

ATTENDANCE

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

Sue Brand-District Manager
Kim Fisher-WVCA Area Director
Julie Stutler-NCRS
Chris Casto-WVCA Accountant
Andrew Riffe- WVCA Accountant

CALL BOARD MEETING TO ORDER: *Meeting called to order by Chairman T. Hudson @ 9:01 am*

APPROVAL OF OCTOBER BOARD MEETING MINUTES: *Minutes from the October Meeting was passed to accept: Karen Figgatt made the motion and Frank Naab second the motion.*

FINANCIAL REPORTS/INVOICES

- *Rod Lowe (Lowe & Associates here to review the FY17 Audit)—No show*
- *Chris Casto or Andrew Riffe from Guthrie to talk about financials-Chris and Andrew came to discuss the operations of the financial end of the capital district*
- *financial reports and supervisor per diem and travel forwarded via email to the financial committee. -Supervisors payments motion made by Karen Figgatt made motion and Clyde Bailey second the motion. Motion passed*
- *Co-Administered Funds Report, District October Financial Report:*
- *Motion for bills to be paid as funds permit and coordinated by office staff and filed for audit -Motion passed, Karen Figgatt made motion and Valerie Thaxton second motion*

REPORTS

- *November 2018 WVCA Report--Kim Fisher presented and discussed November 2018 WVCA report including WV State Conservation Committee meeting will be held January 8, 2019 @ 10:30 am, WVCAD fall quarterly meeting was held October 16 & 17, 2018 at Flatwoods, AgEp-Jennifer Skaggs will be scheduling meetings with each districts to provide an overview of the AgEp programs that are offered, Ag Day at the Capitol/Legislative Breakfast, Agreed Procedures Engagement (Audits),SSRP Program, O&M Sponsors Letters, Reimbursement for the Ag Strategic Listening Session up to \$350.00.*
- *NRCS--Julie Stutler—Discussed High Tunnels, raised beds, Articles for the newsletter, Benefits for applying for the gag line, maple syrup approved program, pollinators program has not yet started the sign up yet, Greg Stone accepted a new job and will report to it on January 20, 2019.*
- *Watershed Report – Judith Lyons no present-Chairman Hudson gave the report on the watersheds discussing the 3 different sites: (1) Site 4171-M Pauley-Rock Camp Creek-Kanawha County-Ineligible, (2) Site 13502-P Van-Meter-Unknown Stream-Charleston-*

Kanawha County-In progress, (3) Site 13512-G-G. Jarrett-Trib to Potato Fork-Elkview-Kanawha County-In progress, Discussed Annual Inspections reports on the Brakes Armor Creek-#7-EAP up to date, Elk Two Mile # 12 EAP up to date, Elk Two Mile # 13- EAP up to date, Elk Two Mile #14-EAP up to date

- **CCD AgEp -Russell Young- No report was given.**
- **Solid Waste- No show or report given, Chairman Hudson is interested in why Mr. Loftis never shows up for the meeting**
- **Supervisor and Committee Reports-**
 - (A) *Clyde Bailey- conference call for the Appalachian Grazing Meeting (by phone) made report, 4 tickets- GLCI to Reno Nevada from 12-01 thru 12-5-2018, ordered shirts and are in, spoke about a couple of scholarships, December 6-CCD will be going on with the Farm Bureau and the banquet will be held at the NiSource Building in the auditorium (formally known as the Columbia Gas building in Kanawha City) also need a headcount and the cost will be between \$ 14.00 and \$15.00 per head, Appalachian Grazing Conference December 13, 2018.*
 - (B) *Karen Figgatt-attended the Women in Agricultural Conference in Wheeling November 2 & 3 ,2018, Scholars for the two- Gabby and Ericka that attended the Women in Agriculture conference, Karen attempted twice or three times to get extra keys made for the safe but was not successful in getting that done (keys could not be duplicated), CCD may want to help with schools, Signed checks*
 - (C) *Valerie Thaxton-Attended the Women in Agricultural Conference in Wheeling November 2 & 3, 2018, Valerie spoke with Rick Howell who Valerie then sent Rick over to speak with Julie on the issues or problem he may be having, signed checks, Barbara Smith updated her information.*
 - (D) *Tony Leadbeter- (Associate Supervisor) Missed the RCND meeting due to being out of town, Tony attended Horse Training in Mount Hope, Ohio on the behavior of the horses, Tony is also available to help others on the training he received while at the conference/training*
 - (E) *Frank Naab- Attended the Quarterly Meeting held at Flatwoods in October 2018, attended the Annual Meeting at the Farm Bureau, had surgery on his left hand, gave his notice of resignation effective December 31, 2018.*
 - (F) *Chairman Terry Hudson-High Tunnel completed at the Winfield Elementary School, attended the Food Conference on Home Canning, attended the Quarterly Meeting in Flatwoods, WV*

