

October 1, 2015

Name, Title, Agency

| Name              | Title                    | Agency |
|-------------------|--------------------------|--------|
| Amy Cobo          | DM                       | WVCA   |
| John Conley       | Marion Co Supervisor     |        |
| Mary Ebrich       | associate Supervisor     | MCA    |
| Don Headgen       | MCD SUPERVISOR           |        |
| Jim McDonald      | MCD Associate Supervisor |        |
| A R Mencer        | MCD Benton Co Supervisor |        |
| Myron             | MPCS                     |        |
| JEREMY SAWYER     | WVCA                     |        |
| Mark Wyles        | Union Co Supervisor      |        |
| Paul Nesselroed   | Mon Co Supervisor        |        |
| Edward Ittnerbock | MCD Supervisor           |        |



Monongahela Conservation District  
Board Meeting Agenda  
October 1, 2015  
Steve Lebnick Agricultural Center  
Morgantown, WV  
@ 9:30 a.m.

**Call to Order and Reciting the Pledge of Allegiance**

**Welcome and Introductions**

- M **Approval of Meeting Draft Agenda**
- M **Approval of September Meeting Minutes**
- M **Approval of Financial Statements**
  - Credit card receipts and statements
  - General Fund/CDO reports August 2015

**Visitor's Comments**

- D/M **Cooperating Agency's Reports**
  - **Watershed Division**
    - Cobun Creek-
    - Upper Buffalo Watershed
    - Upper Deckers Watershed
  - **WVCA Conservation Specialist**
  - **Ag Enhancement Program**
  - **WVU Extension**
  - **NRCS**
  - **FSA**
  - **Solid Waste Authority**
  - **District Manager Update**
  - **WVCA Area Director- AgEP Spot check**
- M **Invoices**
  - Mark Matheny Accountant September \$170.00
- D/M **Cooperator Agreements**
  - Wesley Hunt- Marion County- 62 acres
  - Kevin Kelly- Preston County- 40 acres
  - De4ford Hoover- Preston County- 125 acres
- D/M **AgEP Approvals**
  - William Malone- Lime- 28 acres- \$1,466.00
  - Brian Wilson- Lime- 54.1 acres- \$2,522.36
  - Kevin Kelly- Lime- 16.7 acres- \$641.28
  - James Cummins- Lime- 9.5 acres- \$603.25
  - Roger Lewis- Lime- 79 acres- \$3,476.00
  - Jerry Yost- Lime- 28.28 acres- \$1,734.36

D/M **Approval of Supervisor Travel & Per Diem Claims for the month of August**

|                          |                       |
|--------------------------|-----------------------|
| Don Headley \$1,229.73   | Art Mouser \$2,074.83 |
| Jean Conley \$1,207.61   | Ed Utterback \$587.70 |
| Paul Nesselroad \$260.71 |                       |

D/M **Unfinished Business**

Monongalia County Farm Preservation Committee  
Preston County Farm Preservation Committee

D/M **New Business**

Calendar Quote  
Quarterly Meeting  
AgEP Brochures

D/M **Building and Grounds**

Water Fountain  
Parking Lot Quotes  
Protex Quote  
Purchase new locks for inner office doors  
Pay Jim McDonald for replacing hoses on the seeder \$202.29

D/M **Committee Reports:**

Finance- Chairman: Paul Nesselroad  
Education- Chairman: Paul Nesselroad  
Legislation/Policy: Chairman: Mark Myers  
Grasslands- Chairman: Don Headley  
Safety/Buildings and Grounds: Chairman: Ed Utterback  
Ag Enhancement: Chairman: Art Mouser

**Correspondence Reports & Various Newsletters**

**Public Comment**

**Supervisor's Reports**

**Meeting Adjournment**

Monongahela Conservation District  
Monthly Meeting Minutes  
October 1, 2015

**I. Call to order**

**Chairman Jean Conley** called to order the regular meeting of the **Monongahela Conservation District** at **9:31 a.m. on October 1, 2015**, at the Steve Lebnick Agricultural Center in Morgantown, WV. **Don Headley** led in the pledge of allegiance.

