

Capitol Conservation District

July Meeting Agenda

Wednesday July 17, 2019 9:00 am

Cross Lanes USDA Service Center - 418 Goff Mountain Rd.

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

July 19th, National Hot Dog Day!

Attendance

Terry Hudson-Chairman
Clyde Bailey-Supervisor
Richard Sams-Supervisor
Valerie Thaxton-Supervisor
Sally Shepherd-Supervisor

Sue Brand-District Manager
Kim Fisher-Area Director
Russell Young-Conversation Specialist
Julie Stutler-NRCS (Suzy Daubert-Julie's Boss)
Tony Leadbeter-Associate Supervisor

CALL BOARD MEETING TO ORDER—9:15am

APPROVAL OF JUNE BOARD MEETING MINUTES – Signed minutes accepted motion made Valerie Thaxton 1st motion and Sally Shepherd 2nd motion, all in favor

FINANCIAL REPORTS/INVOICES

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

Co-Administered Funds Report, District February Financial Report, Supervisor Per Diem & Travel

(M) Bills to be paid as funds permit and coordinated by office staff *Please see attached sheet—Valerie Thaxton 1st motion and Richard Sams 2nd motion, all in favor accept and proceed with audit

REPORTS

1. **July 2019 WVCA Report** – Kim Fisher-Discussed the Conservation Farm Tour that is scheduled for July/August-Carroll Greene nomination due to Belinda Withrow by September 1, 2019-WVCAD Honorary Member at large form due September 1, 2019-WVCAD Lifetime Honorary Member due September 1, 2019-WV Conservation District News Davin White to add new section for the district updates-2019 WVACD Quarterly Meeting Dates/Locations are July 15 & 16 at Highland Event Center, Triadelphia, WV and October 21 & 22 at Flatwoods, WV-AgEp new programs started July 1, 2019 for the FY2020-also if Capitol hasn't updated the AgEp Agreement and addendum now is the time to update and send back-SB655 comments can be reviewed starting July 2- State Fair Volunteer Sign Ups now available-O&M all districts need to finalize their agreements in the month of July-NACD/WVCAD Listening Session will be held in October to coincide with conservation farmer event-the event will be held in Flatwoods and ALL supervisors are encouraged to attend- Ag Day will be held January 31, 2020
2. **(D) Watershed Report** – Judith Lyons – Chairman Hudson filled in for Judith Lyons and updated the board on the CCR's Sites:
Site # 842-J Mooney -Davis Creek- Charleston-Kanawha Co. In Progress
Site # 14609-J Griffith-Turkey Creek-Elkview-Kanawha Co, -In Progress
No Stream Permits-
Dams:
Blakes Armour #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 da
Projects:
None

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3. **Solid Waste-** Terry Hudson-No report was given due to no June meeting
4. **Julie Stutler-NRCS-** since last meeting she visited two cooperators for the conservation planning, inspected 2 acres on Brush Management and about 4,000 sq. ft of gravel Heavy Use Area Protection. WV Division of Forestry completed a Stewardship Plan on an existing cooperator. No additional applications were funding in round 3 application approvals for the AMA/EQIP. We obligated a contract for Cerulean Warbler habitat/maple syrup project for an existing cooperator. Met with WV State University to discuss High Tunnel and Composting Facility demonstration sites and the CCD's Community Garden project on the East End of Charleston. Construction will begin soon on the first Horse Manure Composting Facility at Sunday Stables. Julie has also been working with the MS4 Storm Water Coordinator for the City of St. Albans to develop partnership with CCD and NRCS to better deliver programs and serve the city. Julie completed ranking on 3 Conservation Stewardship Program applications and will be writing plans and contracts for those if selected for funding in early August. Julie will be working on Food Security Act compliance reviews for Guyan and Elk Districts as part of her extra duties on the South Area Compliance Team over the next couple of days.
5. **(M) Russell Young – CCD AgEp FY19 Review-**
 - a. FY 19 AgEp complete. Discussed the monies that CCD will have to work with the AgEp Programs. See Attached.
Motion made by Valerie Thaxton and Sally Shepherd 2nd motion to accept CCD FY20 First Sign Up Period Ranking Sheet.
6. **Supervisor Reports-**
 - a. **Clyde Bailey-** Just returned from South Korea visiting with son and daughter in law- conference call with the State Fair on 06/28/19 is encouraging supervisors to do their part of the working the fair-
 - b. **Richard Sams-**Visited the Community Gardens in Charleston West Side-
 - c. **Valerie Thaxton-**came to office and signed checks
 - d. **Chairman Hudson-**Workshop in Buckhannon on High Tunnels-work in Pleasant Hill for couple of day putting in an integration system- work at Locksmith Farm in Fayetteville- Attended the special meeting with the Board-office to sing checks- office to sign paper work for the Engineering company- traveled to Wheeling for a conference- attended the Quarterly Meeting-discussed that supervisors should get on board with the State Fair participation.
 - e. Tony Leadbeter-attended 4-H meeting, book venue admission free, Mr. Bradshaw resign his position, resolving financial issues at Camp Virgil
Tate, Bill Stewart states that grants were not approved, Farm Business Meeting to be held on 7/18/19, NRCS fencing program

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7. **DM Report**—Sue Brand

- a. Pens have arrived – called Westfield company to learn that no names are on the policy as far as supervisors listed that it only a blanket policy- informed the Board that Chairman Hudson paid for the peace lily that was sent to the funeral of Dvon Duncan on behalf of the District.

