

# CAPITOL CONSERVATION DISTRICT MONTHLY BOARD MEETING

Cross Lanes USDA Service Center  
418 Goff Mountain Road, Cross Lanes, WV 25313  
Wednesday, March 13, 2013

## MEETING MINUTES

### BOARD MEMBERS PRESENT

Steve May, Chairman  
Gary Pullin, Vice Chairman  
Clyde Bailey, Secretary

### OTHERS PRESENT

Rev. John Appleton, Pastor, Kanawha Salines Church  
Larry Layman, Area Director, West Virginia Conservation Agency  
Judith Lyons, Watershed Manager, West Virginia Conservation Agency  
Ben Marcum, Conservation Specialist, West Virginia Conservation Agency  
Beth McClintock, Administrative Officer, West Virginia Conservation Agency  
Richard Milam, Litter Control Officer, Kanawha County Planning  
Jim Moore, First Vice President, WV Association of Conservation Districts  
Julie Stutler, District Conservationist, Natural Resources Conservation Service

May called the meeting to order at 10:00 a.m.

### MEETING MINUTES

Bailey made the motion to accept the minutes as written; Pullin seconded the motion and it was approved.

### FINANCIAL REPORTS/BILLS

Bailey made the motion to approve payment of the listed bills and to file the financial reports for audit; Pullin seconded the motion and it was approved.

### BILLS TO BE PAID

Account	For	Amount	To
Grant 6012	District Office Rent	\$14,764.50	USDA Farm Service Agency
Grant 6017	Bookkeeping Service	\$275.00	Bagby, Johnson & Associates
Grant 6025	Long Distance Phone Service	\$0.30	Sprint
Grant 6025	Local Phone Service	\$53.26	Frontier
Grant 6019	Ted Baciú Grassland Scholarship	\$500.00	WVACD
District	Supervisor Travel to NACD Meeting	\$417.76	Aimee Figgatt

### REPORTS

#### Judith Lyons

Site visits for the Stream Protection and Restoration Program were made in Kanawha County. Qualified sites at Rocky Fork and Upper Pinch Road are eligible for debris removal. Part of the criteria for eligibility includes having an improved structure on the site.

#### Richard Milam

The Kanawha County Solid Waste Authority has advertised for a director and will be interviewing four finalists next week. The WV Department of Environmental Protection will appoint a new board member to replace the member that recently resigned. The new office for the Recycling Center will open next week at 210 Brooks

Street on the third floor. Milam indicated that although glass is not now accepted at the Recycling Center, it might be in the near future. The board discussed the open dump and ditch trash problem on Smith Creek Road.

### **Julie Stutler**

She reported that nine 2013 Environmental Quality Incentives Program (EQIP) contracts have been signed and obligated this month, 3 agriculture related and 6 forestry related. Two additional applications were approved and will be finalized by March 29.

Two Grassland Reserve Program (GRP) applications for Kanawha County have been received by the Farm Service Agency. Stutler has been assisting the Point Pleasant Natural Resources Conservation Service (NRCS) office with field visits in southern Putnam County.

Automatic spending cuts became effective March 2. This affects NRCS with automatic 5% cuts to technical assistance funds and 5.1% cuts to financial assistance funds. The WV NRCS budget will be tight, but management anticipates that there will be no need for furloughs. NRCS senior leadership at National Headquarters has done a good job of preparing the agency for this situation. WV NRCS staff will continue to provide assistance to landowners doing voluntary incentive based conservation.

The Continuing Resolution that NRCS is working under expires March 28. Without an approved budget, the federal government will shut down if a budget or another Continuing Resolution has not been passed by then. 500 Pollinator Program brochures and seed packets are ready for distribution.

Formal dam inspections have been scheduled for Tuesday, April 16.

### **Ben Marcum**

He attended the Appalachian Grazing Conference and commented that it was very helpful. He is working with Mark Buchanan and Jennifer Skaggs on a proposal for a funded stream bank stabilization and re-vegetation project.

### **Larry Layman**

He encouraged board members to make appointments with representatives and attend Ag Day at the Capitol on March 20 and gave details on parking and shuttle service. A Supervisors' meeting will be held at 8:30 a.m. in room 252 M of the main Capitol building. District displays should be set up by 9:00 a.m. and taken down at 3:00 p.m.

