

December 19, 2018

ATTENDANCE

Terry Hudson-Chairman
Clyde Bailey- Supervisor
Frank Naab-Supervisor
Karen Figgatt-Treasurer
Valerie Thaxton-Secretary
Tony Leadbeter-Associate Supervisor

Sue Brand-District Manager
Kim Fisher-Area Director
Russell Young-Conservation Specialist
Julie Stutler-NRCS
Aimee Figgatt-Outreach/Ed Coordinator Specialist
Judith Lyons-WVCA South Watershed Program Manager

CALL BOARD MEETING TO ORDER: 9:00 am

APPROVAL OF NOVEMBER BOARD MEETING MINUTES: Karen Figgatt made motion (1st) and Frank Naab 2nd motion to approved November minutes

FINANCIAL REPORTS/INVOICES:

- **financial reports and supervisor per diem and travel forwarded via email to the financial committee**—Karen Figgatt made 1st motion and Clyde Bailey 2nd motion to approve financials
- **Co-Administered Funds Report, District October Financial Report:** See attachment
- **Motion for bills to be paid as funds permit and coordinated by office staff and filed for audit** -Karen Figgatt made 1st motion and Clyde Bailey made 2nd motion to file for audit

REPORTS

- **December 2018 WVCA Report-** Kim Fisher presented the 2018 December WVCA, request Conservation District to review and update District manual, discussed meeting schedule for the upcoming 2019 AgEp programs, review the WV Legislative Calendar, discussed Agricultural Day at the Capitol, 2019 WVCAD Quarterly meeting dates and locations, SSRP Program, WVCA Project Section
- **NRCS--**Julie Stutler discussed accepting application for the following Focused Conservation Approach (FCA) Projects, discussed eligible applications for the first round of finding for the Locally Grown Foods Project, Completed Conservation Practices, Conservation Stewardship Program Annual Payments, district newsletter for the board to review, working with the WV State University Extension on demonstration areas for High Tunnels
- **Watershed Report** – Judith Lyons presented the CCR for sites: 13502-P & 13512-G both in progress, stream permits none received, SPRP-Coal River 4th invoice form CEC Eng. Verified for main coal project, discussed the O & M Elk Two Mile- # 7, Elk Two Mile- #12, Elk Two Mile-#13 discussed the culvert issue , Elk Two Mile #14 discussed the culvert issue at Elk Two Mile # 13, motion was made by Clyde Bailey to share the cost of removing the culvert and Karen Figgatt 2nd the motion, motion was passed
- **CCD AgEp** -Russell Young- working on AgEp Application verifications contacting everyone to let them know receipts due this coming week, new letter project may enhance more applications for the FY20, No State Level AgEp meeting for January 18, 2019, and is also the cut off date, main meeting set for March with no date will also be held in Flatwoods, WV to complete the changes, Clyde Bailey is the District Representative

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- **Solid Waste-** (Mr. Loftis) Chairman Hudson gave the report that was sent over to CCD which touch base on numerous items: truck was purchased from the WV State Surplus for \$4010.00, Grant application for 5-20 yard domed roll-off containers, old business-WV DEP Recycling Conference was held October 28/30, awarded \$122,000 for the DEP REAP grant for January 2019, David Armstrong moved to change the WV BRIM insurance contact for the Kanawha County SWA, see attachment
- **Supervisor and Committee Reports-**
 1. **Clyde Bailey-** attended the Appalachian Grazing Conference in Reno, Nevada December 2-5, 2018 made several contacts with people to attend conference in the future, Appalachian Grazing Conference has a registration online to attend this conference, scholarship for Teresa Riffe from Ravenswood, next Grazing meeting will be held January 10, 2019, Farm Bureau Meeting will be held in New Orleans January 11, 2019, CCD board meeting changed from January 16 to the 18th of January so Clyde can attend
 2. **Karen Figgatt-** January 7th, 2019 will have knee replacement in Ohio, attended last CCD month board meeting
 3. **Frank Naab-** Attended CCD board meeting, attended the FBM in Virginia (2 trips) Will attend a Beekeepers meeting in Parkersburg, WV on 01/28/2019 cost is \$20.00 for the all-day class at the Mid-Ohio Valley State University
 4. Valerie Thaxton- Attended last CCD board meeting, working on newsletter, talked with several people about the different program that the conservation district offered, planted around 200 trees
 5. Tony Leadleter- Attended RCND meeting and also the Farm Bureau meeting, the 4-H meeting was canceled, has been working on the farm
 6. Chairman Terry Hudson- been working on newsletter with Julie and Valerie, Farm Bureau Agency granted CCD to join them with the Christmas Party which was held on December 6, 2018 @ 6pm- where CCD represent the awards to the winning farms, working on High Tunnel Program in Hamlin, WV, CCD board members presented Frank Naab with a plaque for his service and work with the Conservation District, (which was awarded by Chairman Hudson)
- **Outreach Report-**Aimee Figgatt-wrote an article for the newsletter sent to Julie Stutler, had supplies delivered to Guthrie
- **DM Report - Sue Brand-**Changing the board meeting date from January 16th 2019, to the 18th of January 2019)
- **DEP Report on Elk Two Mile # 14 Dam, Rutledge, Kanawha County, ID # 03930 Extension Certificate of Approval-**All Board Members review the certification
- **Small Farm Conference Donation-**Tom and Lisa asking for donations to help fund their conference for the Small Farm Conference, conference plans to hold 100 classes, meals from area farmers, board approved a donation for \$3000.00, this conference is increasing every year and increasing in attendance and well as farms, sponsors are able to send people to

