



MINUTES

Western Conservation District Board Meeting

October 16, 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; Dennis Brumfield, CPA

Others Attending via phone: Harold Russell, NRCS; Jeremy Salyer, WVCA District Manager; Jacob Lavender, Field Operations Manager South, Mary King, Supervisor

Call to Order:

Chairman Lipscomb called the meeting to order at 9:08 a.m. at the WVU Extension 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 September 25, 2025, were approved. Motion Passed.

Financial Reports

General Fund and CDO Funds for September 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 September 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 Stephens/Casto motion payroll was approved for \$1,719.30. Motion Passed.

Partnership Reports

Jeremy Salyer, WVCD, Area Director
Jeremy Salyer gave an update to the board.



Heather Duncan, WVACD Staff Report (written report)
Heather Duncan provided a written report.

Programs

Operation, Maintenance & Repair

Jacob Lavender updated the board on the Work Orders and the Southern Conservation District invoices.

Casto/Stephens moved to approve the Debris Removal Work orders for Mill Creek 13 - \$8,635.00 and Mill Creek 5 - \$600.00. Motion Passed

Stephens/Casto moved to approve payments to Southern Conservation District for mowing and debris removal Invoice # 1109 - \$30,525.00 (mowing), Invoice #1114 - \$600.00 (debris removal) and #1139 - \$8,635.00 (debris removal). Motion Passed

Blakes Creek & Poca 28 MOU

Jacob Lavender reviewed with the board on the Dam Rehabilitation Planning, and made clarification information from DEP, and Charles Lipscomb will sign the agreement.

Jacob Lavendar also mentioned to the board about an open-end contract on Mill Creek Dams for repairs on an hourly basis.

CO-ADMINISTERED COST SHARE PROGRAMS

A. Agriculture Enhancement Program (AgEP)

Joe Casto excused himself from the meeting due to being on the list for payment.

Stephens/King moved to approve the following AgEP payments. Motion Passed

Allena Livingston - \$1,120.00
Elizabeth Wiseman - \$1,836.80
Joe Casto - \$2,773.12
John Flora - \$1,176.00
George Jackson - \$168.00
Patrick Boggess - \$2,520.00
Leroy Collins - \$1,456.00

Joe Casto returned to the meeting.

The agenda was amended due to Jordan Roush name being under AgEP Exigency Payment and should have been under Heavy Use.

Stephens/Casto moved to approve Jordan Roush \$1,000.00, for Heavy Use Payment. Motion Passed.



Casto/Stephens moved to approve the following AgEP Exigency Payments. Motion Passed.

Temp Fence

Patrick Boggess - \$129.99

Leasa Harless - \$257.04

Randall Roach - \$331.96

Luke Hunter - \$132.61

Aaron Settle - \$500.00

Temp Water

Luke Hunter - \$375.00

The Drought was discussed and remains in effect with D1 on the Drought Monitor Map.

Old Business

Awards Banquet was discussed, and Hallie Roach is to send out Invitations the week of October 20th and RSVP by November 3, 2025. The date of the Awards Banquet is November 13, 2025, at the Cedar Lakes Dining Room, in Ripley WV.

Women in Agriculture was discussed, and Hallie Roach will try to contact the ladies to see if they are interested in attending and check on deadline for registration.

New Business

No New Business

Supervisor Reports

Stephens reported on the 2027 Envirothon.

Lipscomb reported that the CD with City National Bank was renewed for 7 months at 3.75 Percent. He updated the board on the Committee Meeting on Wednesday evening at 7:30 P.M. at the quarterly meeting. Lipscomb also reported on the Grassland Steering Committee Meeting and the Appalachian Grazing Conference that will be held at the WV State Farm Museum on May 2, 2026.

Minutes recorded by:
Hallie Roach

Approved by:

Mary King, Secretary