**II. Roll call**

**Chairman Jean Conley** introduced those present and passed around a sign-in sheet. The following persons were present: Supervisors: Art Mouser, Mary Lebnick, Jean Conley, Mark Myers, Donald Headley, Jim McDonald, Paul Nesselroad, and Ed Utterback. Others present were: Amy Cosco (DM), Jeremy Salyer (WVCA), Ray Carr (NRCS) **Excused:**

**III. Approval of the October 1, 2015 Agenda**

*Mark Myers made a motion to approve the October 1, 2015 agenda. Seconded by Ed Utterback. Motion carried.*

**IV. Approval of minutes from last meeting**

*Paul Nesselroad moved to approve the September 3, 2015 board meeting minutes as presented. Seconded by Mark Myers. Motion carried.*

**V. Approval of financial statements**

a) *Mark Myers moved to approve and pay the credit card receipts. Seconded by Art Mouser. Motion carried.*

b) *General/CDO financial statements. Mark Myers moved to approve the August 2015 General/CDO financial statements. Seconded by Ed Utterback. Motion carried.*

**VI. Visitors Comments – none**

**VII. Cooperating Agencies**

**Watershed Division-**

**Cobun Creek-** Jeremy spoke with Ed Martin and the project will start October 12, 2015.

**Upper Buffalo Watershed-** all the work is completed. Don spoke with Justin on the spraying project. This coming spring they will cut the weeds and then spray them.

**Upper Deckers Watershed –** all the work is completed.

**WVCA Conservation Specialist-** no report

**Ag Enhancement Program** – minutes from the last meeting were provided.

**WVU Extension**

-Bill Shockey- report provided

-H.R. Scott- no report

-John Murray- no report

**NRCS** – Ray Carr reported they are taking applications for Environmental Quality Incentives Program and Agriculture Management Assistance program. Wetland Reserve Easement program applications will be accepted until December 1st. His offices went through a review. They are very busy wrapping up one year and preparing for the next.

**FSA**- no report

**Solid Waste Authority**

**Monongalia County SWA**- no report

**Marion County SWA**- Jim McDonald reported they had their meeting September 28<sup>th</sup>. They had their e-electronics collection. Their audit is scheduled for late fall. Three billboards will be posted October 26<sup>th</sup> - November 22<sup>nd</sup> to provide information on recycling. They've shipped out 6 loads of cardboard.

**Preston County SWA**- no report

**District Manager Report**- report provided

**WVCA Area Director- AgEP Spot check**

**Art Mouser made the motion that Jeremy Salyer reviewed the AgEP spot check and to accept the report as presented. Seconded by Paul Nesselroad. Motion carried.**

**VIII. Invoice/Payments**

**Mark Matheny for August \$170.00 – Mark Myers made the motion to pay Mark Matheny \$170.00 for services rendered during the month of September. Seconded by Paul Nesselroad. Motion Carried.**

**IX. Cooperator Agreements-**

Wesley Hunt- Marion County- 62 acres

Kevin Kelly- Preston County- 40 acres

Deeford Hoover- Preston County- 125 acres

**Paul Nesselroad made the motion to approve Wesley Hunt, Kevin Kelly, and Deeford Hoover as cooperators. Seconded by Mark Myers. Motion carried.**

**X. AgEP Approvals**

William Malone- Lime- 28 acres- \$1,466.00

Brian Wilson- Lime- 54.1 acres- \$2,522.36

Kevin Kelly- Lime- 16.7 acres- \$641.28

James Cummins- Lime- 9.5 acres- \$603.25

Roger Lewis- Lime- 79 acres- \$3,476.00

Jerry Yost- Lime- 28.28 acres- \$1,734.36

**Mark Myers made the motion to approve the AgEP committee report. Seconded by Art Mouser. Motion carried.**

**XI. Approval of Supervisor Travel and Per Diem Claims for the month of July 2015**

Don Headley \$1,229.73                      Art Mouser \$2,074.83

Jean Conley \$1,207.61                      Ed Utterback \$587.70

Paul Nesselroad \$260.71

**Mark Myers made the motion to approve the District Supervisor Travel and Per Diem claims for the month of August 2015. Seconded by Art Mouser. Motion carried.**

