

Southern Conservation District**June 8th, 2023****Board Meeting Minutes****10:00 AM**

The SCD met for their scheduled monthly board meeting at their conference room at 463 Ragland Road Beckley, WV25801.

Those in attendance:

Members of the SCD Board; Ron Testerman, Edgar Hendrick, Curtis Murphy, Bill Harris, Randall Patton, Alvin Marchant, John Farrell

SCD/WVCA Staff; Marty R. Walker-Owen, Dave Parkulo, Mike McMunigal, Jeremy Salyer

NRCS; Katy McBride, Hanna Thacker, Jenna Budd

While waiting on attendance of members of the board Chairman Randall Patton suggested that NRCS move forward with their reports to the board.

Katy McBride provided an update on current NRCS program involvement at the SCD, and outreach events participated in with her and staff such as land judging.

Hanna Thacker gave a report on recent activity and involvement. She noted they received 30 applications for the watershed buyout of Elkhorn Creek which was their goal.

There was a WV Tour of Elkhorn Creek and Southern Coalfields in April and had two housing summit meetings for the Upper Guyandotte and Elkhorn Creek meetings in May.

Katy McBride noted that she had found out that the Extension Service held the regional contest later the same week of the GVCD/SCD contest at PMC. She expressed the timing and scheduling of the contests were too close for ideal participation and to keep in mind for next Spring. She noted the letters were sent by Marty and Angela in advance for the land judging contest but felt the registration was low due to the two contests in the same week.

Southern Conservation District Operations & Business

Approval of May Board Meeting Minutes

SCD/Marty Walker-Owen

Curtis Murphy moved to approve the board meeting minutes, Ron Testerman seconded, motion carried.

Review/Approval of District Financial Reports

SCD/Marty Walker-Owen

District Operating Account

District Building Account

Supervisor Travel & Per Diem Account

CDO Account

District Reserve Account

Marty Walker-Owen noted that the receiving account has been closed and is no longer listed on the MCNB SCD accounts. She noted she is following up on loose ends moving payments to the district projects account.

Curtis Murphy moved to approve the five district financial reports, Bill Harris seconded, motion carried.

Review/Approval of Accounts Receivable/Aging Summary SCD/Dave Parkulo

A brief discussion was held in review of the accounts receivable aging summary. Randall Patton inquired about the undistributed item listed on the aging summary. Dave Parkulo stated that a cooperator had paid the district twice and after speaking with the bookkeeper about a credit it was agreed to keep the item paid in the operating account because he has a reoccurring project that will have the same cost coming up and he is paid in advance.

Marty Walker-Owen noted that several of the outstanding items noted as past due have recently been paid prior to the finalization of the monthly report.

Dave Parkulo reported that Jacob Lavendar is working on WVCA items outstanding and in communication with he and Marty as they bring those up to date.

Bill Harris moved to approve the aging summary, John Farrell seconded, motion carried.

WVCA/SCD District Administration Report Marty Walker-Owen, WVCA

Marty Walker-Owen shared that the AgEP signups are underway and going well, Mike McMunigal at SCD assisting a Conservation Specialist from Elk Conservation District as well. She reported that she is working on closing out FY23 AgEP and preparing program items for FY24. Marty reported on the land judging at PMC and thanked NRCS staff for their work towards the event as well as the information and participation of SCD Farm Tour of the county farms recognized.

Marty Walker-Owen reported that the WVCA Co-Administered reports for the months of April and May have not been received to the district office at this time and to her knowledge everything has been sent and submitted from SCD to finalize the reports. She stated that Melissa Blount was on the call to explain the delay in reports.

- Review/Approval of Co-administered WVCA Financial reports
Melissa Blount with WVCA fiscal commented to the board that the penalties received due to the CDs being closed early have caused bank fees to the accounts. She stated that they cannot pay penalties out of Co-Admin funds which is in Policy for Conservation District Accounting and Auditing Standards. She stated the interest accrued was less than the penalties for early withdrawal. Melissa stated that the district needed to deposit funds to cover the difference in the fees and penalties. Bill Harris requested the amounts. She shared the following differences in amounts of interest and penalties owed as follows:
CD # 9597 \$262.68, CD #9596 \$105.43, CD #9595 \$55.55

Marty requested that a copy of the breakdown of funds owed to be deposited be emailed so she could provide a copy to the board and follow up on making the deposits.

