

## Form #2

1. The first step is to identify the problem or issue that needs to be addressed. This involves gathering information and understanding the context of the problem.

2009 JUN 23 PM 1:40

OFFICE WEST VIRGINIA  
SECRETARY OF STATE

AGENCY: West Virginia Conservation Agency TITLE NUMBER: 63

RULE TYPE: WV Code - Legislative CITE AUTHORITY: Chapter 19-21A and 19-21B

AMENDMENT TO AN EXISTING RULE: YES X NO       

IF YES, SERIES NUMBER OF RULE BEING AMENDED: \_\_\_\_\_<sup>1</sup>

**TITLE OF RULE BEING AMENDED:** Operation of West Virginia State Conservation Committee and Conservation Districts

IF NO, SERIES NUMBER OF RULE BEING PROPOSED: \_\_\_\_\_

**TITLE OF RULE BEING PROPOSED:** \_\_\_\_\_

IN LIEU OF A PUBLIC HEARING, A COMMENT PERIOD HAS BEEN ESTABLISHED DURING WHICH ANY INTERESTED PERSON MAY SEND COMMENTS CONCERNING THESE PROPOSED RULES. THIS COMMENT PERIOD WILL END ON July 24, 2009 AT 4:00 p.m. ONLY WRITTEN COMMENTS WILL BE ACCEPTED AND ARE TO BE MAILED TO THE FOLLOWING ADDRESS:

**West Virginia Conservation Agency  
Attn: Public Relations Specialist**

1900 Kanawha Blvd., East  
Charleston, WV 25305

**THE ISSUES TO BE HEARD SHALL BE LIMITED TO THIS PROPOSED RULE.**

**Authorized Signature**

**ATTACH A BRIEF SUMMARY OF YOUR PROPOSAL**

2009 JUN 23 PM 1:40

**TITLE 63  
LEGISLATIVE RULE  
STATE CONSERVATION COMMITTEE**

OFFICE WEST VIRGINIA  
SECRETARY OF STATE

**SERIES 1  
OPERATION OF WEST VIRGINIA STATE CONSERVATION COMMITTEE AND  
CONSERVATION DISTRICTS**

**§63-1-1. General.**

1.1. Scope. -- This rule establishes procedures for creating a conservation district and the election and appointment of conservation district supervisors to the State Conservation Committee and the State Conservation Districts, the expenditure of funds by the State Conservation Committee for watershed programs and compliance with the West Virginia Open Governmental Proceedings Act.

1.2. Authority. -- W. Va. Code §§19-21A and 19-21B.

1.3. Filing Date. -- April 5, 2007.

1.4. Effective Date. -- June 1, 2007.

**§63-1-2. Procedure for Appointing and Electing District Conservation Supervisors.**

2.1. The governing body of a conservation district shall consist of the appointed and elected supervisors (W. Va. Code §19-21A-7).

2.2.A. ~~Landowners within each county in the district shall nominate candidates for the non-partisan position of supervisor to represent the county within the district governing body (W. Va. Code §19-21A-6). Each county is entitled to elect two (2) supervisors to represent the county (W. Va. Code §9-21A-7). Beginning with the two thousand eight general election, each county in a district shall elect two nonpartisan supervisors: Provided, That any county with a population of one hundred thousand based on the most recent decennial census shall elect one additional supervisor and any county with a population over one hundred thousand based on the most recent decennial census shall elect one additional supervisor for~~

each fifty thousand residents over one hundred thousand.

~~2.2.B. Any registered voter may vote in his or her county for qualified candidates. Elections for non-partisan county supervisors will be held during the general election as non-partisan candidates.~~

2.2.B. 2.2.C. Any registered voter may vote in his or her county for qualified candidates. Commencing in 2010, elections for non-partisan county supervisors will be held during the primary election as non-partisan candidates. Supervisors shall be elected in the general election to be conducted in the year two thousand eight as nonpartisan candidates. Thereafter, supervisors shall be elected in the primary election. The term of office for the candidate for supervisor receiving the highest number of votes in the general election of two thousand eight shall be for four years; the candidate for supervisor receiving the second highest number of votes in the general election of two thousand eight shall be for two years. In counties where more than two supervisors are elected in the general election of two thousand eight the two supervisors receiving the highest number of votes shall serve for four years and the remaining supervisor or supervisors shall serve for two years. Subsequent Terms terms of office for supervisors elected thereafter shall be for four years. Unless otherwise provided or on conflict with this rule the provisions of chapter three of the West Virginia Code shall apply to the election of supervisors.

