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## MINUTES

### Western Conservation District Board Meeting DECEMBER 19, 2017

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#### In Attendance

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

Others: Chris Casto, Director of Administration, WVCA; Andy Riffe, District Fiscal Program Manager, WVCA; Jackie Byars, District Conservationist, NRCS; Kim Fisher, Area Director, WVCA; Russell Kidwell, Conservation Technician WVCA; and Sherry Pearson, District Manager

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#### Call to Order

The regular meeting of the Western Conservation District Board was called to order at 9:00 a.m. on December 19, 2017 at the district Office in Point Pleasant by Chairman Lipscomb.

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#### Approval of Agenda & Minutes

**On a Harris/Siebel motion the agenda was adopted. Motion carried.**

**On a Harris/Siebel motion the minutes of the November meeting were approved. Motion carried.**

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#### Financial Reports

General & CDO Funds - District CPA, Dennis Brumfield reviewed the financial reports.

Co-Administered Funds - WCD Co-Administered Funds Report was presented as prepared by WVCA.

Both reports will be field for audit.

Balances of Expenditures FY17 – Chairman Lipscomb stated going forward a change will be made in the way we do reporting. Do we re-appropriate funds to other line items or just carry over the balance? He asked Chris and Andy if the district could resubmit a revised FY17 Grant Funds Expenditure Report after making corrections. Chris said a revision could be submitted. He stated that Grant Funds need to remain in the Grant Account.

**Financial Transactions for December were approved as presented on a Harris/Siebel motion, motion carried.**

Co-Administered Processing Guide – Chris Casto and Andy Riffe were on hand to answer any questions the board has on co-administered funds processing. The guide had been distributed earlier this month by email. Also, a hard copy was provided to them at the meeting. Chris used OM&R as an example of the agency being responsible usually for a specific project and co-administering the funds.

Treasurer's Report - Treasurer Siebel presented copies of his report to the full board. Expenses were noted as \$627.73 mileage, \$960 per diem, lodging \$99.69, \$78.23 meals and \$125 other for a monthly total of \$1890.65. Oscar ask that the \$70.70 be shown as potato project expenses. **On a Harris/Withrow the report and payroll were approved as amended. Motion carried.**

## Report of Supervisors

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Bob Siebel reviewed his report on the Great Kanawha RC&D December meeting.

Oscar gave a report on the October WVACD quarterly meeting held at Flatwoods. Several items of interest were noted. Dates for the 2018 Envirothon is April 19-20 at Jackson's Mill. There is a new revised scholarship form for 9 \$500 scholarships. Poster contest entries are due to WVACD at July quarterly.

Jim reported on the Grassland Steering Committee meeting he attended.

Don reported on the Little Kanawha RC&D activities, projects and materials available at their Project Sharing warehouse.

## Programs

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### Potato Pilot Program

A questionnaire was sent out to all participants along with a request to turn in their completed activity logs. Russell commented that about half of the logs have been received.

The fate of the carry over potato funds has been questioned. Oscar asked Chris Casto stating the WCD wants to spend it legally. Jim spoke with Brian who said it is our money and we can do with it as we please other than transferring it to Grant Funds Account. It must be spent from where it's at. Jim requested letter from Brian. Chris said his department would need authorization and clarification on what the funds may be spent on. Additional funding under AgEP would need to be kept separate as it presents a wrinkle with 1099's. Again, Chris stated he just needs clarification. On a Harris/Stephens motion a letter seeking guidance will be sent to Brian asking for clarification for use of the Potato Funds in WCD. Motion carried.

Sherry informed the board that the second check for \$8.49 (1/2 cover crop) paid to T. Leport is still outstanding for over 8 months. Chris suggested it be sent to the State Treasury.

### AgEP Approvals

**The following lime payments was approved on a Siebel/Withrow motion, motion carried.**

#### Lime

Alisha Cain	\$ 525.00	25 tons
Ed Austin	\$1,533.00	73 tons
Leonard Kessell	\$1,680.00	137 tons
Robert Michels	\$ 840.00	40 tons
David Mercer	\$2,100.00	100 tons

#### Exclusion Fence

Lewis Elliot	\$1,800.00	1200 feet
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#### Water System

Trenton Schoonover	\$2,008.50	Trough, Pipeline
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## Correspondence

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- ◆ No action needed.

## Old Business

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- ◆ SSRP Program Document – There were no written comments submitted by supervisors.

## New Business

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- ◆ Affiliate Membership – Supervisors reviewed and discussed Affiliate Members and the information sent out for renewals and potential new affiliates. The program will be continued.
- ◆ WVCA LOR Request – On a Harris/Stephens motion, pending a request from Helen Stanley, Chairman GKRC&D, the board approved to submit and LOR contingent on requested amount of \$14,075 or higher to WVCA for Great Kanawha RC&D's FY18 Grant Funds.
- ◆ FY17 Audit Review – Received FY17 Audit Findings from Lowe & Associates. One item on page 4 #11 mentioned fixed assets. WCD Bookkeeper, Dennis Brumfield stated that our own state policy dictates that only equipment costing more than \$1,000 would need to be added to the listing. None of the video conferencing equipment was above that amount. Also, the condition of the Sharp camcorder is inoperable. A letter of response will address these issues with Lowe & Associates. **The audit was accepted as presented on a Harris/Siebel motion. Motion carried.**
- ◆ NACD Meeting – Don Stephens asked for the board to approve him to attend the NACD National meeting at Nashville, TN. **On a Harris/Grant motion the board approve with Withrow voting against the motion. Motion carried.**

## Agency Reports

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West Virginia Conservation Agency – Kim Fisher, Area Director - Written Report Submitted  
Kim said there is a statewide AgEP State Committee Meeting coming up at the Elk office  
Called attention to the revised WVACD quarterly meeting dates. And in January she will gain Elk CD in her management area and lose Southern CD.

USDA Natural Resources Conservation Service – Jackie Byars reporting  
Reported on Focused Conservation applications being ranked and costs completed by this Friday.  
Approvals are expected the first part of January. Other items were CSP Enhancements and applications are continually being taken.

WV Division of Forestry – Charles Copeland, LOA Specialist -Written Report Submitted

## Adjournment

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Chairman Lipscomb stated the date of the next meeting will be Tuesday, January 23, 9:00 a.m.

With no further business, Chairman Lipscomb adjourned the meeting at noon to host the Partnership Appreciation Luncheon.

Minutes submitted by: Sherry Pearson

Approved by: \_\_\_\_\_

James Withrow, Secretary

Attachments: 3