**Capitol Conservation District**

 **Wednesday October 17, 2018 9:00 am**

Cross Lanes USDA Service Center - 418 Goff Mountain Rd.

Cross Lanes, WV 25313 - Phone 304.759.0736 email: ccd@wvca.us

 **Attendance:**

 **Terry Hudson-Chairman Kim Fisher- WVCA Area District**

 **Sue Brand- District Manager Suzie Steele-Elk District Manager-WVCA**

 **Clyde Bailey-Supervisor Russell Young-Capitol/Elk Conservation**

 **Frank Naab-Supervisor Specialist-WVCA**

 **Valerie Thaxton-Secretary Judith Lyons-WVCA South Watershed**

 **Karen Figgatt-Treasurer Program Manager**

 **Tony Leadbeter-Citizen**

 **CALL BOARD MEETING TO ORDER—**9:00 am by Chairperson Terry Hudson

**APPROVAL OF BOARD MEETING MINUTES--** Karen Figgatt made the motion & Frank Naab 2nd the motion.

 **FINANCIAL REPORTS/INVOICES**

* ***financial reports and supervisor per diem and travel forwarded via email to the financial committee—****See attachment*
* Co-Administered Funds Report, District August 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 2nd motion.

**REPORTS**

* **US Census /Bureau—**Janet Spry- No Show
* **September 2018 WVCA –Kim Fisher** -presented and discussed the 2018 WV Quarterly Meeting, AgEp Day at the Capitol, Request for Districts to update Policy Manuel, APE audit, House Bill # 4015, WVCSA Project, (OM&R, Citizens Contact Reports, EWP, SSRP, Dam Rehab.
* **NRCS--Julie Stutler**—Discussed how it would benefits to do a newsletter for the CCD to see if they could get more people interested in the programs, she also talked about not enough communication out there for the people to know about all the programs that are offered.
* **Watershed Report – on behalf of (Judith Lyons) Kim fisher** presented the October 2018 report on the CCR Durham, Site 13502-P Van Meter-In progress, Site 13491-L Hunt-Rannels-Ineligible, Site 3808-J King-Lens ineligible, Dorothy Shaw Along Park Subdivision, SPRP- Coal River Verification invoice provided, paint Creek- Currently in the beginning stages of the project.
* **319 Grant Program—Pam Russell-**Discussed the 319 Grant Program, Brown Creek Septic Extension till December 31, 2019, Pam also spoke of the new invoice look coming out for this project, Pam also spoke of the (TMDL) Total Maximum Daily Load-See attachment.
* **CCD AgEp** -on behalf of Russell Young-Jennifer Skaggs presented the AgEp Program- See attachment
* Solid Waste—No Report
* Supervisor and Committee Reports—Each supervisor gave his/her report on the duties they performed during the month since the last meeting.
1. **Clyde Bailey**-Carport for the lime spreader has been purchased paid the 10% down to get it ordered will take about (6-8 weeks) to arrive, he also attended several meetings: Quarterly at Flatwoods, Grazing, Dam Inspections, State Fair Meeting
2. **Karen Figgatt**-Called locksmith to get the safe lock repair, attended the Excel Class that was offered on the training grant, attended several meetings: Quarterly in Flatwoods, now working on the Overbrook Elementary School & Women in Agriculture, Karen also gave the report on the WV Outreach program on behalf of Aimee Figgatt. See attachment
3. **Frank Naab**-Attended the Bee Keeping training class that about 20 people showed up for this class, Frank also attended the Farm Bureau meeting, Quarterly meeting in Flatwoods, N.R. Committee spoke the Bee Keeping.
4. **Valerie Thaxton**-Came to office to signed checks, attended the Farm Bureau meeting, sent Davin at Guthrie the banner information that was needed, attended the Quarterly meeting
5. **Terry Hudson**-Attended the Quarterly meeting in Flatwoods, NRCS meeting on farms, Listening Session at Camp Virgil Tate, Mary Hunt, Urban Farms, Farmer Market, to office to sign checks, Program High Tunnel Food for schools.
6. **Tony Leadbeter**-NCRS Pasture Program (2 weeks program), attended the Quarterly meeting in Flatwoods, Tony is very knowledgeable on the Horse Farm information, he also stated that he is very appreciative for the opportunity to go to Flatwoods & attend the meeting on behalf of Capitol Conservation District.
7. **Supervisors**- had the chance to vote on the increase of monies on the Per Diems from $ 60.00 to $ 80.00, the vote was tied 2 for – 2 against-Chairman Hudson voted to break the tie which his vote made it to not raise the rate.
8. **State Committee Action on Per Diem Rate Increase**- Chairman Hudson asked Kim Fisher Area Director to explain the raise to each supervisor at the meeting today.
9. **Policy Manuals**-July1, 2018 thru June 30, 2019 Copies of the Policy Manual was distributed to all supervisors. Kim Fisher was asked by Chairman Hudson to review the policy manual with DM Sue Brand.

**NEW BUSINESS**

1. **(M)** **Women in Agriculture Conference**- Karen Figgatt reported on the Conference that 5 persons would be attending this conference: Valerie Thaxton-Karen Figgatt-Gabby Scrofano-Tara Martinez and a 5th person no name given. No room for the 5th person will be paid for only the conference cost of $ 95.00
2. **(M)** **Appalachian Grazing Conference Funding**—Clyde Bailey wasn’t sure why this was on the agenda.
3. **Letter-** Frank Naab

**UNFINISHED BUSINESS**

* No responses back on New Accountants—Sent out RFQ’s for new accountant, only 1 reply back (Suttle & Stalnaker) with a monthly rate of $900.00, no further decision was made to continue the search for the accountant.
* Listening Session Discussion Report- 29 Attendees, food was provided, everyone was pleased with the information they received on the event
* Closing /changing the non-interest-bearing account into interest-bearing account-no information on this- at time
* Lime Spreader Shelter purchase update-Purchased the carport for the Lime Spreader, paid 10% down to get it ordered, will take about 6-8 weeks
* Safe Lock- Repaired by ACT Locksmith on 09/21/2018 cost $ 74.90
* Winter Awards Banquet. January 26, 2019-different venue were given to the DM to research further, names given to research were: Charleston Women Club, Beni Kedem Temple, Crown Catering, Mari Gras Casino & Resort, Holiday Inn South Charleston, Cheerful Hearts

**CORRESPONDENCE**

1. Banquet Invitations-No Report

**Meeting Adjourns @** \_\_\_\_11:20 am\_\_\_\_\_

**Finance Meeting to be held: @ 8:30 am**

 **Next Board Meeting November 21, 2018 @ 9:00 am**