**XII. Unfinished Business**

**Monongalia County Farm Preservation Committee-** Paul reported he would appreciate a letter be wrote to the county commission (Tom Bloom) stating the Monongahela Conservation District would like to go on record saying they strongly support a Farmland Preservation Program and funding for Monongalia County.

**Paul Nesselroad made the motion to write a letter of support for the Farmland Preservation Program in Monongalia County. Seconded by Mark Myers. Motion carried.**

**Preston County Farm Preservation Committee-** Ed Utterback reported their President resigned and Teddy Jenkins has replaced him. Two of the easements have been approved but now they have to be appraised. LaDeena Teets attended the Mon County Commission and explained how the Preston County Farm Preservation Committee ran their program and that she would assist them in starting a program.

**XIII. New Business**

**Calendar Quote-** discussion was held.

**Ed Utterback made the motion to purchase 75 calendars. Ed Utterback rescinded his motion. Paul Nesselroad made the motion to order 100 calendars. Seconded by Mark Myers. Motion carried.**

**Quarterly Meeting-** discussion was held that items were needed for the auctions.

**AgEP Brochures-** discussion was held about how many to order and where to have them printed.

**Paul Nesselroad made a motion to get a quote from Morgantown Printing and Binding to print brochures and give Jean Conley the authority to place the order for 250 brochures. Seconded by Mark Myers. Motion carried.**

## **XV. Building and Grounds**

**Water Fountain-** Paul stopped at Koval and looked at water fountains. He then stopped at Hughart's to ask if they had a plumber to install the water fountain. Hughart's also had water fountains for sale and would match Koval's prices. They explained the first hour of labor is \$80.00 and every hour after that is \$70.00.

**Paul Nesselroad made the motion to have Hughart's to install the water fountain. Seconded by Mark Myers. Motion carried.**

**Parking Lot Quotes-** a quote has not been presented.

**Protex Quote-** a new quote for the fobs has not been sent.

**Mark Myers made the motion to give Ed Utterback and Jean Conley the authority to purchase 35 key fobs not to exceed \$500.00. Seconded by Art Mouser. Motion carried.**

**Purchase new locks for the inner office doors-** discussion was held. Ed is going to get an estimate from a locksmith.

**Pay Jim McDonald for replacing hoses on the seeder \$202.29-** discussion was held.

**Ed Utterback made the motion to reimburse Jim McDonald \$202.29 for the purchase of hydraulic hoses for the seeder. Seconded by Mark Myers. Motion carried.**

## **XVI. Committee Reports:**

Finance- Chairman: Paul Nesselroad- he would like to have a meeting.

Education- Chairman: Paul Nesselroad- no report

Legislation/Policy- Chairman: Mark Myers- no report

Grasslands- Chairman: Don Headley- there is a meeting October 9<sup>th</sup> at 10:00 a.m.

Safety/Buildings and Grounds- Chairman: Ed Utterback-

Ag Enhancement- Chairman: Art Mouser- the next meeting will be October 29<sup>th</sup> at 9:00 a.m.

## **XVII. Correspondence- newsletters from other districts.**

## **XVIII. Public Comment- none**

## **XIX. Supervisor Reports**

- **Paul Nesselroad** – the Monongalia County Farm Bureau banquet is this evening. He has a lot of green tomatoes but they won't ripen.

- **Mark Myers**– no report

- **Ed Utterback** – their barn dance is this weekend on October 4, 2015.

- **Art Mouser** – missed the meeting last month. It's the second meeting he's missed in 15 years. He went to a dispersal sale in Springfield, Missouri with his son. They spent a lot of time at the Buckwheat Festival. He has a new great-granddaughter.

