



# MINUTES

## Western Conservation District Board Meeting

November 16, 2023

### In Attendance at the 9:00 a.m. Meeting

**Supervisors Attending in person:** Charles Lipscomb, Chairman; Jeremy Grant, Vice Chairman; Don Stephens, Treasurer; Mary King, Secretary, Joe Casto

**Others Attending:** Kim Fisher, Area Director; Hallie Roach, AS; Jackie Byars, DC; Dennis Brumfield, CPA

**Others Attending by phone:** Heather Duncan, WVACD Executive Director; Davin White, WVCA

**Supervisors absent:** Mike Wolpert

### Call to Order:

Chairman Lipscomb called the meeting to order at 9:05 a.m. at the district office in Point Pleasant WV.

### Adopt Agenda / Approve Minutes

**Grant moved to adopt the agenda as presented, second by Casto. Motion Passed.**

**On a Grant/Casto motion the October minutes were approved as presented. Motion Passed.**

### Financial Reports

**General Fund and CDO Funds** for October 2023 were reviewed by supervisors as presented. Dennis Brumfield reviewed the report with supervisors reading balances, income, and expenses for both General and Grant funds. The report will be filed for audit.

**Financial Transactions Report:** **On a Grant/Casto motion the Financial Reports were accepted and will be filed for audit with the October transactions approved. Motion Passed.**

**Co-Administered Fund Report:** Supervisors were provided with a copy of the funds cash balance report from WVCA District Fiscal Operations. Fund balances were reviewed. The board accepted the report to be filed for audit. **Casto/Stephens moved to accept the Co-Administered Fund Report and file for audit. Motion Passed.**

**Treasurer's Report:** Don Stephens provided a report for supervisors to review. **On a Stephens/Casto motion payroll was approved for \$5071.90 with a correction of \$300.00 for Donald Stephens per diem. Motion Passed.**



### Partnership Reports

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#### WVCA Written Report - Kim Fisher, Area Director

Kim Fisher reviewed her written report with the board members.

#### Heather Duncan, WVACD, Executive Director

Heather Duncan provided a written report to the board members.

#### Jackie Byars, DC, NRCS

Jackie Byars reviewed updates with NRCS and provided a written report.

#### Davin White, WVCA

Davin White went over some questions with the board to provide a Western Conservation Page for Legislature Day at the Capitol.

**Grant/Stephens moved to purchase a new watershed banner and an Agricultural Enhancement Banner. Motion Passed**

**Stephens/King moved to let the Chairman approve the design of the new banners. Motion Passed**

### Programs

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#### Operation, Maintenance & Repair

Jacob Lavender no report provided.

Poca 28 informational meeting was held on November 15, 2023, at the Jackson County Fairgrounds, Joe Casto and Charles Lipscomb attended.

#### CORRESPONDENCE

WVACD Newsletter

### CO-ADMINISTERED COST SHARE PROGRAMS

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#### A. Agriculture Enhancement Program (AgEP)

**Grant/Casto moved to approve the following for cancellations. Motion Passed.**

Cancellation

Donald Pauley – Division Fence \$1500.00

Michael Jeffers – Lime - \$1400.00

Invasive Species - \$140.00



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**Casto/Stephens moved to change AgEP Agreement from Donald Johnson to Jessica Johnson. Motion Passed.**

Joe Casto was asked to leave the meeting before AgEP payments were discussed.

**Stephens/Grant moved to approve the following AgEP payments. Motion Passed.**

### Approval of Payments

#### Lime

Anthony Crago - \$1,400.00

Lawrence Cain - \$2,800.00

Keith Casto - \$2,184.00

#### Heavy Use

Joe Casto - \$1,000.00

#### Water System

Nathan Moore - \$3,950.00

#### Invasive Species

Patrick Boggess - \$1,000.00

December 18, 2023, will be the State AgEP Meeting and Lipscomb discussed with the board some of his concerns for FY25.

## Old Business

District Awards Banquet

**Grant/Stephens moved to purchase decorations for the Awards Banquet up to \$500.00. Motion Passed.**

**Stephens/Grant moved to order additional ink pens and writing pads and authorized Hallie to order what is needed. Motion Passed.**

## New Business

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**Stephens/Grant moved to sign a Civil Rights checklist with the NRCS/WCD Agreement. Motion Passed.**

WCD Host Envirothon 2024 & 2025 will be tabled till December Meeting.



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**Stephens/Grant moved to approve the Audit Quote from Lowe & Associates, PLLC for 2023, 2024, and 2025 in the amount of \$1475.00. Motion Passed.**

**Grant/Casto moved to accept Wayne Bennett's resignation as a representative on the Putnam County Solid Waste Authority Board. Motion Passed.**

Mary King agreed to discuss the vacancy with Mike Wolpert and try to obtain a replacement to represent the District for the Solid Waste Authority

### Supervisor Reports

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Joe Casto reviewed with the board his trip National Watershed Coalition in Salt Lake City, Utah.

Jeremy Grant told the board about a County Commission meeting December 14, 2023 about Farmland Protection.

**Stephens/Grant moved to have Partnership meeting in December at the Jackson County USDA building in conference room as well as January and February if needed, due to the offices being moved.**

The meeting was adjourned at 11:45 P.M.

Minutes recorded by:  
Hallie Roach

Approved by:

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Mary King, Secretary