



MINUTES
Western Conservation District Board Meeting
SEPTEMBER 12, 2017

In Attendance

Supervisors: Charles Lipscomb, Chairman; Oscar Harris, Vice-Chairman; Donald Stephens, Jim Withrow, Secretary; Jeremy Grant; Bob Siebel, Treasurer

Others: Jordan Roush, NRCS; Russell Kidwell, WVCA, Sherry Pearson, WVCA

Call to Order

The regular meeting of the Western Conservation District Board was called to order at 9 a.m. on September 12, 2017 at the district Office in Point Pleasant by Chairman Lipscomb.

Approval of Agenda & Minutes

Oscar Harris made a motion to amend the agenda to add Focused Conservation Approach Proposals for the board's approval, seconded by Jeremy Grant. Motion carried. Don Stephens motioned to approved the agenda as mended, second by Harris. Motion carried.

The minutes of the August meeting was approved with a correction of the date of next meeting as September 12th on a Harris/Siebel motion. Motion carried.

Financial Reports

District CPA, Dennis Brumfield reviewed the financial reports for the General account and Grant funds. District Manager, presented the WCD Restricted funds report as prepared by WVCA. Financial transactions for the current month were reviewed by the DM. **Financial Transactions for September were approved as presented on a Harris/Stephens motion, motion carried.**

Dennis Brumfield	\$1,200.00	Accounting/Payroll Services
Suddenlink	\$ 136.02	Inet/Phone
Xerox	\$ 170.74	Copier
Coffee Grinder	\$ 21.20	Meeting Refreshments
Office Depot	\$ 87.98	Supplies/Postage
Ohio Valley Bank VISA	\$ 49.94	
Bill Bailey Insurance	\$1,318.00	Quarterly Installment
Bob Baird	\$ 370.30	WV State Fair Booth
APPROVED PROJECT		
Jackson Co 4-H Extension Ag Youth Fund	\$2,000.00	Mobile Cattle Facility Sponsorship

Treasurer's Report - Treasurer Siebel presented copies of his report to the full board. Expenses were noted for each individual supervisor for a monthly total of \$2,403.53. **On a Harris/Stephens the report and payroll were approved as presented. Motion carried.**

An agreement with Dennis Brumfield, CPA for a new bookkeeping engagement period of FY18 at \$750 a quarter was reviewed. The payroll agreement was presented at \$450 per quarter. **On a Stephens/Siebel motion the board agreed to extend these agreements through June 2018. Motion carried.** A discussion followed between Brumfield and Supervisors on what they would like to see in reports to assist the WCD with budgeting. A district budget meeting was set for Thursday, October 5th at 9 a.m.

Report of Supervisors

Bob Siebel noted that the GKRC&D September meeting is tomorrow.

Jim reported attending WV State Fair to work the WVACD booth. He thought it was an excellent display. He felt that it was a good experience and that everyone needs to take the opportunity to attend.

Don also worked the booth at the State Fair. He gave a report on the Little Kanawha RC&D meeting. Project Sharing warehouse is located in South Parkersburg. Any non-profit organization can take advantage of the materials offered at the warehouse. It is opened on Wednesday's. He talked about a program for Veterans to grow lavender in a greenhouse. Also, the trail at North Bend add a bike trail to the walking and horse trail. Gilmore walking trail will be completed after one more sign is installed. Mountwood Park has received flood damage and needs \$4,000 for cleanup. The property with the Williamstown Wetland Project was sold that has a walking trail. Several boards need replace at the trail.

Programs

Watershed Structures

◆ OM&R Performed by Vincent Excavating, Inc.

An invoice has not been received yet from Vincent, however the work is completed. Judith Lyons provided a written report stating that work was completed on 8/16/2017. **On a Harris/Siebel motion the board approved the payment to Vincent contingent on being the amount of the accepted bid. Motion carried. On a Siebel/Harris motion the payment will only be made if we have concurrence from Judith. Motion carried.**

Potato Pilot Program

◆ Potato Bin Use Agreement

Oscar provided an update on the potato program. Seems there is an issue with the use of the potato bins. He sees no reason for the concern, however, he has been in contact with Norm Bailey of the Commissioner's office. The Department of Agriculture has bins at Lakin that can be used by the growers if they sign an agreement to return the bins or pay \$500 per bin. Norm has asked Brian to write up the agreement. Brian forwarded a copy of the agreement for review and comment. The board felt they should discuss this with Brian via phone. Brian called in to the meeting and discussed the agreement. Oscar provided changes the board would like to see to the agreement. Brian agreed to make the suggested changes. He will send a copy with corrections back to the board. Oscar instructed Russell to sign out the bins using the agreement.

