

Capitol Conservation District

November 2019 Board Meeting Agenda

Wednesday November 20th, 9:00 am

Cross Lanes USDA Service Center – 418 New Goff Mountain Rd.

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



Attendance

Terry Hudson-Chairman

Clyde Bailey-Vice Chair

Valerie Thaxton-Treasurer

Richard Sams-Secretary

Sally Shepherd-Supervisor

Aimee Figgatt-Outreach

Brian Farkas-Executive Director

Sue Brand-District Manager

Kim Fisher-Area Director

Judith Lyons-Watershed Manager

Russell Young-By Skype (not in attendance)

Steve May-Visitor

CALL BOARD MEETING TO ORDER---9:10am

APPROVAL OF OCTOBER BOARD MEETING MINUTES – Sign minutes-Clyde Bailey 1st made motion-Sally Shepherd-2nd the motion. All in favor to accept the October Minutes

FINANCIAL REPORTS/INVOICES

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

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

Valerie Thaxton 1st made motion, Clyde Bailey 2nd motion, all in favor of paying bills and file for audit

REPORTS

1. WVCA Report - Kim Fisher-

**WVSCC Meeting will be held January 14, 2020 @ 10:30am. WVACD Fall Quarterly Meeting was held October 21 & 22 where WV Conservation Farm winners were announced as 1st place went to PVCD Noble Farm and the runner up was WCD Don Hussell Farm. Dates for the WVACD Quarterly Meetings were announced by Kim Fisher as*

**January 21&22 at Flatwoods*

**April 20&21 CCD/Mardi Gras Casino & Resort*

**July 20&21 EPCD/harper Ferry Tentatively*

**October 19&20 back at Flatwoods, WV.*

**AgEP dates were discussed December 10 will mid-year meeting for review the allocation formula proposals and new practices. ECD conference room at 10:00am*

**February 2020-Comments review and forms revised*

**March 2020-State AgEp committee meeting to finalize upcoming FY AgEp*

**April 2020-Presentation of upcoming FY AgEp to SCC*

**May/June/July 2020-CD's to finalize upcoming FY Programs, update AgEp agreement addendum, action to approve LOR's*

**June 15, 2020-Deadline for CD's submit final practice list to WVCA (CD's can submit final list any time after SCC approval of practice list)*

**AgEp Day at the capitol is set for January 31,2020*

**Request for all conservation districts to review and update their District Policy Manuals, along with the CD Employees Manual and the Plan of work Manual*

**Budget Update-is faced with a possible \$100 million budget deficit, the governor has informed agencies to expect a 4.6 percent mid-year budget cut. This would amount to a \$551,000.00 mid -year cut to the WVCA's budget. The plan is to absorb the cuts at the state agency level & maintain the 14*

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CONTINUE:

districts at current. Districts should look for ways to trim expenses if the need arises in the FY2021 budget year.

- Sally Shepherd Water Tank Application was approved by Kim Fisher Area Director, all receipts need to be completed by November 22, 2019 is cut off. Paper work is in office

2. WVCA Watershed Report-Judith Lyons-

*Judith Lyons issued an email on November 7, 2019, from the DNR for the Coal River Project-See Copy NRCS on behalf of the CCD has reviewed the proposal submitted for Elk Two Mile #14 Seep and have provided comments. Please see the additional details requested for the proposal:

*Elk Two Mile #14 Dam that needed immediate attention the following were reviewed and here are the updates:

*The boring that will not the piezometer needs to be grouted with in the 24 hours of completion.

*Grout in both borings needs to be placed with tremie pipe. If grouting of the one hole and piezo construction at the other is not done immediately after completion of the boring, tremie pipe needs to be placed in the boring to total depth. Holes should not sit open overnight without tremie pipe being in place.

*List grout mix in document. Should have some percentage of bentonite.

*Can the borings be numbered B-601 and B-602?

*the top of the piezometer to be constricted should be set up flush with the ground surface in order to avoid future routine maintenance issues.

These revisions were requested by CCD/Judith Lyons and to be sent to CCD to review.

*Letter and proposal from GAI addressed all the issues that were made aware of by Judith Lyons/CCD all the issues were addressed and the proposal sent back to CCD with the update. See Copy

3. Solid Waste -Rodney Loftis—No report

4. NRCS - Julie Stutler—No report

5. AgEp Russell Young—Joined us by Skype

- Russell was in training at Gassaway and had Grazing Training as well.
- Russell reviewed the LOR for \$5600.00 for the St. Albans project program
- Water Tank-CCD rec'd 2 applications dead line is 11-22-19.
- Districts together rec'd about 25 Water Tank Applications

6. Supervisor and Committee Reports-

Terry Hudson—

- 11/01 thru 11/05/19--Traveled from Elkview to Charleston to work on the East End Community Gardens and continue the work on the Community Gardens till 11/05/19.
- 11/12/19--Traveled to Cross Lanes office to meet with Sue and sign checks
- 11/15/19-Traveled from Elkview to Cross Lanes office to attend the State Fair conference call
- 11/20/19-Attended the CCD Board Meeting in Cross Lanes, WV

