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# MINUTES

## Western Conservation District Board Meeting

### January 23, 2018

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### In Attendance

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

**Supervisors Absent:** Jeremy Grant.

Others: Jackie Byars, District Conservationist, USDA; Russell Kidwell, Conservation Technician WVCA; and Sherry Pearson, District Manager

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### Call to Order

Chairman Lipscomb called to order at 9:00 a.m. on January 23, 2017 at the district office in Point Pleasant.

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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 December meeting were approved. Motion carried.**

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### Financial Reports

General & CDO Funds - District CPA, Dennis Brumfield reviewed the financial reports. Dennis stated, "he did what he was asked to do" and switched accounts and expenditures around in the chart of accounts. He provided copies of the revised chart of accounts.

Co-Administered Funds - WCD Co-Administered Funds Report was presented by DM as prepared by WVCA. Both reports will be field for audit.

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

Treasurer's Report - Treasurer Siebel presented copies of his report to the full board. Expenses were corrected to \$228.39 mileage, \$450 per diem, \$9.06 meals for a monthly total of \$687.45. **On a Harris/Withrow the expenses were approved as corrected. Motion carried.**

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### Report of Supervisors

Bob Siebel reviewed his report on the Great Kanawha RC&D meeting. Harris gave a detailed report on the WVACD quarterly meeting. He covered the Envirothon, Century Farm applications, WVACD Scholarship, youth camps, photo contests, "entering cd" road signs, and farmland protection funding. He reported on the overall results of the statewide Listening Sessions. He also attended the AgEP Committee meeting where allocation to districts, liquid lime, a screening tool to save ranking time and a program calculator to provide total cost. He noted that public or tax funded entities are not to be eligible for the AgEP program. Oscar went over dates of upcoming meetings and conferences. Jim Withrow asked to be nominated to attend the National Grazing Conference set for December 2-5. Harris nominated Jim to attend, second by Stephens. A letter will be sent to Tim VanReenen, President, WVACD nominating Withrow.

## Programs

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Set date for an AgEP meeting of Thursday, February 15, 9 a.m.

### AgEP Approvals

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

#### Lime

McFann, Leona	\$ 210.00
Wood, Patricia	\$ 966.00
Wood, Roger	\$ 1,743.00
Young, Carol	\$ 920.00

#### Potato Pilot Program

Potato crates used to haul potatoes to Mr. Gross have not all been returned. A question was asked if the WCD would pay mileage to round up the crates. Oscar stated that Mr. Gross needs to pay to return the crates.

**On a Harris/Withrow motion the board approved a payment to Penny Thaxton for \$162.04 for fertilizer, motion carried.**

## Correspondence

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- ◆ Lowe & Associates received our response regarding the fixed assets to note the \$1,000 capitalization policy and will be sending the final bound copies of the audit.
- ◆ Bill Bailey Insurance Agency, Inc. has sent the 2018-2019 insurance renewal questionnaire.

## Old Business

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### Budget Committee Report

- ◆ **Approved the amended FY17 CD Operations Expenditures report for submission to WVCA on a Harris/Stephens motion, motion carried.**
- ◆ **FY18 Budget revisions were approved on a Harris/Stephens motion, motion carried.**
- ◆ Options for office space were discussed. Supervisors questioned Jackie about the progress of the bid process. She had not heard the status but felt it may go out to bid again. Supervisors talked about different scenarios for the district. Withrow mentioned securing bonds and suggested an individual he knew to come talk to the board regarding bonds. Withrow made a motion to search for a site but to involve Brian, motion died for lack of second.

### Affiliate Membership Drive

Supervisors will deliver letters to potential new affiliates and framed certificates to current affiliates along with renewal letters.

### AgDay at the Capitol & Farm-to-Table

Appointments have been requested with three replies received by all Senators and no Delegates. Sherry will update the district's presentation and the new Conservation Matters video will be added to the thumb drive. This will be included in a packet of information for our legislators.

## New Business

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### Agriculture Workshop –

The date of March 27<sup>th</sup> was set for the workshop at the Farm Museum. Sherry said that Jeremy Grant had previously mentioned dicamba was becoming an issue here in Mason County. Other suggestions were that John David bring the new handling facility for demonstration, bee keeping and pollinators, farm tax laws, and someone from Department of Agriculture for pesticide recertification credits.

