

Warren Soil & Water Conservation District
Board Meeting Minutes
April 9, 2019

Board Members Attending

Herman Collier, Chairman
Mike Hight, Sec/Treasurer
Thomas Traylor, Member
Peter Hight, Member
Charles Lynch, Vice-Chairman

Staff Attending

Larry West, SWCD Director
Gary Holtzmann, ACST
Vickie Ryder, Admin Assistant

The regular scheduled board meeting for Warren SWCD was held Tuesday, April 9, 2019 at 7:30 p.m. in the multi-purpose room. All members and staff were in attendance. Chairman Herman Collier called the meeting to order at 7:30 p.m. and Larry West gave the invocation for the evening.

The minutes from the February 12, 2019 board meeting were presented for approval. Mike Hight made a motion to approve the minutes. Charles Lynch seconded the motion, the motion passed. The minutes will be filed as such.

Mike Hight presented the financial report for approval. Peter Hight made a motion to approve the report and Charles Lynch seconded the motion. The motion passed and the financial report will be filed as such.

Next on the agenda was Vickie Ryder. Vickie presented one check for approval: \$ 21.69 for Gary Holtzmann for meals. A motion was made by Thomas Traylor to approve the check, Charles Lynch seconded the motion. The motion passed. Vickie provided the Board with a copy of the record retention schedule for the local Soil and Water Conservation Districts. Charles Lynch made a motion to adopt the record retention schedule as presented, Thomas Traylor seconded. Vickie provided the draft copy of the 2019-2020 budget ordinance to the Board. Charles Lynch made a motion to accept as presented, Mike Hight seconded.

Larry West was next on the agenda, he gave brief update on the completion of all our annual educational contests with Warren County having two students place in the Poster and Public Speaking at the Area. Next, Larry discussed the NC Farm Act of 2019 for roles of the Soil and Water Conservation Commission and employees with Job Approval Authority. Larry reminded Board that Stewardship Week will be April 28, 2019 to May 5, 2019.

Gary Holtzmann was next on the agenda. There were (2) two ACSP request for payments. The applicant for contract number CS-93-2019-010-13 is a family member of the current Warren SWCD Chairman, Herman Collier. To avoid a conflict of interest, Warren SWCD Vice-Chairman Charles Lynch temporarily presided over this portion of the meeting and presented application

number CS-93-2019-010-13 request for payment. Peter Hight made a motion to approve the request for payments. Thomas Traylor seconded the motion, the motion passed. Herman Collier abstained from acting on CS-93-2019-010-13. At this point, Herman Collier resumed presiding over the Soil and Water meeting. Charles Lynch made a motion to consider CS-93-2019-004-12 request for payment. Mike Hight seconded the motion, the motion passed. Gary Holtzmann informed the board annual NCACS spot checks were completed April 3, 2019. Gary reminded the Board to consider their items of interest that may assist in the preparation of the required 2019-2020 Strategy Plan which is due in June.

There was no further business to bring before the board and Herman Collier adjourned the meeting at 8:30 p.m.

Next meeting May 14, 2019 at 7:30 p.m.

Herman Collier
Chairman

5-14-2019
Date