~~2.3. Any candidate meeting the qualifications to hold the office of conservation district supervisor, outlined in subsection 2.4, shall file a nominating petition which has been signed by twenty-five (25) or more resident property owners within the boundaries of the~~

~~county in which the nominee resides; owners may sign more than one (1) nominating petition (W. Va. Code §19-21A-6). The petitions, certified statement of land ownership and residency, and statement of qualifications shall be delivered to the state conservation committee 270 days prior to the general election.~~

2.3. 2.4. Qualifications for county supervisor:

2.3.A. 2.4.A. Must be a landowner own a minimum of three (3) acres within the county where he or she is running for office.

2.3.B. 2.4.B. Must reside in the county where he or she is running for office.

2.3.C. 2.4.C. Must be an active or retired farmer with a minimum of five years experience. A farmer shall be anyone who has the capabilities of producing a minimum of \$1,000 of income from the sale or extraction of natural resources and or agricultural products.

2.3.D. 2.4.D. Must be an active cooperator within the conservation district and have at least five (5) years of land management experience, or experience in other related fields.

2.3.E. 2.4.E. Must have a strong working interest in the conservation of natural resources.

2.3.E.1. 2.4.E.1. Must have knowledge of conservation best management practices either from practical experience or education experience. For example: confined feeding areas; filter strips; alternative watering systems.

2.4.D.2. Must possess experience with related organizations or units of government. For example: Related organizations could include watershed associations; grassland committees; livestock associations; associate members, USDA Farm Service Agency.

2.4. 2.5. All supervisors shall remain in office until the election or appointment and swearing-in of the successor or an official

resignation has been received in the office of the State Conservation Committee.

2.5. 2.6. Any vacancy occurring in the office of supervisor shall be filled by the committee by appointment of a person from the county in which the vacancy occurs. Within fifteen days after the vacancy occurs, the district shall submit a list of names of persons qualified to be a supervisor. If the unexpired term is for less than two years and two months, the appointed person shall hold office until the expiration of the term. If the unexpired term is for more than two years and two months, the appointed person shall hold the office until a successor is elected in the next primary or general election and qualified.

2.6. 2.7. Associate supervisors shall be appointed by districts as deemed necessary. Associate supervisors may have the same duties as elected supervisors, but may not vote or make motions. Duties and responsibilities of associate supervisors will be determined by the board of supervisors in their by-laws or policy manual. Expenses for associate supervisors will be determined at the discretion of the local conservation district board.

2.8. The State Conservation Committee may appoint and authorize a subcommittee to review candidates' petitions, qualifications, and can review and report their findings to the State Conservation Committee. The final determination shall be made by the State Conservation Committee. The committee shall provide a list of qualified candidates to the Secretary of State no less than ninety days prior to any election for supervisor in the manner specified by the Secretary in accordance with W. Va. Code §3-5-9.

### **§63-1-3. Expenditure of Funds by the State Conservation Committee for Watershed Programs.**

3.1. Policy. The following requirements shall govern the expenditures of funds by the State Conservation Committee for watershed programs that have or may be made available to it by the state legislature.

3.1.A. State watershed improvement program funds will only be used to aid legally constituted conservation districts or watershed improvement districts in meeting their obligation of facilitating the planning and operation phase of approved watershed protection and flood prevention programs.

3.1.B. State watershed improvement program funds will be made available only when other funds cannot be obtained and shall be considered supplemental to the capital resources of sponsoring conservation districts or watershed improvement districts in cooperative action with the federal government, local units of government and communities concerned with approved watershed programs.

3.2. Expenditures of State Watershed Improvement Program Funds. State watershed improvement program funds may be spent for the following purposes subject to the procedures outlined in section 3.3 of this rule.

3.2.A. Purchase land or easements on a negotiated value and price basis after certification by a state certified appraiser, one (1) representative of the sponsoring conservation district, one (1) representative of the State Conservation Committee, that the negotiated value does not exceed a fair market value price.

3.2.B. Purchase land, easements or other right-of-way at values resulting from condemnation obstructions.

3.2.C. Negotiate with proper officials on the relocation of roads, public utility lines, or similar actions.

3.2.D. Pay court costs, attorney fees or similar expenses directly connected with any of the above actions.

3.2.E. Assist with expenses incurred by conservation districts or watershed improvement districts in the performance of work related to any watershed activities.