- **Jim McDonald**– has been very busy. He's in the Conservation Stewardship Program.

- **Jean Conley** – Hands-On Ag Days turned out very well.

- **Mary Lebnick** – turned 94 in September. She did a lot of traveling with her daughter.
- **Don Headley** – no report

**XX. Adjournment**

**Paul Nesselroad moved to adjourn the meeting at 12:57 pm.**

**The next scheduled meeting is November 5, 2015 at the Steve Lebnick Agricultural Center in Morgantown, WV.**

Minutes submitted by: Amy Cosco, ASA3/District Manager

Minutes approved by: Jean Conley Nov 5, 2015  
Jean Conley, Chairman Date





# MCD AgEP Committee Meeting

September 17, 2015

1:00 p.m.

Those in attendance: Art Mouser, Ed Utterback, Mark Myers, Paul Nesselroad, Brad Durst, Amy Cosco, and Jeremy Salyer (via video conference)

Art Mouser called the meeting to order at 1:15 p.m.

Brad updated the committee members that the Water of the United States rule does not exempt spring developments and ponds.

A list of lime applications were presented:

William Malone Lime 28 ac 68 tons max cost-share is \$1,466.00

Brian Wilson Lime 54.1 ac 115.48 tons max cost-share is \$2,522.36

Kevin Kelly Lime 16.7 ac 33.4 tons max cost-share is \$641.28

James Cummins Lime 9.5 ac 28.5 tons max cost-share is \$603.25

Roger Lewis Lime 79 ac 158 tons max cost-share is \$3,476.00

Jerry Yost Lime 28.28 ac 81.69 tons max cost-share is \$1,734.36

**Ed Utterback made the motion to approve the listed lime applications. Seconded by Paul Nesselroad. Motion carried.**

The next meeting was set for October 29, 2015 9:00 a.m.

The meeting was adjourned at 1:50 p.m.



# MCD Building and Grounds Committee Meeting

September 25, 2015

9:00 a.m.

Ed Utterback called the meeting to order at 9:00 a.m.

Those in attendance: Ed Utterback, Don Headley, Paul Nesselroad, Jean Conley, Amy Cosco

Ed updated the committee on Southern Air and the electrical work that's been done.

Ed went over the security system and when ProTex will be repairing the system.

Don and Paul would like to purchase 35 key fobs to replace the current fobs. The current quote is for 30 fobs.

Ed discussed changing out the locks on the offices of the building as a security precaution. Paul also feels that there should be list of all of those into the building.

Ed discussed that the gate is not always locked at 4:00. The end of business is when the gate should be locked. It should not be left open after that. Paul would like to see a tin sign printed up to put on the gate that says "This Gate Must Be Locked By 4:00 p.m."

Ed would like to meet with NRCS. He would like a list of items they are requesting to be improved or updated so the District can get started on repairs.

Discussion was held about the locks on the office doors. They have not been replaced for quite some time. The committee agreed that the interior office door locks should be replaced as an update and a security measure.

Ed asked a gentleman to give a quote to resurface the parking lot and to repaint the lines.

The committee agreed to get multiple quotes to resurface and repaint the lines on the parking lot.

Ed discussed the backflow valve. It will be installed in the next two weeks.

Paul is going to stop at Koval to look at a water fountain to replace the old one and to find someone to install it.

Discussion was held about the equipment and the repairs. The committee would like to speak with Bill Wilson about repairing/maintenance of the equipment. The committee would like to get all of the equipment repaired over the winter.

There was also discussion on the islands in the parking lot. The committee would like to see the islands cleaned up. They would like tympar to be put down and mulch. Ed is going to work on getting a quote to get all of the beds landscaped again. New plantings are needed.