### Conservation Farms –

It's nearing time to name county conservation farms. Chairman Lipscomb said it would better suit farmers if the tours were a month later in the season.

## Agency Reports

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West Virginia Conservation Agency – Kim Fisher, Area Director - Written Report Submitted (attached)  
Kim had a conflict with a meeting today and could not attend. Sherry mentioned that Kim's schedule shows four of her districts have meetings on the third Tuesday. To avoid these conflicts and to have Kim available to attend our meetings, the board moved our meeting day to the third Thursday of each month.

USDA Natural Resources Conservation Service – Jackie Byars reporting  
She provided a handout showing EQIP program for FY18. The totals per county of funded contracts with a total of \$604,200. EQIP round one has been completed. Sign up for CSP goes until March 3<sup>rd</sup> deadline. Rodney Sites, Ripley FO, has been detailed to EWP work. Another pathways position will start in the Ripley FO this summer.

Watershed Division, WVCA – Judith Lyons, Manager – Written Report Submitted (attached)

WV Division of Forestry – Charles Copeland, LOA Specialist – Written Report Submitted (attached)

## Adjournment

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Chairman Lipscomb stated the date of the next meeting will be Thursday, February 22, 2018 at 9 a.m. With no further business, Chairman Lipscomb adjourned the meeting.

Minutes submitted by: Sherry Pearson

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

James Withrow, Secretary

Attachments



## **February 2018 WVCA Report**

### **Agreed Procedures Engagement (Audit):**

Please check your current agreement to make sure it is current.

### **Conservation Farm Tour**

It is time for districts to be thinking about the farm families to be awarded.

### **District Personnel Plan**

District Personnel Plans are due to the SCC by March 1. Failure to meet the deadline may cause a delay in approving the District's personnel plan and the release of state funds for those positions.

### **Engineering Expression of Interest**

Review your current contract and if needed, prepare to advertise and go through interview/selection process if needed.

The WVCA is interested in working with the district to ensure they retain a firm that has strong civil engineering and is familiar with dams. Under our 50/50, 5-year agreement with NRCS this will be important because we hope to work with the district's engineering firm to perform engineering work on dams if necessary.

Because of questions raised about these agreements, it's important to make sure that the scope of work is clearly defined and an agreement between the district and engineering firm is signed.

Also, the district may want to consider whether it wants an engineering firm that also has the ability to perform environmental assessments.

### **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 these reviews, please disregard this request.

### **AGEP:**

- **January 31, 2018** - Deadline for CDs to submit program comments
- **February 2018** - Comments reviewed and forms revised
- **Late February 2018** - Revisions sent to CDs/staff for review
- **Mid-March 2018** - CDs submit recommendations for FY 19 practices
- **Late March 2018** - State AgeEP committee to meet and review proposed changes for FY 19 and establish allocation formula
- **April 2018** - Presentation of FY 18 AgeEP to SCC
- **June 15, 2018** - Deadline for CDs submit final practice list to WVCA (CDs can submit final list any time after SCC approval)
- **July 1, 2018** - Start of FY 19 program
- **July 31, 2018** - CDs submit annual progress report (per legislative rule)

The AgEP funding allocation formula will be looked at soon by the state AgEP committee. The state AgEP committee met on January 17<sup>th</sup> and decided that the funding allocation factors should remain the same, but be based on the last three fiscal years, not including the current (ex. FY 19 will be based on FY15, 16, and 17). If you have comments on what factors you would like to see utilized in the formula, please contact your district state AgEP committee member or Jennifer Skaggs.

### **West Virginia Legislature – 2018 Legislative Calendar**

January 29, 2018 - Legislative Rule-Making Review bills due  
February 13, 2018 - Last day to introduce bills in the House  
February 19, 2018 - Last day to introduce bills in the Senate  
February 25, 2018 - Bills due out of committees  
February 28, 2018 - Last day to consider bill on third reading in house of origin  
March 10, 2018 - Last day of session

### **Agricultural Day at the Capitol**

Agricultural Conservation Day will be February 7, 2018. Please make appointments to see your House and Senate representatives before going to Agricultural Conservation Day. There will also be a Legislative breakfast that morning, so contact your representatives to invite them to the breakfast.

WVCA will shuttle supervisors and staff from Laidley Field beginning at 6:30 a.m. to the Gaston Caperton Training Center, Bldg. 7, which will open at 7:00 a.m.

