

**ELK CONSERVATION DISTRICT  
BOARD OF SUPERVISORS MEETING  
Meeting Minutes of April 18, 2017**

**Supervisors Present:**

Donald Burroughs  
Jeremy Cantrell  
Shirley Hyre  
Clark Mollohan  
John Pitsenbarger  
Mike Smalley  
Ken Stowers  
Glen Sutton

**Supervisors Absent:**

**Others Present:** Suzie Steele, WVCA/ECD DM; Russell Young, WVCD/ECD Conservation Specialist; Kirk Burroughs, ECD Equipment/OM&R Manager; Grace Hines, ECD Office Assistant; Jeremy Salyer, WVCA Area Director (via video)

**CALL TO ORDER:**

Chairman Mollohan called the meeting to order at 10:05 a.m. in the district conference room at 740 Airport Rd., Sutton, WV.

**AGENDA:**

**Mr. Smalley moved to approve the agenda; Mr. Pitsenbarger seconded; motion passed.**

**March 21, 2017 Minutes:**

**Ms. Hyre moved to approve the minutes; Mr. Burroughs seconded; motion passed.**

**Treasurer's Report/March 2017 FINANCIAL STATEMENTS:**

**Ms. Hyre reported that all accounts were in good order and moved to accept the financial statements for the General/CDO and Co-Administered funds and file for audit; Mr. Burroughs seconded; motion passed.** The report on supervisor travel and per diem through March was presented and discussed.

**PAYMENT OF BILLS:**

**Mr. Pitsenbarger moved to approve the payment of bills (list provided at meeting and attached); Mr. Smalley seconded; motion passed.**

**DISTRICT EQUIPMENT/OM&R MANAGER'S REPORT:**

Mr. Kirk Burroughs reported that the equipment has been rental often. He also reported that the damages to one of the lime spreader will be fixed soon.

**DISTRICT MANAGER'S REPORT:**

Mrs. Steele reported on an upcoming WFCD field day for grazing management practices. She distributed to the board the current list of officers, committees, and appointments along with all contact information. She reported on the tree and plant sale. She also informed the board that she will be working the Envirothon competition later this week.

**DISTRICT ASSISTANT'S REPORT:**

Mrs. Hines reported on assisting with the tree and plant sale, sending information out on the annual poster and photo contests, and work on the district Facebook page. She has been working on filing and organizing in the office, along with other general office work.

**WVCA CONSERVATION SPECIALIST REPORT:**

Mr. Young reported that the state conservation farm contest is being reviewed and looking to change for next year. Preparation has started on FY18 AgEP. WVCA has lost two conservation specialists in GCD & WCD. He may have to cover some in those areas until replacements are hired. Potatoes have been delivered to most of the participants. He thanked Kirk and Donald for all the help with the delivery.

**AREA DIRECTOR'S REPORT:**

Mrs. Salyer reviewed the written report from WVCA (attached).

**SWA Reports:**

**Ms. Hyre** reported that the BCSWA had a meeting last week. Discussed grant proposal, budget modifications, and general business. They are still trying to sell a truck. They are working on getting another electronics recycling scheduled.

**COMMITTEE ACTIONS:**

**AG ENHANCEMENT:** Mr. Pitsenbarger reported that the committee met on April 4 to discuss the practices and formula for FY18. Russell Young stated that the district needs to finalize practices and cost share amount next month.

**BUILDING:** None

**COMMUNICATION:** None

**EDUCATION:** Ms. Hyre reminded everyone of the Envirothon competition this coming a Thursday and Friday.

**EQUIPMENT:** Mrs. Steele read the new damage responsibility acknowledgement form to the board. Additions of an area to list the piece of equipment being rented and a statement of failure to pay will forfeit the right to participate in any district cost share programs and legal action will be taken to collect for the damages. Mr. Pitsenbarger asked that equipment numbers be added to each piece of equipment. **Mr. Pitsenbarger moved to approve the form as read with the additions made; Mr. Smalley seconded; motion passed.**

**FINANCE:** None. Mrs. Steele asked for the board to add the district office assistant to the district policy concerning the use of the Wal-Mart charge card. **Mr. Stowers moved to make the addition to the policy with the same limitations as already listed for the District Manager; Mr. Pitsenbarger seconded; motion passed.**

**FORESTRY:** None

**COMMITTEE ACTIONS (cont.):**

**GRASSLANDS:** Mr. Burroughs and Mr. Pitsenbarger attended the Grasslands Committee meeting in Weston last Friday. The committee is undergoing reorganization and heading in a more positive direction.

**LEGISLATIVE:** Mr. Pitsenbarger reported on the flood bill, the oil and gas bill, and the budget issues.

**PROJECT:** Russell Young reported that the Clay County project will not be done as previously presented. Mike Shamblin, WVU Extension Agent, along with the Clay County High School Ag teacher are interested in transferring the project to the high school. They are wanting to extend the already existing greenhouse at the school. A letter of intent has been sent to the district from the Clay County parties. They are working on their grant proposal. Ms. Hyre reported that she was contacted by the principal of Birch River Elementary School in Nicholas County concerning support for a community garden project at their school. Total cost is \$445.00. She stated there is supervision for the project through the summer and will use items grown in a cooking class at the school. Mr. Young suggested that the original project for Clay County be canceled and the funds redirected to the new projects. **Mr. Pitsenbarger moved to delegate authority of approval of the projects to the executive committee; Mr. Stowers seconded; motion passed.** Mr. Young also reported that the project in Richwood is still in limbo because of the previous flooding issues and pods being moved into the school. May need to purchase the materials and construct at a later date.