MONONGAHELA CONSERVATION DISTRICT

201 Scott Ave

Morgantown, WV 26508

The Agricultural Enhancement committee met on \_\_9/17/15\_\_ and approved the following practices.

| Name           | Practice | Acres | Tons   | \$Encumbered |
|----------------|----------|-------|--------|--------------|
| William Malone | Lime     | 28    | 68     | \$1,466.00   |
| Brian Wilson   | Lime     | 54.1  | 115.48 | \$2,522.36   |
| Kevin Kelly    | Lime     | 16.7  | 33.4   | \$641.28     |
| James Cummins  | Lime     | 9.5   | 28.5   | \$603.25     |
| Roger Lewis    | Lime     | 79    | 158    | \$3,476.00   |
| Jerry Yost     | Lime     | 28.28 | 81.69  | \$1,734.36   |
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Committee Chair



West Virginia University

Extension Service

October 1, 2015

Subject: Preston County Report to Monongahela Conservation District

From: Bill Shockey, Preston County Extension Agent

September Report:

Another Buckwheat Festival in the books. Youth Livestock Auction sold 27 steers, 60 lambs, 126 hogs, and 53 goats at a gross value of \$280,736.70.

Participated in Oil and Gas training for Extension Agents and other farm advisors. The training focused on issues to consider when negotiating a lease.

Preston County Farmland Protection Board met on September 15. The board heard reports on potential applicants.

October Calendar:

Every Friday at 2 pm: Livestock Auction at Preston Farmers Market, Terra Alta.

October 1: Preston County Livestock Association, PHS Cafeteria, Kingwood, 7:30 pm.

October 6: Preston County Master Gardeners, Preston County Extension Office, 7 pm.

October 8: Preston County Antique Tractor Association, Preston County Extension Office, 7 pm.

October 23 - 24: Women in Agriculture Conference, Canaan Valley Resort and Conference Center. Register online at <http://anr.ext.wvu.edu/ag-women/wia-conference>

October 27 -28: Agriculture and Natural Resources Program Center Meeting, Jackson's Mill.

*Cooperative  
Extension Service*

The West Virginia  
University Cooperative  
Extension Service,  
U. S. Department  
of Agriculture,  
West Virginia County  
Boards of Education and  
County Commissions  
Cooperating

Phone: 304 329-1391  
Fax: 304 329-1395  
[www.wvu.edu/~exten/](http://www.wvu.edu/~exten/)

**Preston County Extension Office**

115 West Court Street  
Kingwood WV 26537-1192

Equal Opportunity/Affirmative Action Institution

## District Manager Report

October 1, 2015

- Hands-on Ag Days went very well. We had about 570 students over the course of 3 days. If the District would like to continue this event we're going to need the help of the supervisors from Mon and Preston counties. The Marion County supervisors, including the associate supervisor, all participate and we need more help.
- Please be sure to RSVP for the banquet by October 15, 2015.
- The board decided on a Mr. Robert Maxwell for one of the awards. I'm having troubles tracking down an address for him. Any information is greatly appreciated.
- At November's board meeting the District will need to make a motion to do an RFQ (Request for quote) for an Auditor for the next three fiscal years FY16, FY17, and F18.



## **Supervisor Travel and Per Diem Funds**

|                                |             |
|--------------------------------|-------------|
| LOR #1                         | \$11,982.00 |
| Payment for July T and PD      | \$3,598.32  |
| LOR #2                         | \$8,558.00  |
| Payment for August T and PD    | \$5,360.58  |
| Payment for September T and PD |             |
| Payment for October T and PD   |             |
| Payment for November T and PD  |             |
| Payment for December T and PD  |             |
| LOR #3                         |             |
| Payment for January T and PD   |             |
| Payment for February T and PD  |             |
| Payment for March T and PD     |             |
| LOR #4                         |             |
| Payment for April T and PD     |             |
| Payment for May T and PD       |             |
| Payment for June T and PD      |             |
| TOTAL                          | \$11,581.10 |



### **October 2015 WVCA Report**

#### **WVSCC Meeting:**

The West Virginia State Conservation Committee meeting will be October 13<sup>th</sup> @ 10:30 a.m. in Guthrie.