The WV Association of Conservation Districts quarterly meeting will be held on April 8 and 9 at Pipestem State Park.

He encouraged the board to review the District's Agricultural Enhancement Program and also to start the selection process for the Conservation Farm Contest.

The Conservation District Operation Grant Funds budget report is due by March 30. The \$5,000 One Time Grant report is due by June 30. The Conservation District Employee Plan is due now. The Conservation District Plan of Work is due by June 15.

The board should review the Audit Policy and Procedures Draft and provide comments. Fiscal year 2012 audits should be completed.

New Supervisor identification cards are being prepared. Old cards should be turned in.

The next WV State Conservation Committee meeting has been scheduled for April 16 at Guthrie.

The WV Envirothon will be held on April 18 and 19 at the Wood County 4-H Camp.

Supervisors should review the status of their reimbursements in the per diem and travel report.

Jim Roy reported that the archery range and picnic table have been removed from the Blakes-Armour spillway. The cable should be removed to adhere to the policy of keeping the spillway clear.

### **Clyde Bailey**

He attended the National Farm Machinery Show in Louisville. He worked on the Grassland Evaluation Contest. He visited the Mary Snow West Side Elementary School to see the WV Farm Bureau Mobile Ag Science Unit. He attended the last Appalachian Grazing Conference Committee Meeting and worked at the conference.

## **Steve May**

He attended a Pollinator Program workshop in Ohio and learned about greenhouse gasification from food waste. He brought back information from a seed supplier in Berlin Ohio.

On March 21, the WV Beekeepers Association will assemble bee boxes for the Tornado site as a learning experience for new and current beekeepers.

## **NEW BUSINESS**

### **1. LAND PRESERVATION, TRAVEL, PER DIEM, WVACD BYLAWS, OFFICE SPACE, TRAINING**

Jim Moore, First Vice President of the WV Association of Conservation Districts, visited with the District Supervisors and asked for their comments and support for the following items:

West Virginia Agricultural Land Protection Authority: **Bailey made the motion to promote the program; Pullin seconded the motion and it was approved.**

Office Space: WVACD is looking at consolidation of their files and materials into one office space. He asked the board to contact him if they know of any available office space in Kanawha County.

WVACD Bylaws: Because elections are now held at the July meeting, there is no reason to hold a second business meeting.

Supervisor Training: There are plans to hold the training during the October Quarterly Meeting. A registration fee would cover the bill for conference rooms and meals during quarterly meetings and trainings. **Bailey made the motion to support WVACD to organize quarterly meetings and Supervisors' Training; Pullin seconded the motion and it was approved.**

Per Diem and Travel: The legislature could set an equal stipend amount for each Supervisor, starting with newly elected members and phasing in the program for others.

### **2. FISCAL YEAR 2014 WVSCC/WVCA/CD BUDGET INFORMATION**

Layman discussed the FY 2013 and FY 2014 Budgets and the differences between them.

He apologized to the District Board because the per diem and travel budget reports that have been presented to them contained misinformation. He stated that all Supervisors will be paid their travel and per diem. He also mentioned that after new legislation is passed, the WV State Conservation Committee will not have the authority to remove an elected District board member from office.

### **3. AGRICULTURAL ENHANCEMENT PROGRAM (AgEP) REVIEW**

A meeting to review the program has been scheduled for Friday, April 19 at 8:00 a.m.

### **4. AgEP URBAN AGRICULTURE APPLICATION FOR JEANNIE PLUMLEY**

**Bailey made the motion to approve Jeannie Plumley's AgEP Urban Ag application for a Raised Bed, Mulch and a Rain Barrel at a 50% cost share rate not to exceed \$250; Pullin seconded the motion and it was approved.**

### **5. AgEP URBAN AGRICULTURE APPLICATION FOR PENNY BUTCHER**

**Pullin made the motion to approve Penny Butcher's AgEP Urban Ag application for a Raised Bed, Soil, Mulch and Rain Barrel at a 50% cost share not to exceed \$250; Bailey seconded the motion and it was approved.**

### **6. AgEP LIME APPLICATION FOR WALLACE MILLER**

**Bailey made the motion to approve Wallace Miller's AgEP Lime application for 11 acres at \$50 per acre, not to exceed \$550; Pullin seconded the motion and it was approved.**

**7. AgEP NUTRIENT MANAGEMENT APPLICATION FOR WALLACE MILLER**

The board reviewed the application and discussed how fertilizer should not be applied at the same time as lime on acid soils. No motion was made.