Bill Harris inquired to Melissa Blount about adding the funds to the CD is the board was going to need to obtain a new CD to do so, she stated no. She reported that she was asked to check why the board closed the CDs and opened new ones. Randall Patton stated that the CDs were closed and reopened in order to make more money due to the increase of interest rates.

Melissa Blount shared with the board that they lost principle with the transaction due to early withdrawal penalties. Randall Patton asked if when the CDs accrue interest if the WVCA is going to do the math and determine the SCD made money and give the funds back to the district, Melissa Blount stated they could do so.

Bill Harris asked if as soon as the deposits are made the reports would then be finalized. Melissa stated yes, they would be finalized for reconciliation. Marty Walker-Owen noted that all three CDs in discussion have been renumbered and she has sent the information to fiscal of the renamed CDs.

Bill Harris moved to approve the district deposit the three penalty amounts for the CDs as identified during the meeting today as provided by WVCA fiscal, John Farrell seconded, motion carried. Randall Patton made special attention to note that WVCA would pay the funds back when the CD funds accrue interest.

- District Conservation Farm of Year

Marty noted that the SCD Farm Tour was discussed at the standing committee meeting where score sheets were reviewed. Randall Patton noted that at the committee meeting the board agreed to the Fayette County Farm, Five Springs Farm to be the winner of the Conservation Farm Tour District Award.

John Farrell moved to approve the Fayette County Farm as the District Farm of the Year, Ron Testerman seconded, motion carried.

- Approval of Agreed Upon Procedures Audit

Marty Walker-Owen presented the audit letter report to the board and provided information to have full board acceptance of the audit report in order to be reimbursed. She read the letter to the board submitted from the auditor. She stated that she and Randall Patton had reviewed the full report together and he signed the report, and she has submitted with the Chairman signature.

Bill Harris moved to approve the acceptance of the agreed upon procedures audit report, Curtis Murphy seconded, motion carried.

- USDA Lease Amendment Approval

Marty reported to the board the USDA lease amendment has been received and is ready for signature and submittance to USDA for the end of 2026.

She stated that she has provided to Bill Harris for his review.

Bill Harris moved to accept the lease as amended and provided through the end of 2026
Ron Testerman seconded, motion carried.

SCD Conservation Technician Supervisor Report

Dave Parkulo, SCD

District Work Project Updates

Since last board meeting, he noted the crew has delivered 55 tons of lime, replaced a culvert on BC #5 outlet channel pipe, BC sites 7, 12, 14 and 15 and dams have been mowed. They have installed 600 feet of fence at Pluto for the Plumley Farm, installed AgEP cost share fence completed for Glen Walker at Springdale.

The crew has installed 700 feet of guard rail was installed in the Capitol District for Elk Two-Mile. He has sprayed Western Mill Creek number 4&5 for poison hemlock. SCD will begin mowing 25 dams in the PVCD starting next week. He has received permits back from Army Corp for the East River streambank stabilization project.

Dave Parkulo reported he has looked into several projects regarding the dam and channel along Patterson Creek. He noted he would need to talk with Mike McMunigal about the extension date on the feed pad on Ron Testerman's farm for the 319 project. He stated he has several pond cleanouts and repairs upcoming in the district on schedule for this summer.

A discussion was held with Bill Harris and Dave Parkulo in reference to the trash rack installations. Dave noted he will be working in Moorefield a great portion of the summer.

WVCA, NRCS & SCD Updates/Approvals

Watershed Manager South Report

Jacob Lavender, WVCA

Jacob Lavendar reported that there was a rain event over the holiday weekend, and he has had reports of a large blockage from the DOH and he anticipates reports to come in. He reported he has sent the first draft of the 7-1-3U report to Raleigh County Commission. He will be moving forward with the sub agreement for the EWP site work once the original is modified for technical information which Anita May and Judith Lyons have requested from Marty Walker-Owen, once that is received and modified, he can move forward.