#### **West Virginia Association of Conservation Districts (WVACD):**

The WVACD Fall Quarterly meeting will be October 26<sup>th</sup> and 27<sup>th</sup> in Flatwoods. The deadline for registration forms and hotel reservations is October 16. All banquet registration forms are to be given to your district manager along with payment before October 16. Please call the hotel directly at 1-866-700-7284 or 1-304-765-5055 to make your room reservations. The award presentations will begin at 1:30 and the banquet will begin at 4:30 on Tuesday.

#### **Legislative Code Review Committee:**

The committee met on September 21<sup>st</sup> and Jim Moore will give an update at the WVACD Quarterly Meeting.

#### **WVCA Budget:**

The Governor has announced a 4 percent budget cut for state agencies as the state's fiscal health does not appear to be improving and the end-of-the-year deficit now stands at \$250 Million.

We are awaiting word from the state budget office on how to proceed with the Governor's action.

A quick review look like a 4 percent cut to WVCA funding means we will have to reduce spending by \$333,369 this fiscal year.

We will use vacancies to fund the cut, and I don't anticipate a need at this time to pass any reduction on to the districts or other areas we fund \_ such as RC&Ds, stream and dam gauges, etc.

What this cut means is that districts need to manager their money closely, especially their travel and per diem budgets, because there will not be any spare funds.

As a reminder, this cut comes in a fiscal year in which we had \$490,000 less to spend than the year before, and it comes three months after the administration cut conservation's budget by \$100,000 to prevent the state from ending the fiscal year on June 30 with a deficit.

**Agreed Procedures Engagement (Audit):**

Conservation Districts are asked to begin the Agreed Procedures Engagement (APE) audit. Please check your current agreement to make sure it is valid for FY15.

**Request to Conservation Districts**

The WVCA is encouraging Conservation Districts to review and update your District Policy Manuals. In addition to your policy manual you are encouraged to review your CD Employee Manual (if you have one) and your CD Plan of Work. If you are already doing the reviews please disregard this request. However, please let us know with a written response that you are already reviewing or will be reviewing the documents.

**Travel and Per Diem Policies:**

Brian is requesting that finalized copies of your CD's Travel and Per Diem Policies be submitted to Guthrie.

**Area Conservation Farm Contest:**

Area I – GVCD Morning Mist Farm, Kenneth and Norma Smith, Monroe County

Area II – NPCD Meadow View Farm, Jeff, Janet and Kelsey Allen, Marshall County

Area III – PVCD Chimney Hill Farm, Tom, Andy and Laura Stump, Hampshire County

The State winner will be announced at the WVACD Partnership Banquet on October 27<sup>th</sup>.

**WVCA Project Section:****OM&R**

- The WVCA Project Section is continuing monthly inspections of flood control dams. O&M work is progressing in all areas.
- Work continues with NRCS to develop engineering plans for watershed dams.
- The Project Section is working with WVU Extension on Cranberry Creek and Mannington Channel so far this year on spraying plans. A section of Mannington Channel has been sprayed, results will be used to develop spraying plans statewide. We will report the results.
- Meetings are progressing with DNR to determine responsible parties on the dams that DNR has interest in.

**Dam Rehab**

- Dam rehabilitation work continues to progress. The Project Section is working on the permits for Upper Deckers Creek site #1. WVCA is in the process of selecting an engineering firm for rehab projects.
- A Public meeting was held in Mercer County for Brush Creek #14.

#### EWP Update

- March and April Flooding – The Project Section continues work with FEMA on blockage removal sites and NRCS on bank stabilization sites. Bank stabilization includes sites in Guyan, Elk and Greenbrier Valley Conservation Districts.
- July Flooding – Work with FEMA continues on blockage removal sites and NRCS on bank stabilization sites. Bank stabilization includes sites in Little Kanawha, Elk and Guyan Conservation Districts.

