, it fails to consider the efforts of districts that manage their budgets efficiently and actively reinvest in local conservation practices. The Board discussed how some districts across the state routinely return unused funds each year, while others, including the Southern District, commit their entire allocation to support as many cooperators as possible. Members emphasized that the proposed formula would create inequities by rewarding districts that underutilize funds and discouraging those that maximize participation and project completion.

The Board agreed that the Southern Conservation District should oppose the proposed reallocation formula, as it would negatively impact districts that have demonstrated strong program management and consistent use of funds. It was noted that the matter will be presented to the State AgEP Committee in December, and the District will have the opportunity to express its position at that time. Following discussion, the matter was tabled for further review and formal action at the November Board Meeting.

Public Remarks/Comments: **None Received**

Special Board Meeting Adjournment:

Upon the completion of all agenda items, Edgar Hendrick made a motion to adjourn SCD's Special Board Meeting at 10:35 AM EST. Steven Johnston Seconded. Motion carried.

Southern Conservation District Committee Meeting

Committees – Updates:

Equipment:

Randall Patton, SCD

No updates/reports mentioned.

Building:

Bill Harris, SCD

Bill Harris informed the Board of the success of the Southern Conservation District Banquet held on October 16, 2025. While noting the absence of congressional and county representatives, Harris commended staff for organizing a well-attended event and recognized Ryan and Morgan for their exceptional presentations. The total cost of the banquet was reported to be within budget. Due to the overall expense of the awards banquet, the Board discussed whether to hold a separate Christmas banquet or to plan a smaller in-office gathering. The matter was tabled until the next regular Board meeting for further consideration.

Harris also opened the floor for discussion on building renovations and facility maintenance. Members noted that while previous renovations have improved much of the office space, additional updates may be needed to maintain consistency throughout the building. It was further mentioned that the replacement of lighting fixtures and minor plumbing repairs would proceed as part of regular building maintenance. The Board confirmed that such work could be completed within established spending limits without additional Board approval, provided updates are reported at the next meeting.

Finance:

Curtis Murphy, SCD

Curtis Murphy reported that all expense sheets had been received and were in good order. A clerical correction was noted regarding the date on one submission (Randall Patton), which had been marked for September rather than October; the correction was acknowledged and will be adjusted accordingly. The Board confirmed that all other financial records were accurate. Discussion followed regarding the District's certificates of deposit, with members noting that renewals are typically due in the spring. The Board confirmed that the District's CDs remain current and in good standing.

Ag Enhancement:

Curtis Murphy, SCD

Under Ag Enhancement, it was reported that Brian has been keeping the program up to date, with contracts and supporting documentation in order and ready for payment. The Board was informed that the District has received drought assistance funds intended for water supply projects such as pumps, piping, and related infrastructure. Members were reminded that these funds must be used for eligible water-related practices—excluding spring developments, pond cleanouts, or water wells—and may cover smaller-scale projects such as temporary fencing, frost seeding, and emergency watering systems.

It was further noted that cost-share assistance is available at a fifty-percent rate up to the established payment limit. The Board discussed that if the funds are not used within the designated period, the State Conservation Agency may reclaim and redistribute the unused balance to other districts in need. Members agreed that efforts should be made to notify cooperators who could benefit from the program to ensure that available funding is utilized in full.

Education & Marketing:

Ron Testerman, SCD

The Board received an update on recent recognitions and outreach activities. Ron Testerman announced that a cash award had been received for the District's second-place finish, which will be forwarded to the recipient. It was noted that Jason Tartt represented the Southern Conservation District in the competition and was commended for his ongoing conservation and agricultural efforts. The Board discussed the state-level results and expressed pride in the District's representation. Members also noted that the District's photo contest participants performed well, receiving monetary recognition, and a corrected certificate is being reissued due to a printing error.

Harris further reported on his attendance, along with Ed Hendrick and other representatives, at the Appalachian Grazing Conference held in Lewisburg. The event, scheduled to return on May 1, 2026 and will feature multiple speakers and demonstrations related to livestock management, water systems, and emerging technologies such as virtual fencing. The organizers have invited the Southern Conservation District to assist in outreach and to provide informational materials or small giveaways to promote the District's programs. Members expressed interest in displaying equipment at the event to highlight the District's capabilities. Additionally, the Board was informed that the District has allocated support for the Mobile Education Lab at Daniels Elementary, scheduled for late April through early May. The program, coordinated by the West Virginia Farm Bureau, will educate elementary students on agriculture, conservation, and natural resource topics, with the District contributing funds to support its operation.

Further discussion centered on opportunities to increase local engagement through workshops and demonstration projects within the District. Members agreed that hosting on-farm demonstrations or field days would help strengthen community awareness and participation, similar to events held in prior years. An equipment update was provided, noting that all machinery is in good working order. The Board also confirmed the list of supervisors serving under the current travel per diem election cycle, verifying the accuracy of the record before submission.