NOVEMBER 21, 2018

- **DM Report –Old Per Diem, Travel Form and New Balance Spreadsheet for Supervisors- No new business**
- **DEP DWW/EE, Dam Safety-DEP Approval/Monitoring & Emergency Plans Elk 2 Mile & Elk Site 12- Chairman Hudson briefly reviewed and went over with board the Dam Safety and the DEP approval/Monitoring and Emergency Plans ELK 2 mile & Elk Site 12**

NEW BUSINESS

- **(D/M) LOR # 8083-\$308.03-Ag SP Listening Session Expense- Board Members discussed and approved to be repaid for the \$ 308.03 for the LOR-# 8083- Listening Session held at Camp Virgil Tate- Valerie Thaxton made motion and Frank Naab second motion. Motion passed. Reimbursement Agreement # 1024**
- **(D/M) AgEp Approval**
 - a. **James Summers Lime Application Payment \$ 179.55**
Clyde Bailey made the motion to pay James Summers and Karen Figgatt second the motion. Motion passed to pay the lime payment to James Summers \$ 179.55
- **(D/M) License Plate-Clyde Bailey**
License Plates belong to the soil trailer which was transferred to Guthrie, to have the plate returned to the DMV
- **(D/M) FY18 Budget-chairman**
FY18 Budget has been moved to the December Agenda for more review and D/
- **(D/M) Venue for the 2019 Banquet- has been removed from the agenda due to CCD going to partner with the Farm Bureau for this event, invitations from CCD will be sent to all interested parties maybe wanting to attend, 4 awards will be given at this event**

UNFINISHED BUSINESS

- **Update on New Accountants-who will take over once the accountant is on leave- DAF wants to put in a quote: No quote is necessary, Karen Figgatt will be contacting Rowan and Associates to see who will be taking the place of the accountant (Jessica Rowan once the baby is born)**
- **Banner update—Valerie Thaxton-Hardware needs to be ordered per Kim Fisher**
- **Newsletter—Valerie Thaxton- Valerie Thaxton has nothing as far as the newsletter, Valerie has till 01-03-2019 to get things underway, Julie Stutler has articles ready for the newsletter**
- **Lime Spreader Shelter purchase update—Clyde Bailey- Still waiting on the shelter (carport) too arrived at the dealers and then arrangements will be made to get it to the location where the lime spreader is located**

- **Winter Awards Banquet. January 26, 2019-Update:** *Canceled, going to go in with the Farm Bureau set for December 6, 2018 @ 6pm at the NiSource Building (Old Columbia Gas Building) located in Kanawha City, motion made by Clyde Bailey and Valerie Thaxton second motion to cancel this event and go with the Farm Bureau*
- **District Highway Boundary Signs Letter-** *Signed needed for the highway- 9 highway signs are needed if in doubt contact Jim Foster- Motion made by Clyde Bailey and Frank Naab to spend up to \$ 1600.00 on the highway signs*
- **Appalachian Grazing Conference-Clyde Bailey-** *Conference will be held March 7,8 & 9, 2019 (Wednesday, Thursday & Friday) 6 scholars to attend the conference and 1 night stay- \$150.00 & \$35.00, Karen Figgatt made motion and Frank Naab second motion, motion passed. Rooms are at the Marriott and reservations need to be made early as possible*

Continue from Unfinished Business:

- **Frank Naab—Letter of Resignation-Board Members accepted the resignation of Frank Naab who will be resigning as of December 31, 2018. Clyde Bailey made motion and Valerie Thaxton second motion.**
- **Women in Agriculture Conference 11-2 & 11-3-18—Karen Figgatt-update-** *Karen Figgatt and Valerie Thaxton told of many things they enjoyed at the Women in Agriculture Conference held at Wheeling, numerous of tours they took and what all they experienced on these tours and they invited the ones that didn't go to come on along next year and they too would enjoy.*
- **Promotional items—Clyde Bailey—***a motion was made to check into the pricing of pens and pads for the less expensive way to go to buy promotional items to give out on occasions, Sue will check to see what way to go*

CORRESPONDENCE

- **Banquet Invitations-** *send out to Guthrie and local employees for the banquet with the Farm Bureau*

Meeting Adjourns @ 11:25am

Finance Meeting @ 8:30 am
Next board meeting is December 21, 2018 @ 9:00 am