SPRP Project for Cobun Creek in Monongahela District has gone out to bid and the award has been made.

Each area manager will be contacting area directors to provide details of activities in their respective areas. As always, feel free to contact Gene or Penny for further information.

#### **WVCA Personnel Update**

Please join us in welcoming Billy Wolfe, Communication Specialist, to the WVCA.

#### **Holiday**

Columbus Day Monday, October 12, all offices will be closed.

Data Base Report

Export the FY 2015 data base to an excel spreadsheet  
(please print the information for later use)

SAGE Check Register Report

AgEP check register for FY 2015 (obtain from District Fiscal Operations)  
(please print the information for later use)

Data Base Report

1. Are there any approved applications listed?

No
2. Have there been any payments made on or after July 1, 2015?

No

Data Base and SAGE Check Register Reports comparison

3. How many total payments are listed on the Data Base Report?

37
4. How many total dollars paid out are listed on the Data Base Report?

\$50,434.66

SAGE Check Register Report

5. How many total payments are listed on the SAGE Check Register Report?

37
6. How many total dollars paid out are listed on the SAGE Check Register Report?

\$50,434.66

7. Is there any difference between the number of payments made on the Data Base Report and the SAGE Check Register Report?

No
8. Is there any difference between the dollars paid out made on the Data Base Report and the SAGE Check Register Report?

No

If the answer to questions number 1, 2,7 and 8 are "No" then your FY 15 records are complete. Please go to number 13.

However,  
If the answer to number 1 is yes then move FY 15 "Approved" applications in data base to FY 16 data base.  
If the answer to number 2 is yes then move FY 15 "Paid" applications in data base to FY 16 data base.

Export the 2016 data base to an excel spreadsheet again

9. Are all the FY 15 approvals shown in the FY 16 Data Base Report?

\_\_\_\_\_

Please refer to the printed FY 15 data base to verify.
10. Are all the payments made in FY 15 after July 1, 2015 shown in the FY 16 Data Base Report? Please refer to the printed FY 15 data base to verify.

\_\_\_\_\_

If the answer to question numbers 9 or 10 is no, not all approvals and payments have been moved, repeat the steps to move the Approvals and Payments. Continue this until the answer to both question numbers 9 and 10 are Yes.

AgEP Fiscal Year 2015 Close Out  
Monongahela Conservation District

Date:

Page 2 of 2.

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If the answer to question numbers 3 and 5 are not the same please reconcile the total number of payments made so the Data Base Report and SAGE Check Register Report are the same.

Corrections may need to be made to either report but the change will likely need to be made to the Data Base Report.

11. After your reconciliation for number of payments does the Data Base Report and the SAGE Check Register Report match?

Yes

If the answer to question number 11 is no, the number of payments have not been reconciled, repeat the steps to reconcile the number of payments. Continue this until the answer to question number 11 is Yes.

However,

If the answer to question numbers 4 and 6 are not the same please reconcile the total dollars paid out so the Data Base Report and SAGE Check Register Report are the same. Corrections may need to be made to either report but the change will likely need to be made to the Data Base Report.

12. After your reconciliation for total dollars paid out does the Data Base Report and the SAGE Check Register Report match?

Yes

If the answer to question number 12 is no, the total dollars paid out have not been reconciled, repeat the steps to reconcile the total dollars paid out. Continue this until the answer to question number 12 is Yes.

Number 13

If the answer to questions (1 and 2) and (7 and 8) are "No" or the answer to questions (9 and 10) and question 11 and question 12 are "Yes" then fiscal year 2015 has been successfully closed out.

Please print the FY 2015 AgEP Data Base excel spread sheet and the FY 2015 SAGE Check Register Report documenting all FY 2015 applications are either "Paid or Canceled" and that the number of payments and total dollars paid out match.

Please file the FY 2015 AgEP Data Base spreadsheet and the FY 2015 SAGE Check Register matches with your FY 2015 AgEP records.

Spot check on August 20, 2015  
by Jeremy Salyer, Area Director.