3.3. Operating policies to govern the acquisition of land rights and the general use of state funds.

3.3.A. Each conservation district or watershed improvement district anticipating a need for supplementary state watershed improvement program funds shall prepare and submit to the State Conservation Committee by June 1 of each year, for its action, a comprehensive plan of procedure and statement of intent relative to the acquisition of land rights covering such points as:

3.3.A.1. Estimated total fund needs for land rights;

3.3.A.2. Estimated value of local contributions to this phase of the project;

3.3.A.3. Probable recovery value from land sales; and

3.3.A.4. A description of the (1) methods used, or to be used, to determine land values and (2) a realistic evaluation of the ability of local people to help themselves in the development and completion of a watershed improvement program.

3.3.B. Title to all property acquired shall be vested in the State Conservation Committee.

3.3.C. Easement or other land rights shall be obtained either by the local conservation district or watershed improvement district. An up-to-date listing of all easements (state and district) is to be kept in the district office. Easements should be recorded in the county land records as soon as procured. The list should be checked against courthouse records biannually to ascertain if property has been sold. If sold, the new owner is to be contacted and made aware of the easement.

3.3.D. The sale of the land purchased with state watershed funds must be approved in advance by the State Conservation Committee.

3.3.E. All land purchased with state funds will be sold, subject to necessary easements, as soon as practical. Retention of the area in and above a given structure may be kept for public use development on approval of the

State Conservation Committee.

3.3.F. Prior to the selling of such land, an appraisal shall be made by a state certified appraiser, a representative of the local conservation district or the watershed improvement district and a representative of the State Conservation Committee. This appraisal must accompany all proposals to the State Conservation Committee to sell lands acquired with state funds.

3.3.G. Before any property purchased with money from this fund is sold, first refusal shall be given to the property owner from whom it was purchased or his or her heirs. If the previous owner or his or her heirs choose not to repurchase the property notice of the sale must be given. The notice shall be placed in three (3) issues at least a week apart, in a newspaper of general circulation in the conservation district or watershed improvement district affected. The notices are to call for the bids with the property to be sold to the highest bidder. The State Conservation Committee reserves the right to reject any and all bids. And, further, the provisions of this section shall not apply where acquired lands are being sold or disposed for a public use to the State of West Virginia or its political subdivisions. In lieu thereof, consideration other than the present commercial or market value of the property may be used as a basis for the sale or transfer.

3.3.H. Proceeds from the sale of land or products from such areas are to be immediately transmitted to the State Conservation Committee by the conservation district or watershed improvement district.

3.3.I. Improvements other than items covered in watershed work plans are not to be made during the period of conservation district or watershed improvement ownership without specific approval of the State Conservation Committee.

3.4. Representation of the State Conservation Committee. The State Conservation Committee may appoint and authorize a subcommittee, including its Executive Secretary, to act for the Committee in

any matters related to this subject.

#### **§63-1-4. Procedures for Complying with the West Virginia Open Governmental Proceedings Act.**

4.1. The State Conservation Committee and Conservation Districts are required to comply with §6-9A-1 ET SEQ, the West Virginia Open Governmental Proceedings Act.

4.2. Filing in the state register. The time, date and place of all regular meetings of the State Conservation Committee shall be submitted to the office of the Secretary of State and by news release to the media and public at large at least thirty (30) days prior to the convening of the meeting.

4.3. Emergency meetings filed in the state register. The time, date, place and purpose of all emergency meetings of the State Conservation Committee shall be submitted to the office of the Secretary of State and by news release to the media and public at large as soon as possible, but no less than twenty-four (24) hours in advance of such meeting.

## APPENDIX B

**FISCAL NOTE FOR PROPOSED RULES**

Operation of West Virginia State Conservation Committee and Conservation Districts

Rule Title: \_\_\_\_\_

Type of Rule: ☒ Legislative ☐ Interpretive ☐ ProceduralAgency: West Virginia Conservation AgencyAddress: 1900 Kanawha Blvd., EastCharleston, WV 25305Phone Number: (304) 558-2204Email: atackett@wvca.us**Fiscal Note Summary**

Summarize in a clear and concise manner what impact this measure  
will have on costs and revenues of state government.

No change will occur to cost or revenues of state government.

**Fiscal Note Detail**

Show over-all effect in Item 1 and 2 and, in Item 3, give an explanation of  
Breakdown by fiscal year, including long-range effect.

| FISCAL YEAR                 |                                           |                                        |                                           |
|-----------------------------|-------------------------------------------|----------------------------------------|-------------------------------------------|
| Effect of Proposal          | Current<br>Increase/Decrease<br>(use "-") | Next<br>Increase/Decrease<br>(use "-") | Fiscal Year<br>(Upon Full Implementation) |
| 1. Estimated Total Cost     | 0.00                                      | 0.00                                   | 0.00                                      |
| Personal Services           | 0.00                                      | 0.00                                   | 0.00                                      |
| Current Expenses            | 0.00                                      | 0.00                                   | 0.00                                      |
| Repairs & Alterations       | 0.00                                      | 0.00                                   | 0.00                                      |
| Assets                      | 0.00                                      | 0.00                                   | 0.00                                      |
| Other                       | 0.00                                      | 0.00                                   | 0.00                                      |
| 2. Estimated Total Revenues | 0.00                                      | 0.00                                   | 0.00                                      |

Rule Title: \_\_\_\_\_

Rule Title: Operation of West Virginia State Conservation Committee and Conservation

**3. Explanation of above estimates (including long-range effect):**

Please include any increase or decrease in fees in your estimated total revenues.