The Board then discussed persistent technical issues with the Microsoft Teams meeting system and the District's phone system. Members expressed frustration with recurring audio and connectivity problems affecting remote participation. It was noted that IT staff from the state office are scheduled to install a new direct internet cable connection to improve reliability. The

Board also discussed dissatisfaction with the current phone system managed through Charleston, citing delayed connections and an automated message that causes confusion for callers. Members agreed that the District should explore alternative options, including replacing the current phones with a simpler, locally managed system if feasible.

Finally, Bill Harris raised the topic of purchasing new District apparel for staff and supervisors. Kayla Burgess was tasked with obtaining color and pricing options for logoed jackets or pullovers through NACD or approved vendors. The Board agreed that such items would help promote the District at events and conferences.

There being no further business, the meeting was adjourned.

Committee Meeting Adjournment:

Dates to Remember:

SCD, Regular Board Meeting: November 13, 2025 at 10:00 AM @ 463 Ragland Rd. Beckley WV 25801

Respectfully Submitted: Jesus Nandi Roman, West Virginia Conservation Agency,
Administrative Specialist

F. William Harris, SCD Vice-Chairman

X F. William Harris

Edgar Hendrick, SCD Secretary

X Edgar Hendrick

BH/EH/AS

**Southern Conservation District
Motions & Quick Summary – October 28, 2025**

Motions Passed:

1. **Motion:** Approve September Financial Reports (Operating, Building, Supervisor Travel & Per Diem, CDO, and Reserve Accounts).
Made by: Randy Prince
Seconded by: Steven Johnston
Outcome: Motion carried
2. **Motion:** Approve WVCA Co-Administered Financial Reports for September 2025.
Made by: Randy Prince
Seconded by: Steven Johnston
Outcome: Motion carried
3. **Motion:** Approve Accounts Receivable/Aging Summary as presented.
Made by: Bill Harris
Seconded by: Randy Prince
Outcome: Motion carried
4. **Motion:** Adjourn Special Board Meeting at 10:35 AM.
Made by: Edgar Hendrick
Seconded by: Steven Johnston
Outcome: Motion carried

Discussion Highlights

Financials

- Building account off by \$2,000; Dave Parkulo will correct with bookkeeper.
- Several outstanding invoices paid; others being followed up by staff.

AgEP Report

- Payments approved for Lime practice participants: Roy Dale Fox, Joe Blair, Katie Carter, Justin Rider, James Webb, Edith Jarrett, and Richard Thomason.
- Discussion on drought assistance program advertising—Jesus Nandi will coordinate Facebook access to promote the program.

AgEP Allocation Formula

- The board discussed the proposed statewide reallocation formula and agreed to oppose it.
- Matter tabled for further review and formal action at the November Board Meeting.

Building Committee

- October 16 banquet held successfully and within budget.
- Discussion about holding a Christmas banquet was tabled until the next meeting.
- Routine lighting and plumbing repairs will proceed within spending limits.

Finance Committee

- All expense sheets were received and accurate, with one date correction (Randall Patton).
- Certificates of Deposit current and in good standing.

Ag Enhancement

- Drought assistance funds received for eligible water-related practices (pumps, piping, fencing, etc.).
- Members emphasized notifying cooperators so all funds are used before the deadline.

Education & Marketing

- District received second-place award; cash prize to be forwarded to the recipient.
- Jason Tartt recognized for his conservation efforts.
- Appalachian Grazing Conference scheduled for May 1, 2026; SCD invited to assist with outreach.
- Mobile Education Lab confirmed for Daniels Elementary in late April to early May 2026.

Adjournment

- The committee meeting concluded following final discussions.

Next Regular Board Meeting:

November 13, 2025 – 10:00 AM

463 Ragland Rd, Beckley, WV 25801

Prepared by:

Jesus Nandi Roman, Administrative Specialist – WVCA

Reviewed by:

F William Harris, Vice-Chairman

Edgar Hendrick, Secretary

October 28 2025 AgEP CS Report

1.Payment approvals

- Justin Rider approved for 36-ton, cost share amount \$990.00
- James Webb approved for 8.56-ton, cost share amount \$235.40 - Curtis approved on 10/21/25
- Edith Jarrett approved for 3.4-ton, cost share amount \$93.50 – Curtis approved on 10/21/25
- Richard Thomason - Pond Cleanout, cost share amount \$1,762.50 – Curtis approved on 10/21/25

Total Approval Cost \$ 3,081.40

2.Completed and paid lime

- Roy Dale Fox approved for 25.82-ton, cost share of \$710.05.
- Joe Blair approved for 65.54-ton, cost share of \$1,802.35.
- Kattie Carter approved for 62.8-ton, cost share of \$1,149.28

Total Lime Completed to date \$3,661.69

3. Obligations.

- Connie Bailey approved for 16.96 ton - need verification form
- Leاون R Lilly approved for 12-ton, needs to pay
- John Bowling approved for Heavy Use has paid 10/27/25 need verification form.

4. To date I have received 31 landowner agreements.