### **Revised WVACD Quarterly Meeting Dates/Locations:**

April 9 & 10, 2018     Canaan  
July 9 & 10, 2018     Flatwoods  
October 15 & 16, 2018     Flatwoods Days Inn

### **State Conservation Committee Meeting Dates**

April 10, 2018  
July 10, 2018  
October 9, 2018

### **WV Ethics Commission - Financial Disclosure Statement**

Completed Financial Disclosure Statements Should have been filed with the Ethics Commission by February 1, 2018.

### **WVCA Project Section:**

#### OM&R

- Work continues with NRCS to develop engineering plans for watershed dams. The seep investigation conducted by CEC in South Fork is complete and has been reviewed by NRCS.
- The total paid to date for the 2017 O&M work season is \$530,442.68.
- The annual inspection schedule for the North Area is attached. The South schedule will be distributed once finalized.

#### Citizens Contact Reports

- Call Log Procedure – a call log procedure has been implemented to assure that calls are directed to the appropriate project section staff. Please call 304-872-4302 and your call will be directed as needed.

- Technicians are performing site and generating stream management plans and blockage removal based on the calls that are received.

#### Stream Projects

- South Fork of the Cherry River (GVCD) – Surveying underway.
- Buffalo Creek (ECD) – Design complete, working on permitting and landrights.
- Coal River (CCD) – Survey and assessment complete, design underway.

#### Dam Rehab

- Gannett Fleming is continuing to work on planning studies for Brush Creek 9 & 15 and New Creek 1 & 17, and perform the construction oversight for UDC1.
- Upper Deckers 1
  - WVCA continues to work on the permits and mitigation plan. The contractor moved onsite December 11, 2017.
- NPCD, SCD, MCD and PVCD – Please track hours that District Supervisors attend any rehab meetings.
- Reminder: Rehab meetings are held the first Wednesday of each month. Any District that has rehab projects can participate in these meetings by phone.

## December 2017 Watershed Report

### CCRs:

- Site 12260-Patsy Smith-Unknown Stream-Scott Depot-Putnam Co.-Not eligible, no blockage.
- Sam Nibert-Discussion was held with him and explained to him that we do not pull sediment out of streams unless we are working after a flood and the County request it and funding is appropriated. The landowners had approached him to get the streams dredged.

### RFA: Stream Permits

- None received

### O&M:

We are currently working on the work plan for the upcoming year for regular routine maintenance of the dams. We will also plan to repair the channel beside the outlet on Mill Creek 8 and working on the ladder steps for Mill Ck 13.

- Mill Creek #4: EAP Up To Date
- Mill Creek #5: EAP Up To Date
- Mill Creek #8: EAP Up To Date
- Mill Creek #9: EAP Up To Date
- Mill Creek #10: EAP Up To Date
- Mill Creek #13: EAP Up To Date
- Pocatamico 28: EAP Up To Date

## **Stephens, Vernon C December LOA Summary**

### **Region 3 Landowner Assistance Program Accomplishments for December 2017**

121 requests were received in Region 3. 109 of these requests were incidental covering a wide variety of topics such as logging complaints, Fire season, logging classes, etc.

#### **Cabwaylingo State Forest:**

A timber showing was held at the Wiley Branch sale, consisting of 80 acres.

#### **Camp Virgil Tate 4-H Camp (Kanawha County)**

Logging continues on this project.

#### **Capitol Conservation District: (Oxley)**

One logger/industry assist was made.

#### **Guyan Conservation District: (Six, Cook, Turnipseed)**

One reconnaissance was conducted to make recommendations.

#### **Little Kanawha Conservation District: (Copeland, Stephens, Jelich, Robinson, and Minton)**

Six practices plans were written consisting of 117 acres. 20 acres of TSI were marked. One insect and disease detection was made. Two acres were marked for wood fiber production. Two acres of trees were planted for timber production. Two acres of TSI was marked for wood fiber production and 37 acres for wildlife enhancement.

#### **Upper Ohio Conservation District: (Minton and Wilson)**

Nothing at this time.

#### **West Fork Conservation District (Wilson and Jelich)**

One practice plans was written covering 160 acres. One reconnaissance was conducted to make recommendations.

#### **Western Conservation District: (Six and Stephens)**

One insect and disease detection was made.

#### **Upcoming Events:**