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**Capitol Conservation District**

**January 2019 Board Meeting Agenda**

Friday-January 18th, 2019 9:00 am

***ATTENDANCE:***

TERRY HUDSON-CHAIRMAN SUE BRAND-DISTRICT MANAGER

CLYDE BAILEY-SUPERVISOR KIM FISHER-AREA DIRECTOR

VALERIE THAXTON-SUPERVISOR SECRETARY RUSSELL YOUNG-Conservation Specialist 1

TONY LEADBETER-ASSOCIATE SUPERVISOR Emily McCormick-Camp Virgil Tate

**CALL BOARD MEETING TO ORDER-** 9:00 am

**APPROVAL OF DECEMBER BOARD MEETING MINUTES-**Valerie Thaxton 1st motion, Clyde Bailey-2nd the motion. Motion passed

**FINANCIAL REPORTS/INVOICES-**

*\** ***financial reports and supervisor per diem and travel forwarded via email to the financial committee.***

1. (M) Co-Administered Funds Report, District December Financial Report, Supervisor Per Diem & Travel. Bills to be paid as funds permit and coordinated by office staff and filed for audit-

Clyde Bailey made 1st motion, Valerie Thaxton 2nd the motion. Motion passed.

**REPORTS**

1. WVCA Report – Kim Fisher-discussed the Request to Conservation District to review and update the District Policy Manuals. Discussed the District Personnel plan that is due March 30, 2019.

Touch base on the WVCA Budget for the districts to explore additional funding opportunities, discussed AGEP timeline for 2019-January 31-deadline for CD’s program comments, Early February to review & organize develop options based on comments, Mid-February- comments reviewed and forms revised, Late February-Revisions needs to be sent to CD/Staff for review, Mid-March- CD’s submit recommendations for upcoming FY 20 practices, Late March- State AgEp committee meeting to finalize upcoming FY AgEp, April- Presentation of upcoming FT AgEp to SCC. Discussed the upcoming WV Legislative Calendar, 2019 WVCAD Quarterly Meetings Dates/Locations, discussed Agricultural Day at the Capitol, O&M Sponsor letters-stated that Brian had sent letters to all current O&M sponsors requesting a meeting to review the O&M agreements. SSRP Program is on its final drafting and was scheduled to be released by mid-December once finalized districts will review and approve, then districts will need to vote to approve the SSRP program to be eligible for funding allocation for the program and this should be an upcoming upcoming agenda item. Talked on the WVCA Project Section

1. NRCS - Julie Stutler(N/A) Terry Hudson—discussed the accepting applications for the following Focused Conservation Approach (FCA) Projects through January 18th, 2019-Equine Manure

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Composing (2018), Monarch Butterfly & Pollinator Habitat Enhancement (2019), Crop Tree Release for Maple Syrup (2019), Locally Grown Foods Initiative (2017), Invasion Species & Grazing Management in the Lower Kanawha River Watershed (2017), followed up on all eligible applications for the first round of funding for the Locally Grown Foods project were funded:

Approved through 2014 Farm Bill: Kesling-Britton Ridge, Sissonville

Approved through 2014 Farm Bill: Barbour-Dry Ridge, Saint Albans

Will need to be re-evaluated per newly signed 2018 Farm Bill:

Parker- Big Chimney

Jones- Big Chimney

Completed gutters & outlets on an existing feeding facility

Conservation Stewardship Program Annual Payments: 1 of 3 remaining Annual Payments made

District newsletter finalized and was sent for printing on 12/21/18

Soil test results maile to Wilcox, Price, White and Hess with the AgEp information

Completed 8 of the 11 Highly Erodible Land Determinations for Area Office

Greg Stone begins his new position as State Conservationist of Kentucky on January 21, 2019

FSA and RD continue to be on furloughed due to the lapse in federal funding.

1. WVCA Watershed Report-Judith Lyons-Terry/Kim- discussed the CCR Sites: 13502-P & 13512-G both are ineligible, Stream Permits: None

SPRP: permit for the Main Coal River project is in its final stages to submit to the USACOE & the WVDEP

O&M:

Blakes Armour 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

Elk Two Mile 13 Culvert was replaced she attached pictures (in office to review)

1. CCD AgEp-Russell Young-

Worked on newsletter and went to printers on 12/21/18 and since then have been mailed out

AgEp sign up did not change- it was the cut off 01/18/19, however district voted to keep taking the applications: Valerie Thaxton made 1st motion and Clyde Bailey 2nd the motion , motion was passed, Russell is in training all next week.

1. Solid Waste – Rodney Loftis—NO SHOW

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1. DM Report- Sue Brand-LOR # 8102 needed to be updated with the correct address per Anita May- Chairman Terry resigned the correct one and sent with Kim Fisher 01/11/2019 to Anita May at Guthrie.

Discussed the credit of $ 366.00 with Westfield Insurance for removing the Soil Tunnel Trailer from the district policy, new accountant will begin on or around March 1, 2019

Proxy letter sent to Jim Foster for Clyde Bailey attending the quarterly meeting 01-22/23-2019.

Ordered sticky notes and pens with the District logo/phone number

Rod Lowe sent me an email to gather all information for the FY 18 Procurement Audit- that work has been completed and waiting on Rod to make a final call to set date.

1. Supervisor and Committee Reports-All Supervisor

Clyde Bailey-Attended the Grazing Conference in New Orleans on 01-10-19 good meeting they

supplied lunch, on 01/11/19 stayed tow extra nights to visit with family there, projection good

for the markets.