**WATER QUALITY:** None

**OLD BUSINESS**

- **2017 District Conservation Farms** - No recommendations have been received to date. There was a suggestion of Gary & Susan Schrader for Webster County. **Mr. Pitsenbarger moved to delegate authority to the executive committee to finalize selection with the assistance of NRCS personnel and supervisors from respective counties; Mr. Burroughs seconded; motion passed.**
- **Annual District Picnic - June 27 @ Holly River State Park** - Mrs. Steele reported that the rental for a full day on the site needed at Holly River is \$185.50. **Ms. Hyre moved to hold the annual picnic at Holly River State Park and pay the reported cost; Mr. Pitsenbarger seconded; motion passed with Mr. Smalley abstaining.**
- **ECD Plan of Work & Policy Manual** - Mr. Smalley moved to approve the policy manual and plan of work as presented with the added update as voted upon earlier in the meeting concerning the use of the Wal-Mart charge card by the district office assistant; Mr. Burroughs; seconded; motion passed.

**NEW BUSINESS & CORRESPONDENCE**

- **AgEP Funding Allocation Formula** - Mr. Pitsenbarger discussed the formula options. He reported that the committee recommends formula option 5, then 3, and finally 2. **Mr. Pitsenbarger moved to formally support the committee's recommendation; Mr. Burroughs seconded; motion passed.**
- **Extension of Agreed Procedures Audit Agreement with Lowe & Associates** - Mr. Smalley moved to extend the agreement with Lowe and Associates to cover FY 18 & FY 19, providing that Lowe and Associates will perform the audit for the previous amount of \$1,975.00 per year; Mr. Stowers seconded; motion passed.

**Cooperator Agreements** - None

**AgEP Applications** - None

**AgEP PAYMENTS**

Jeremy Cantrell - Clay County - Lime \$1,750.05 & Fertilizer \$751.69

Joe Cottle - Nicholas County - Fertilizer \$779.06

Melinda Cottle - Nicholas County - Fertilizer \$747.54

**Mr. Sutton moved to approve the payments; Mr. Pitsenbarger seconded; motion passed with Mr. Cantrell recusing himself.**

**DEP**

ERP Environmental Fund, Inc. - Renewal Permit H065800 - Hamilton District, Nicholas County

**No Comments**

**REPORTS:**

**CD SUPERVISORS:**

**Mr. Cantrell** reported on attending the Beef Expo at Jackson's Mill.

**Ms. Hyre** reported that the WVACD State Fair Committee has asked that each district send someone to serve on the committee and also to work the fair. Supervisors wishing to work the fair will sign up through the district managers. There have been a block of rooms reserved at the Fairfield Inn. She also reported that she attended the Conservation Education Council meeting and they are looking to reorganize. She stated that Envirothon set up will begin Wednesday at 1 pm. She also reported that the WVACD committee meetings leading up the quarterly meeting were not very well attended. The next WVACD Quarterly meeting will be held at Cacapon in July and then at Days Inn in Flatwoods in October. She also reported that all WVACD scholarships will be sent directly to the association office in the future. Farmers will be able to apply for 150 year and 200 year farm recognition. Ag Day at the Capitol will be held February 7, 2018. It was decided that district's quarterly reports should be sent electronically to all other district for distribution to other supervisors. There has been a committee appointed to develop a plan of work for the Association. There is a joint state flood committee being formed. Districts will not be included initially. There will be town hall meetings on May 1 at Clendenin and on May 4 at White Sulphur Springs.

**Mr. Pitsenbarger** stated that the WVACD Natural Resources committee met on March 30. He also stated that he attended the Grasslands meeting at Weston. Also reported on the annual watershed inspections. All seem to be in good order. The Nicholas County Fair will be held July 13-15. He asked for financial assistance from the board to have the soils trailer brought in if it's available during that time frame. He also reported that the FSA has a program to assist with the cost of what it takes to become a certified organic farmer.

**NRCS Personnel:** No Report

**FSA Personnel:** Mr. Mollohan reported that there will be a meeting this coming Thursday.

**Division of Forestry:** No Report

**REPORTS (cont.):**

**WVU Extension:** No Report

**WVCA PERSONNEL:** No Report

Being no further business to attend to, and on motion by Mr. Sutton, seconded by Mr. Pitsenbarger; Mr. Mollohan declared the meeting adjourned at 12:05 pm.

**DATES TO REMEMBER: (OFFICE CLOSED/ECD MEETINGS)**

Apr 20-21	Envirothon at Jackson's Mill
Apr 27	WVCA Training for New Supervisors @ ECD
May 2-4	WVCA All Staff meeting at Camp Dawson
May 3	Envirothon Meeting - 10 am
May 9	ECD Executive Committee Meeting - 10 AM - IF NEEDED
May 10	ECD Land Judging Competition
May 16	ECD Board Meeting - 10 AM
May 24	NRCS Meeting at ECD
May 29	ECD Office CLOSED - Memorial Day
Jun 6	ECD Executive Committee Meeting - 10 AM
Jun 7	Envirothon Meeting (?)
Jun 20	ECD Office CLOSED - WV Day
Jun 27	ECD Board Meeting - 10 AM @ Holly River State Park w/ annual picnic to follow
Jul 4	ECD Office CLOSED - Independence Day
Jul 5	Envirothon Meeting (?)
Jul 11	ECD Executive Meeting - 10 AM
Jul 11	SCC Meeting
Jul 17-18	WVACD Quarterly Meeting @ Cacapon State Park
Jul 18-22	Braxton County Fair
Jul 25	ECD Board Meeting - 10 AM
Jul 26-31	DM Out of Office
Oct 10	SCC Meeting
Oct 16-17	WVACD Quarterly Meeting @ Flatwoods Days Inn

\_\_\_\_\_, Secretary/Treasurer