NEW BUSINESS

8. **FY20 AgEp Application Approvals**

- a. Sharon Bailey HUAP \$ 1000.00
Clyde Bailey rescue himself and the board voted Valerie Thaxton 1st motion-Sally Shepherd 2nd motion, all was in favor. Motion passed
- b. Bridge Bailey HUAP \$1000.00
- c. Douglas Hanshew IS \$90.00
- d. Jessica Woods UA \$450.00
- e. Terri Massey UA \$450.00
- f. Shannon Watson UA \$450.00
- g. Kevin Irvine Lime \$1080.00
- h. Wes Chapman Lime \$675.00
- i. Danny Beckner Lime \$1072.35
- j. Danny Beckner NM \$845.76
- k. Bridget Bailey Lime \$103.50
- l. Bridget Bailey NM \$185.70
- m. Mike Hess NM \$1547.45
- n. John Wilcox NM \$1449.81

Valerie Thaxton 1st made motion and Sally Shepherd 2nd motion, all in favor of paying the cooperators on Russell Young CCD FY20 First Signup Period Ranking Sheet

(M) Cancel AgEp Applications

- a. Philip Chapman Lime
- b. Bridge Bailey Lime
- c. Bridget Bailey Nutrient Management
- d. Hannah Reed Pollinator
- e. Robert (Bob) Underwood Pollinator
- f. Robert Fierbaugh Invasive Species

*Clyde Bailey made 1st motion, Sally Shepherd 2nd motion to cancel AgEp Applications
All in favor, motion passed*

(M) Cancel AgEp Emergency Applications

- a. Sheila Trader Emergency Application
- b. Tracy Cunningham Emergency Application

Clyde Bailey 1st motion and Sally Shepherd 2nd motion, all in favor

(M) Approve payment

- a. Sarah Hicks Urban Ag. \$ 47.56

*Clyde Bailey 1st motion and Sally shepherd 2nd motion, all in favor

8. (M/D) 3-D Printer RCBI Grant \$2000.00

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*Board is making motion that they are aware of (\$2000.00) expense for the 3-D printer

*Sally Shepherd 1st motion and Valerie Thaxton 2nd motion, all in favor.

9. (D/M) Elect new officers for Board (Secretary and Treasurer)-Chairman Hudson

* Board elected Richard Sams as Secretary- Board elected Valerie Thaxton as Treasurer

* Sally Shepherd 1st motion and Clyde Bailey 2nd motion, all in favor

10. (D/M) Funding for High Tunnel Workshop-September 20 & 21

*Board approved but not to exceed \$300.00 for funding to assist with the High Tunnel Workshop (food, drinks and etc)

*Valerie Thaxton 1st motion and Richard Sams 2nd motion, all in favor

11. (D/M) Supervisors travel and per diem remaining money

- Total of remaining supervisor per diem and travel monies from FY19 \$ 7778.91 will be deposited into a CD not to exceed \$10,000.00*

12. (D/M) Camp Virgil Tate Request for Sponsorship/Donation for Emily McCormick VISTA admin fees to help with the camp

*Board approved to donate \$500.00 toward the VISTA for Emily McCormick at Camp Virgil Tate

*Clyde Bailey 1st motion and Valerie Thaxton 2nd motion, all in favor

This will be to further Emily McCormick's employment at Camp Virgil Tate.

13. WV Chapter SWCS requesting donations for the silent auction. Event will be held July 28-31, 2019 at the Wyndham Grand in Pittsburgh, PA.

*Board not participating

14. (D) Chairman and Board Members meeting to sign all account books for procedure audit

- Board selected August 15, 2019 to meet and sign all paperwork to get ready for procedure audit*

15. (D/M) LOR #8234-\$7000.00 for the AgEp Programs (not the operating expense as stated on the draft agenda) minutes along with LOR will be mailed and emailed to Anita May

- Valerie Thaxton 1st motion and Clyde Bailey 2nd motion, all in favor

16. (D/M) WVACD Youth Stem Grant Expenditures-Aimee Figgatt

- See attachment

UNFINISHED BUSINESS:

1. Rack Card- Selecting the design for the cards-

- Choices were sent over by Davin White and Aimee Figgatt on which card to select, board choose card 2 but replace the dairy cow with Hereford cow
- Clyde Bailey 1st motion and Valerie Thaxton 2nd motion, all in favor.

