

SOUTHERN CONSERVATION DISTRICT
SPECIAL BOARD MEETING
JULY 31, 2018

The Southern Conservation District held a special board meeting on July 31, 2018 at the SCD office, 463 Ragland Road, Beckley, WV. Virgel Caldwell called the meeting to order at 10:00 a.m.

Dennis Bailey led the board in the Pledge of Allegiance. Randy Prince opened the meeting in prayer.

Supervisors Present

Virgel Caldwell	Oscar Vecellio
Dvon Duncan	Curtis Murphy
Don Windon	Randy Prince
Dennis Bailey	Ray Lafferty

Supervisors Absent

Randall Patton
John Farrell
John Brenemen

Others Present

Becky Floyd, WVCA	Jeremy Salyer, WVCA
Dave Parkulo, SCD	

Letter of Request

Becky Floyd presented the letter of request to the WV Conservation Agency for FY19 Mountain RC&D grant funds totaling \$17,575.00. **Dvon Duncan moved to approve the LOR as presented. Dennis Bailey seconded. Motion carried.**

Southern CD Janitorial Contract

Oscar Vecellio discussed the current janitorial contract. Oscar Vecellio moved to increase the janitorial contract an additional \$50.00 a month. The current monthly janitorial cost is \$850.00. Randy Prince stated concerns on any wage increase when the board is not able to give current employees increases in their wages. Dennis Bailey suggested reviewing the janitorial contract on a yearly basis when reviewing employee wages. Oscar stated the janitorial contract was reviewed at the building committee earlier this month. Oscar withdrew the motion for lack of a second.

District Operations and Finances

Randy Prince discussed the need for all board members to review operations of the district on a more regular basis. Virgel discussed the importance of supervisors attending all meetings to better understand the district operations.

Dvon Duncan discussed the AgEP program and the concern that the amount of money that is allocated for the program is based upon the number of farms in our district. Dvon encouraged board members to visit with local landowners and new farmers to encourage them to register at their county courthouse as a farm to increase the number of farms in the district. Dvon discussed ways to help the small farmer. Jeremy stated the US Census is used for the number of farms in the state for the AgEP allocation formula.

Dvon discussed the 319 program and the VISTA position. Dvon stated her end goal was to obtain 319 funds and grants for the district crew to have 319 projects to help generate district income. Dvon suggested the board reconsider this to see if they are still interested in hiring a VISTA or if they feel the \$3,000.00 set aside in the CDO budget for two years would be better used in the district to help cover current employee costs and wages. Dvon stated she is advocate for the position due to the opportunity to have a VISTA worker for a small cost to the district.

Dennis questioned if the estimates the district is providing for work are too low and is this where the finance committee feels the district is losing money? Oscar summarized the information the finance committee discussed at their recent meeting. Oscar stated the report prepared by Mike Akers reflects the building rent as a profit for last 6 months. Virgel stated he feels the estimates on the state work including OM&R work are low and must be increased even if the state will not approve the increase. Dvon discussed concerns on pulling from the SCD certificate of deposits and money market account to cover employee wages. Dennis questioned if the districts are charged to maintain the dams and channels then shouldn't the state fund the cost to maintain the dams and channels. Jeremy reviewed the role of districts and why districts were created. Districts are not charged to do any certain thing other than provide conservation assistance and serve as the local conservation arm to landowners. Districts are a sponsor of the dams and channels but only one of the local sponsors. Jeremy reviewed the annual OM&R matching funds the Agency provides to districts. Jeremy discussed the recent Attorney General's Opinion on the current OM&R agreements and that sponsors can no longer sign long term funding agreements. Oscar explained the process of the funds that are in place at the district level. Dennis questioned if the district should begin keeping a profit and loss on each job to determine which jobs are showing a loss. Oscar stated he feels the district is not doing enough volume of work. Oscar suggested each employee complete their payroll sheet to show each hour worked and what job or project they worked on each hour, including travel time and down time. Dave stated the employees are already putting this on the payroll sheet with Joey Badtke then transferring the time to a master sheet. Oscar asked Dave to provide a list of jobs and hours worked for this week and what equipment was used for each job. The group asked Dave if he has the profit or loss on the work recently completed on the dams in Western CD? Dave stated he can total the figures and have it by the August board meeting. Dvon asked Dave if he can provide a report to the board reflecting the expense and income for each job? Dave stated he is not currently compiling this for each job but has the information for each job in his office. Dave questioned why the district cannot do more work on Brush Creek Channel instead of spreading it over five years when dollars are already in place?

Why not spend the extra money now? Jeremy encouraged the board to have input on the upcoming fall inspections and review the five-year plan.

A lengthy discussion was held on the lime program and how to increase the profit on this program. The group discussed a delivery fee on lime to cover costs when lime is delivered to landowners. The equipment committee will meet with Dave to review adding a surcharge on the cost of lime being delivered and determine the radius of the additional delivery fee.

A discussion followed on OM&R cost estimates for the next season. Oscar suggested that Dave provide a fair cost estimate on the work and if the agency does not accept the estimate then the district cannot lower their estimates. Jeremy encouraged the board to discuss this during the inspections and to look at their costs. Districts cannot count on the OM&R money to carry the expense of their employees. Randy stated one of the biggest cost to the district is labor. Dvon reminded the board when Judith Lyons and Brian Farkas provided the five year plan the district was told they could come back to the agency if the district is losing money on the work being done due to cutting their estimates to match the Agency estimate. Jeremy reminded the board the district would need to contact Judith immediately if a problem on the cost arises on each job and not after the work has been completed and billed. Oscar stated there is more than enough money in the district OM&R accounts to cover more work than the agency allows the district to complete. Oscar said it is vital for Dave to begin totaling the profit and loss on completed jobs to determine where the loss is occurring on the work completed by the crew. The district needs to consider the entire picture and review each expense on the jobs. Oscar suggested that Dave as the crew foreman spend more time on the job with the crew employees to ensure the work is being done in a timely productive manner.

Dennis questioned where to start on tracking the profit and losses for the district work? Oscar stated he needs the total payroll, jobs worked on and money expended for each job for each payroll period. He will work with Mike Akers and Dave to have a report by the August 9 board meeting. Dave stated he can track the cost per job.

Dvon questioned the district credit card expenses and how these are tracked? Dave stated he codes each item but some of codes have a wide range and might need to be revised to address each expense.

Dennis Bailey suggested the district is losing money on donations they make to various programs. Oscar stated the donations are made from CDO funds. Becky reviewed the process of the CDO budget that is submitted each year to the State Conservation Committee. The group discussed using residual CDO funds to help with district employee costs. Dvon asked Becky to place this on the August board meeting agenda.

Dvon discussed possibly reviewing the SCD policy on past due invoices. Oscar suggested the past due invoices need to be addressed in a timelier manner. Dave reported he sent a certified letter to Beverly Whitehead to request payment within 15 days on her past due invoice. Harold

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Wolfe has sent a letter to Mr. Taylor. Dvon questioned the past due invoices for Kenny Lambert. The board asked Becky to place the three past due invoices on the August agenda for board action.

Oscar summarized the meeting and stated he will work with Dave and Mike Akers to provide a report on jobs completed since June 30. He will try to have this by August 9 board meeting.

Dvon asked Becky to add the VISTA worker to the August agenda.

The group asked Becky to add discussion of employee wage increases to the August agenda.

The meeting adjourned at 12:10

Respectfully submitted

Virgel Caldwell
Chairman

Dvon Duncan
Secretary