New Orleans Port is the largest in the US

Only thirteen plantations now exist in New Orleans

Clyde Bailey attended Farm Bureau Meeting on 01/18/19

January 30, 2019 AgEp Day at the Capitol

Following week Clyde Bailey will attend the Small Farm Conference

Karen Figgatt- Out had surgery

Valerie Thaxton-Met with B. Smith NRCS program with Julie Stutler

All cooperators need to sign the cooperator agreements

Came to office to sign checks

Valerie signed John Chapman up for Lime

Tony Leadbeter- Attended the RCD meeting – he is learning more about the RCD and structure of it.

Not sure about the cut off time

CCD rec’d an invoice from RC&D for $ 250.00

Attended the Farm Bureau meeting

Tony Leadbeter is on 4 boards:

1. 4H Foundation
2. RC&D
3. A. S.
4. K.C. F. B.

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Terry Hudson- Attended the Enviro Meeting at Flatwoods on 01-02-19

On 01/10/19 met Aimee F. to get soil

01/11/19 Terry met with Kim Fisher, Melissa Stewart, Aimee Figgatt, Karen Figgatt, Sue Brand

Chairman Terry H. will take Debby Cummingham to the Heap meeting

Chairman Terry signed checks at office

Will met with J.S. & DEP

**NEW BUSINESS**

1. **(D/M)** **AgEp Payment Approvals**

**Name Amount Description**

**A. Ralph Monday $ 690.00 NM3071-Nutrient Management**

**B. Robert Adkins $ 148.13 UA145- Urban Agriculture**

**C. Sylvia Walton $ 140.22 UA154- Urban Agriculture**

**D. Hannah Reed $ 47.56 UA150- Urban Agriculture**

**E. Clay Bailey $ 500.00 HU3322-HUAP**

**F. Sarah Galaska $ 32.99 PP72-Pollinator Planting**

**All payment Approvals were approved by Clyde Bailey making the 1st motion & Valerie Thaxton 2nd motion. Motion passed.**

**Highlighted Clay Bailey was not approved for payment and will be added back on to February Agenda**

1. **(D/M)** **Great Kanawha RC&D Inc. Invoice $ 250.00 Sponsorship**

Clyde Bailey made the 1st motion and Valerie Thaxton 2nd the motion—motion passed

1. **(D/M) DEP Junior Conservation Camp Sponsorship-Terry Hudson**

Valerie Thaxton made the 1st motion, Clyde Bailey 2nd motion, motion passed

1. **(D/M) Harts Seed Program**

Clyde Bailey made the 1st motion, Valerie Thaxton 2nd motion, motion passed

1. **(D/M) NEPC Meeting-Clyde Bailey**-Pennsylvania is holding the NEPC meeting-Clyde B. will stay 02-19 & 20-2019—will pay travel and registration and up to $100.00 a night. Move Feb meeting to February 22, 2019 @ 9:00am

Valerie Thaxton 1st the motion and Chairman Hudson 2nd the motion-motion passed

1. **(D/M) City National Bank Credit Cards-Karen Figgatt**

Karen Figgatt was out today

1. **(D/M) Farm Roots W-9 Forms -Terry Hudson**

Chairman Hudson is checking on the paperwork

Before payments are made they must be cooperators

W-9 have rec’d 5 back this far.

Clyde Bailey made 1st motion and Valerie Thaxton 2nd motion- motion passed

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1. **(D/M) AgEp Extension Deadline-Terry Hudson**

Motion made to keep 8 monitors and add 2 District Employees if need be.

Clyde Bailey made 1st motion and Valerie Thaxton 2nd motion, motion passed

1. **Quarterly Meeting Agenda-**

Chairman Terry Hudson and Clyde Bailey will be attending the Quarterly meeting in Flatwoods on January 22 & 23, 2019 and will need one room for Clyde Bailey

Clyde Bailey needs a copy of the Quarterly report before he leaves

1. **Century Farm Deadline February 1, 2019-**

Cummingham’s have a 100 year farm and have been notified but they have not responded

Still looking for a 100 year farm.

1. Camp Virgil Tate-Jason Young & Emily McCormick with updates

Emily McCormick made an appearance at the board meeting on Friday 01-18-19 to discuss location of Camp Virgil Tate, Master gardening, setting up a high tunnel, Jason is wanting to put mushrooms in a compose and other variety of ideas, Chairman Hudson will visit the Camp and get an idea of where the High Tunnel should be placed. The Camp wants to Grow and Educate.

**UNFINISHED BUSINESS**

1. **Return of License Plate-Clyde Bailey**

License plate for the High Tunnel Trailer was returned to the DMV office on 12-10-18 by Clyde Bailey

**CORRESPONDENCE**

Meeting Adjourns @ \_\_\_11:00 am\_

**Special Meeting held immediately after board meeting to discuss and vote on the following:**

1. **Small Farm Conference;**

Authorize to donate $3000.00 to the Small Farm Conference

Clyde Bailey made 1st motion and Valerie Thaxton 2nd the motion, motion passed

After that I make arrangement for a table for the literature and handouts to go on.

Soil Tunnel Trailer will be there, schedules are needed to work table from supervisors

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1. **E-Z Pass Transponders**-

Transponders where ordered by the district for the following:

Chairman Terry Hudson and Valerie Thaxton for easy access to State Fair and other business functions.

Valerie Thaxton made 1st motion and Clyde Bailey 2nd the motion, motion passed to approve transponders for the two, (the other supervisors had one)

**Dates Too Remember for 2019- Office will be Closed**

**January 21st, 2019 Martin Luther King Day**

**February 18th, 2019 President’s Day**

**May 27th, 2019 Memorial Day**

**Chairman Terry Hudson Date**