He updated the board that an easement violation will be written on DFCF 1 for ATV ruts on the dam. A report will be forthcoming about the violation.

Area Operations Manager Report

Jeremy Salyer, WVCA

A discussion was held between Jeremy Salyer, Bill Harris, Randall Patton and Dave Parkulo about the funds to be received by the WVCA to cover channel and dam work in the district.

Bill Harris noted the OMR district account needs to be in place so that funds can deposited and spent to complete work.

OMR agreements will be forthcoming, he is trying to plan the Area Farm Tour for all 7 of the districts in his area are participating. He shared that he is working on dates for the 24th through the 28th at this time and will report back to Marty when those dates are concrete and confirmed.

He reported that the long-range plan needs to be submitted by the end of the fiscal year, Marty noted that the SCD has a meeting set on June 23rd to discuss the LRP so she can execute and submit.

Conservation Services Report

Mike McMunigal, WVCA

Mike McMunigal provided a report on the last batch of AgEP he has been working on with Marty at the district and gave a report on the current conservation program. He provided a written report to the board showing the payments in process and end of FY23 AgEP breakdown of funds. He gave an oral report based off the written report provided.

Marty Walker-Owen noted that she has not received the dollar amount of funds for FY24 as of this date.

Mike McMunigal noted two cancelations to the program one for frost seeding in the amount of \$40.40 and Kenneth Turner for a water system in the amount of \$1,200.00.

- AgEP Updates

Mike shared that on May 30th interviews were conducted at GVCD and SCD staff and board members called in to the interviews to fill Conservation Specialist positions for Southern and Greenbrier. The candidate selected declined the offer at this time. Mike McMunigal stated he would be sending a recommendation to HR at WVCA for the next candidate to be offered the position.

- 319 Program Updates

There are no new 319 program updates currently for SCD. The extension to next year (July-August) for the Pipestem 319 project was confirmed to be accepted.

Supervisor Reports/Approvals

Nominations/ Election of District Board Officers

Members of Board

Randall Patton noted that Ron Testerman was the lead on the nominating committee as partnered with Ed Hendrick, Ron Testerman noted that it is the recommendation of the committee to leave all offices and representatives the same as they are.

Randall Patton opened the floor for any other nominations.

Randall Patton – Chairman

Bill Harris- Vice Chairman

Curtis Murphy- Treasurer

Fred Halsey- Secretary

Ron Testerman & Bill Harris – WVACD Representatives

Bill Harris moved to close the nominations and accept as presented by the nominating committee to leave all offices as they remain, John Farrell seconded, motion carried.

Check Signatories

Randall Patton

The check signatories were discussed at the committee meeting and a recommendation was made by finance committee that Raleigh County supervisors be added as signatories.

John Farrell moved that the four officers remain signatories as well as adding the two Raleigh County Supervisors (positions not individuals) to be signatories of the accounts, Curtis Murphy seconded, motion carried.

Renaming of OMR Accounts Update-WVCA

Members of Board

A discussion was held regarding the lack of attention or response from WVCA fiscal to set up the OMR accounts as requested by the SCD.

Jeremy Salyer said he would be in touch with Judith Lyons regarding why the accounts have not been set up as stated and agreed to.

Bill Harris moved for the board to write a letter to the executive director to move forward with renaming the OMR accounts as soon as possible, Ron Testerman seconded, motion carried.

Bill Harris moved to adjourn, John Farrell seconded, motion carried.

11:43 AM

Respectfully submitted:

Marty R. Walker-Owen, Admin.

X Marty R. Walker-Owen

Randall Patton, Chairman

X Fred C. Halsey

Fred Halsey, Secretary

X Randall Patton*Closing Remarks & Meeting Reminders:**LRP Plan of Work Meeting: June 23rd 10:00 AM**Equip Committee Meeting June 30th 10:00 AM**Special Board/Committee Meeting June 27th 10:00 AM-Policy Update**Next Regular Board Meeting: July 13th 10:00 AM*