**8. AgEP URBAN AGRICULTURE APPLICATION FOR KAREN FIGGATT**

Pullin made the motion to approve Karen Figgatt's Urban Agriculture application for a Raised Bed, Soil and Mulch at a 50% cost share not to exceed \$250; Bailey seconded the motion and it was approved.

**9. MONTGOMERY COMMUNITY GARDEN REQUEST FOR FUNDING**

Bailey made the motion to donate \$1,975 to the group: \$1,675 for Raised Beds and \$300 for Rain Barrels; Pullin seconded the motion and it was approved.

**10. KANAWHA SALINES CHURCH/MALDEN FARMERS' MARKET FUNDING REQUEST**

Pullin made the motion to donate \$2,200 towards the construction of a Farmers' Market Pavilion; Bailey seconded the motion and it was approved.

**11. DRAFT WVCA AUDIT POLICY & PROCEDURES: REVIEW AND COMMENT**

The board had no comments.

**12. AIMEE FIGGATT REQUEST FOR REIMBURSEMENT – SMALL FARMS CONFERENCE**

Bailey made the motion to pay reimbursement to Figgatt for her attendance at the WV Small Farms Conference; Pullin seconded the motion and it was approved.

**13. FISCAL YEAR 2014 CDO BUDGET PROPOSAL REVIEW AND APPROVAL**

Bailey made the motion to accept the FY 2014 CDO Budget Proposal; Pullin seconded the motion and it was approved.

**14. DISTRICT PLAN OF WORK REVIEW: SCHEDULE**

The board decided to review the Plan of Work on April 19, after the Agricultural Enhancement Program meeting.

**15. CONSERVATION GRANT FUNDS STATUS: POSSIBLE REQUEST TO DIVERT FUNDS**

The board decided to discuss the item at the April board meeting.

**16. DISTRICT CONSERVATION FARM CONTEST**

The board will review District farms for the contest.

**17. NATIONAL WATERSHED COALITION MEMBERSHIP RENEWAL**

Bailey made the motion to renew membership with the National Watershed Coalition at the \$75 level; Pullin seconded the motion and it was approved.

**18. AGRICULTURE/CONSERVATION DAY AT THE CAPITOL PLANS**

Bailey will pick up the District's display the day before the event and transfer it to the Laidley Field parking area.

**19. ARBOR DAY PROGRAM PLANS**

The tree seedlings are expected to be delivered on March 18. Sorting and wrapping has been scheduled for March 21 and 22. Bailey will loan the District an extra table for sorting.

**20. DISTRICT POSTER CONTEST**

The board decided to continue with the District Poster Contest although there will be no State Poster Contest.

**21. SOUTHWESTERN REGIONAL LAND JUDGING CONTEST SPONSORSHIP**

Bailey made the motion for the District to sponsor the contest, provide lunches for participants and award \$100 to the winning team; Pullin seconded the motion and it was approved.

**22. SPECIALTY CROP BLOCK GRANT FOR SOIL TUNNEL TRAILER: UPDATE**

Figgatt was unable to attend the meeting and will give an update at the next meeting.

**ADDITIONAL DISCUSSION**

Bailey asked for the board's approval to attend the Western Conservation District Ag Workshop, the Grazing for Profit Workshop and the Grassland Evaluation Contest. **Pullin made the motion to support Bailey's attendance at the workshops and contest; Bailey seconded the motion and it was approved.**

The board discussed the board meeting schedule and decided to start the April meeting at 9:00 a.m. instead of 10:00 a.m.

**As there were no other items to discuss, the meeting was adjourned at 12:45 p.m.**

Minutes prepared by Beth McClintock

Minutes approved by the board and signed by: Clyde Bailey  
Clyde Bailey, Secretary