The DM reported that the amount reported last month to reimburse Lacey was not correct. The board had voted to use \$1 per mile not the GSA rate. So, the corrected amount is \$494. **On a Withrow/Harris motion the board agreed to the corrected payment to Lacey Parsons of \$494. Motion carried.**

◆ Lacey Parsons \$ 494.00 Travel Reimbursement (corrected total)

An LOR was requested to be reimbursed for supervisor's potato travel. The district had sent in a letter requesting the reimbursement. The agency requested it be submitted as an LOR. **On a Harris/Siebel motion the LOR for \$1,132.66 was approved. Motion carried.**

LOR-WVCA 8-28-2017 \$ 1,132.66 Supervisor Travel Reimbursement

AgEP FY18 Contract Approvals

Russell reported that only about eight contracts are left to be signed in Mason and Putnam counties. Jackson County has a few to be signed. One of this year's applicants came in and asked to see their ranking since they were not funded. Russell checked with Jennifer Skaggs who said they could have a copy of their ranking. There are wells in Jackson County to be drilled and he asked the district's policy on if the geologists recommendation exceeds the amount of funds approved. Also, in case of a dry hole. The board reiterated that the contract amount is the limit. If there is a dry hole than maybe they can apply and get approved next year for another try or another water source. All water practices have a cap of \$4,000 and each contract has a maximum amount that will be paid. No payments will be made over that amount. Russell said he will be attending a soil health conference in October from the 16th through the 19th. **The following lime payment was approved on a Harris/Stephens motion. Motion carried.**

Donald Hussell	\$1,109.00	Lime
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319 PROGRAM Hoffman Ag BMP

Jordan Roush, NRCS worked with the Hoffman's and Pam Russell, to complete the 319 project that started with Mark Buchanan. Jordan has been involved with the project from the beginning assisting Mark with designs. Jordan reported to the board that to complete the project two concrete throughs were installed and 2,270 feet of pipe. **On a Withrow/Grant motion the payment for \$4,130.91 was approved. Motion Carried.**

George Hoffman H&H Cattle	\$4,130.91	Water System
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Correspondence

- ◆ Women in Ag Conference request from Chuck Talbott, Putnam County Extension for the WCD to sponsor the WVU Extension Statewide Women in Ag Conference to be held at Camp Dawson. **On a Withrow/Siebel motion the board agreed to be a sponsor at \$250. Motion carried.**

Old Business

- ◆ **Listening Session** – Supervisors received the written comments from the last session with Brian and Jim Moore, WVACD President. They selected Monday, October 30th or Monday, October 23rd for tentative dates. Either at the Ripley NRCS office or at Winfield at the Courthouse at 10 a.m. The final choice will be left up to Brian.
- ◆ **Partnership Conference** - Supervisors are invited to attend the business meeting. Registration forms should be turned in along with check to DM before September 25th.
- ◆ **Name Badges** - Approved ordering badges for supervisors Grant, Stephens and Siebel from NACD.

New Business

- ◆ **Funding Requests Review**
Two requests for funding were received this quarter.
 1. City of Point Pleasant – Spray Park- \$500 Request / **\$500 Approved on a Harris/Siebel motion. Motion carried. Oscar suggested the letter request it be spent for landscaping, drainage and reseeding the disturbed area.**
 2. Rivers to Ridges – Streambank Stabilization - \$500 Requested / **\$500 Approved on a Withrow/Siebel motion. Motion carried.**

- ◆ **Audit Agreement** – Last year the board had approved to renew the contract with Lowe & Associates at \$1,350 for three years. Lowe & Associates agreed to \$1,350 for this year, \$1,400, the 2nd year and \$1,425 the third year all-inclusive of costs and travel. **Withrow motioned to approve one year which died for a lack of second. A discussion followed. On a Harris/Stephens motion the board approved the increase of \$25 the second year and \$50 the third year. Motion carried.**
- ◆ **WCD Awards Banquet** – November 2,2017- 6:30 p.m. at the WV State Farm Museum. Associate Supervisor, Carla Mullins has asked to do the WV Century Farm presentation again this year. The board agreed for Carla to handle the presentation. DM asked about ordering award signs and plaques. A caterer will need to be decided, Coffee Grinder was used last year. **On a Harris/Siebel motion the board approved the same caterer as last year and to order the award signs and plaques. Motion carried.**

Agency Reports

West Virginia Conservation Agency – Kim Fisher, Area Director - Written Report Submitted
Supervisors were provided a copy of the report for review.

USDA Natural Resources Conservation Service – Reporting for Jackie - Jordan Roush, Soil Conservationist

Jordan explained each of the Focused Conservation proposals recommended by the WCD at the local workgroup meeting and prepared by Jackie. He went over each one and answered several questions.

1. Inefficient Grazing, Mill Creek Watershed, Jackson County

On a Harris/Withrow motion the Inefficient Grazing proposal was approved. Motion carried.

2. Extended Grazing, Old Town Creek, Mason County

On a Stephens/Withrow motion the Extended Grazing proposal was approved. Motion carried.

3. Forestland Fire Prevention, Headwaters of Thirteen Mile Creek, Jackson & Mason counties

On a Withrow/Stephens motion the Fire Prevention proposal was approved. Motion carried.

4. Animal Waste, Soil Specific

On a Stephens/Siebel motion the board approved the Animal Waste proposal. Motion carried.

Adjournment

The date of the next meeting of the board **was re-scheduled for 9:00 a.m. on Thursday, October 12, 2017** at Point Pleasant.

With no further business, Chairman Lipscomb adjourned the meeting at 12:29 p.m.

Minutes submitted by: Sherry Pearson

Approved by: _____

James Withrow, Secretary