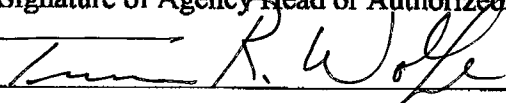
No fees are associated with rule changes.

**MEMORANDUM**

Please identify any areas of vagueness, technical defects, reasons the proposed rule would not have a fiscal impact, and/or any special issues not captured elsewhere on this form.

Date: June 23, 2009

Signature of Agency Head or Authorized Representative





**Governor**  
**Joe Manchin III**

# West Virginia Conservation Agency



**Chairman**  
**Gus R. Douglass**

**Executive Director**  
**Truman R. Wolfe**

## **SUMMARY OF PROPOSED RULE**

### **OPERATION OF WEST VIRGINIA STATE CONSERVATION COMMITTEE AND CONSERVATION DISTRICTS TITLE 63 – SERIES 1**

#### **A. AUTHORITY:**

WV CODE §19-21A and 19-21B

#### **B. SUMMARY OF RULE:**

The proposed rule changes are necessary in regards to certain qualifications and requirements for conservation district supervisors. The changes are in relation to the elimination of an extensive certification process required for candidates for conservation district supervisors. The modified rule would also provide a definition of a farmer and a retired farmer, which is required as a result of a recent code change during the 2009 Regular Legislative Session (Enrolled SB 445). These rules must be changed in order for candidates for conservation district supervisors to be in accordance with WV Code for the May 2010 primary election.

#### **C. STATEMENT OF CIRCUMSTANCES WHICH REQUIRE RULE REVISIONS:**

Promulgation of this rule is necessary in order for the State Conservation Committee and the Conservation Agency to comply with election requirement changes as the result of the passage of SB 445. SB 445 was passed during the 2009 Regular Legislative Session. Changes in this rule re-define the procedures for electing conservation district supervisors. The revisions establish certain qualifications of a candidate for conservation district supervisor, and eliminate certain qualifications and requirements.



**Governor**  
**Joe Manchin III**

# West Virginia Conservation Agency



**Chairman**  
**Gus R. Douglass**

**Executive Director**  
**Truman R. Wolfe**

## **SUMMARY OF PROPOSED CHANGES**

### **OPERATION OF WEST VIRGINIA STATE CONSERVATION COMMITTEE AND CONSERVATION DISTRICTS TITLE 63 – SERIES 1**

#### **§63-1-2 Procedure for Appointing and Electing District Conservation Supervisors**

- 2.2.A.** Proposed changes eliminate the need for candidates for conservation district supervisor to be nominated by landowner.
- 2.2.B.** Proposed change eliminates repetitive language that has been incorporated into 2.2.B.
- 2.2.B.** Updating language, and deleting out-of-date language.
- 2.3.** The proposed change eliminates the requirement of candidates for conservation district supervisor to complete a nominating petition signed by twenty-five landowners in the county where the candidate resides; eliminates the need for candidates to submit a certified statement of land ownership and residency; and eliminates the requirement for candidates to submit a statement of qualifications to the State Conservation Committee.
- 2.3.A.** The proposed change eliminates the requirement for candidates for conservation district supervisor to own a minimum of three (3) acres, and incorporates the requirement of land ownership.
- 2.3.C.** The proposed addition provides a definition of a farmer.
- 2.3.D.** Proposed change eliminates the requirement for a candidate for conservation district supervisor to be an active cooperator within the conservation district, and incorporates new language regarding a candidates experience in related fields.
- 2.4.D.2.** Proposed change eliminates the requirement for a candidate for conservation district supervisor to have experience with related organizations or units of government.
- 2.8.** The proposed change eliminates the need for the State Conservation Committee to authorize a subcommittee to review candidates for conservation district supervisor, petitions and qualifications. The change also eliminates the State Conservation Committee's right to make the final determination regarding candidates for conservation district supervisor, and eliminates State Conservation Committee's requirement to submit this list of qualified candidates to the Secretary of State.