CORRESPONDENCE:

Xerces Renewal

Thank you cards from David Callaghan & Ali Clark for sponsoring their camp event

Meeting Adjourns @ 11:20am

Next meeting August 21, 2019-Wednesday

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Terry Hudson

Chairman Terry Hudson

Valerie Thaxton

Valerie Thaxton

Richard Sams

Richard Sams

Clyde Bailey

Clyde Bailey

Sally Shepherd

Sally Shepherd

8-21-19

Date

8-21-19

Date

8-21-19

Date

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Date

8-21-19

Date

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APPROVAL OF JUNE BOARD MEETING MINUTES – Sign minutes

FINANCIAL REPORTS/INVOICES

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

Co-Administered Funds Report, District February Financial Report, Supervisor Per Diem & Travel

(M) Bills to be paid as funds permit and coordinated by office staff *Please see attached sheet

REPORTS

1. April 2017 WVCA Report – Kim Fisher
2. (M) Watershed Report – Judith Lyons
3. Kanawha County Solid Waste Authority-Rodney Loftis-Terry Hudson report
4. NRCS-Julie Stutler
5. (M) Russell Young – CCD AgEp FY19 Review
6. Supervisor Reports
7. DM Report—Sue Brand

NEW BUSINESS

8. FY20 AgEp Application Approvals

	Name	Practice	Cost	Rank:
a.	Sharon Bailey	HUAP	\$1000.00	93
b.	Bridget Bailey	HUAP	\$1000.00	55
c.	Douglas Hanshew	IS	\$ 90.00	55
d.	Jessica Woods	UA	\$ 450.00	110
e.	Terri Massey	UA	\$ 450.00	110
f.	Shannon Watson	UA	\$ 450.00	110
g.	Kevin Irvine	Lime	\$1080.00	78
h.	Wes Chapman	Lime	\$ 675.00	65
i.	Danny Beckner	Lime	\$1072.35	63.18
j.	Bridge Bailey	Lime	\$ 103.50	55

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k. Danny Beckner	NM	\$ 845.76	83
l. Bridget Bailey	NM	\$ 185.70	69

(M) FY20 AgEp Application Approvals--Continue

m. Mike Hess	NM	\$1547.45	62
n. John Wilcox	NM	\$1449.81	61

(M) Cancel AgEp Applications

a. Philip Chapman	Lime
b. Bridge Bailey	Lime
c. Bridget Bailey	Nutrient Management
d. Hannah Reed	Pollinator
e. Robert (Bob) Underwood	Pollinator
f. Robert Fierbaugh	Invasive Species

(M) Cancel AgEp Emergency Applications

a. Sheila Trader	Emergency Application
b. Tracy Cummingham	Emergency Application

(M) Approve payment

a. Sarah Hicks	Urban Ag.	\$ 47.56
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(M) Cooperator Approvals

- a. Sheila Williams
- b. Terri Massie
- c. Sharon Ladriere*
- d. Jessica Woods*
- e. Danny Beckner*
- f. Kevin Irvine

*Indicates Cooperator Agreements

- 9. (D) 3-D Printer RCBI Grant \$2000.00 (FY19 Procedure Audit Backup)
- 10. (D/M) Appoint new officers for Board (Secretary and Treasurer)-Chairman Hudson
- 11. (D/M) Funding for High Tunnel Workshop-September 20 & 21-

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13. **(D/M)** Camp Virgil Tate Request for Sponsorship/Donation for Emily McCormick VISTA admin fees to help with the camp-Terry Hudson
14. **(D/M)** WV Chapter SWCS requesting donations for the silent auction. Event will be held July 28-31, 2019 at the Wyndham Grand in Pittsburgh, PA.-Terry Hudson
15. **(D/M)** Chairman and Board Members meet to sign all account books for procedure audit -Sue Brand
16. **(D/M)** LOR # 8234--\$7000.00 for Operating Expenses -needs to approve and send to Anita May with minutes
17. **(D/M)** WVCAD Youth Stem Grant Expenditures-Aimee Figgatt

UNFINISHED BUSINESS:

1. **(M)**Rack Cards – Selecting the design for the cards
2. **(M)** Letter to Mr. Louis Aspey-where board members voted to cancel the Focused Conservation Approach proposal for the Equine Manure Composting initiative. CCD has decided to explore another avenue in the resource concerns identified within the proposal. Signature needs to sign letter

CORRESPONDENCE:

Xerces Renewal

Thank you cards from David Callaghan & Ali Clark for sponsoring their camp event

Meeting Adjourns @ _____

Important dates to remember:

September 2, 2019—Labor Day
October 14, 2019-----Columbus Day
November 28, 2019—Thanksgiving Day
November 29, 2019---After Day Thanksgiving