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the conference , registration is \$195.00 for the 3 day class not counting hotel stay, if one attends on Thursday or Friday is \$ 75.00 each, Saturday is \$50.00

New Business

- **(D/M) – To close/remain open (2) Credit Cards on City National Bank (2) Accounts-**Karen Figgatt-Treasurer will handle getting the credit cards at City National Bank reissued with the name (Steve May) removed and only having CCD on it, Karen Figgatt made the motion and Clyde Bailey 2nd the motion, motion passed
- **(D/M)- FY18 Budget-** Board Members reviewed approved to accept the budget for FY18 by Clyde Bailey made the motion and Frank Naab 2nd the motion, motion passed
- **(D/M)-Audit Draft approval and signed by Chairman Hudson-** Board Members and Chairman Hudson reviewed the Audit for FY17 and approved, Karen Figgatt made the motion (1st) and Valerie Thaxton 2nd the motion, motion passed to accept the FY17 audit from the Accountant Rowe and Associates, email all board members and Rod Lowe
- **(D/M)-Approve (3) invoices for payments-** Clyde Bailey made motion and Frank Naab 2nd the motion, motion passed to pay invoices
 1. Robert Parker- \$200.00 –Karen Figgatt made motion and Frank Naab 2nd motion, motion passed
 2. WJ Clark Septic- \$ 3700.00—Valerie Thaxton made motion and Karen Figgatt 2nd motion, motion passed
 3. Cindy Holley- \$200.00—Valerie Thaxton made motion and Karen Figgatt 2nd motion, motion passed(Minutes must accompany the invoices for payments)
- **(D/M)-LOR #8102----1024-08-\$44,000.00 for Coal River Group/Brown's Creek Septic Remediation-** Clyde Bailey made motion and Frank Naab 2nd the motion, motion passed
- **(D/M)-New Accountant for CCD-DAF Accounting Firm located in Cross Lanes, WV-**board approved the new hiring of DAF & Associates for the bookkeeper for the District & releasing Rowe & Associates from the position (long as contract is expired) Karen Figgatt made motion and Frank Naab 2nd the motion, motion passed
- **(D/M)-Removal of Urban Ag Conference & Sub Accounts (this has been transferred to WVSU- Income Account 41000—Aimee Figgatt-** Board agreed to remove the sub account, Karen Figgatt made motion and Frank Naab 2nd the motion, motion passed
- **(D/M)-Soil Tunnel Trailer Co-Administered Account return of all funds to the WVCA (balance approximately \$16,478.02)-Aimee Figgatt-** See attachment—Karen Figgatt made motion and Valerie Thaxton 2nd motion, motion passed
- **(D/M)-Soil Tunnel Trailer Account & Sub Account in Grant account ending in #4308—Aimee Figgatt—**See attachment---Clyde Bailey made motion and Karen Figgatt 2nd motion, motion passed
 1. Account: 40900
 2. Expense: 66600, 66100, 66620, 66630, 66640 & 66666

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- **(D/M)-Farm Roots Account Code review additions-Aimee Figgatt**—See attachment—Karen Figgatt mad motion and Valerie Thaxton 2nd motion, motion passed
- **(D/M)-Expenditures & Reimbursements for Grants**—See attachment—Frank Naab made motion and Valerie Thaxton 2nd motion, motion passed

UNFINISHED BUSINESS

- **Update on New Accountants-** Rowe & Associates informed me that there are additional persons in the office that will take care of the district once Jessica is out on FMLA—Board has approved us to hire new bookkeeper.
- **Banner update—Valerie Thaxton-Hardware has been ordered, has arrived** –banner proof for board to review arrived today by email by Aimee Figgatt, copies of the banner were passed out to the board members for review
- **Newsletter Update—Valerie Thaxton-** copies passed out for board members to review and the approximate cost \$ 240.00
- **Lime Spreader Shelter purchase update—Clyde Bailey**—has not arrived yet but was told before Christmas the shelter would arrive
- **Winter Awards Banquet/Farm Bureau -Update joined with the Farm Bureau—FBA** welcomed CCD to join with their Christmas party and CCD awarded the farmers and individuals
- **District Highway Boundary Signs Letter-Signs** have been ordered-Frank Naab
- **Appalachian Grazing Conference-Clyde Bailey**—No Updates
- **Promotional items—Clyde Bailey**-order pens, hats sticky notes

Meeting Adjourns @ 11:26am

Meeting @ 8:30 am

Next board meeting is January 18, 2019@ 9:00 am

Srgw Gregory J. Thaxton Chairman