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Valerie Thaxton-

- 10/16/19-Attended the Board Meeting at Cross Lanes
- 10/22/19-Attended the Quarterly Meeting/Auction Dinner at Flatwoods
- 10/23/19-Attending the Listening Session
- 10/28/19-Came to Cross Lanes Office to sign checks
- 11/15 thru 11/17/19-Attended the Women in Ag Conference in Roanoke WV

Richard Sams-

- 10/16/19-Attended the Board Meeting in Cross lanes Office
- 10/23/19-Attended the WVCD Meeting in Flatwood, WV
- Attended the Farm Bureau Meeting
- 11/07/19-attended the Organic Farm Conference

Sally Shepherd-

- Attended the Community Gardens
- Talked with Steve May on the Pollinator Program on the Nursery for trees

Tony Leadbeter-

- Not in attendance

Clyde Bailey-

- Was at office to sign checks
- 10/30/19 Clyde Bailey approved Jon Vernon Water tank application
- 11/02/19-attended the Community Gardens workshop
- 11/06/19-Attended the Patriot Gardens at the Air National Guard
- 11/15/19-Attended the skype meeting on the State Fair
- 11/20/19-Attended the Board Meeting at CCD office in Cross Lanes

NEW BUSINESS:

1. FY20 AgEp Payment Approvals

- a. Kevin Irvin Lime \$ 937.80
- b. Bridget Bailey Heavy Use \$1000.00—Moved to the December 18, 2019 meeting
- c. Sharon Bailey Heavy Use \$ 538.00
- Irvine & Bailey Valerie Thaxton made 1st motion and Richard Sams 2nd motion to accept the Payment Approvals for Irvine & Bailey, Clyde Bailey rescued himself from the meeting during this approval stage.

2. (D/M) Pollinator Planting Program-Steve May-

- Steve May returned to continue to update the board on needing help for the students at area school and had talked with Sally Shepherd on the ideas of the trees. Chairman Hudson asked that Sally Shepherd continue to work with Steve May. This will be added on the December agenda for further discussion.

3. (D/M) Proposal from GAI Consultants for repairs on Elk Two Mile #14-Chairman Hudson

- Sally Shepherd made 1st motion and Valerie Thaxton 2nd motion, all was in favor to accept the proposal but not to exceed the \$67500.00

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4. (D/M) LOR for GAI Consultants-Chairman Hudson
 - Clyde Bailey made 1st motion to have Chairman Hudson to sign the LOR for the GAI Consultant but not to exceed that amount and Richard Sams 2nd motion, all was in favor
5. (D/M) NPS 1580 City of St. Albans MUC/MS4 Rainwater Program---Julie Stutler/Chairman Hudson
 - Valerie Thaxton 1st motion and Richard Sams 2nd motion to accept the MUC/MS4 Rainwater Program
6. (D/M) LOR #10298---Julie Stutler/Chairman Hudson
 - Richard Sams 1st motion and Valerie Thaxton 2nd motion to accept and sign the LOR for \$5600.00
7. (D/M) NACD Urban Ag Conservation Initiative Grant---Julie Stutler/Chairman Hudson
 - This grant is only available to Conservation districts and is awarded by National Association.
 - Funds are provided by NRCS
 - To promote Urban Ag
8. (D/M) Monthly AgEP Sign Ups---Chairman Hudson
 - The board agreed to accept and approve signups applications on a monthly basis
 - Valerie Thaxton 1st motion and Sally Shepherd 2nd motion, all in favor to accept the signups on a monthly basis and keep receipts & cut off dates as December 31 and June 30. This is to begin January 1, 2020.
 - The documents need to be modified/revised when the cut off is and the year
9. (D/M) Appoint supervisor for the Water Resources---Chairman Hudson
 - Chairman Hudson appointed himself and he accepted the position of supervisor for the Water Resources
 - Clyde Bailey 1st motion and Sally Shepherd 2nd motion, all in favor
10. (D/M) Appoint committee for the Quarterly Meeting---Chairman Hudson
 - Committee was appointed for Quarterly Meeting to be held in Cross Lanes, WV on April 20 & 21, 2020
 - Members are: Chairman Terry Hudson, Kim Fisher, Sue Brand

UNFINISHED BUSINESS

1. (D/M) Pilot Program of Southern CD and Tygarts Valley CD (O&M Agreement)—Kim Fisher
 - Funds to be kept in the county and not out county. Have had difficulties in the past .
 - Brian Farkas informed the board “trying to get as many dams done to cut cost.”
 - Discussion was tabled
2. (D/M) Back Office Rent due to FSA from January 2016 to Present—FSA
 - Still no rent checks have been cashed
 - Brian Farkas asked the board if they had the ability to ask for back rent
3. (M) Reverse the motion: on September 18, 2019, CCD make motion to get their own phone line in the office, (for CCD to stay with the existing phone line of NRCS)-Chairman Hudson
 - Clyde Bailey 1st motioned to reverse the of CCD getting their own phone line and Sally Shepherd 2nd motion, all in favor of getting district own phone line

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4. (M) Reverse motion from returning the reseeding monies back to Guthrie but keep in district.
Chairman Hudson
- Clyde Bailey made motion to reverse the motion from returning the reseeding monies back to Guthrie but to keep the monies in the district, Richard Sams 2nd the motion, all in favor
5. (D/M) Quarterly Meeting to be held at Mari Gras Tri-State Greyhound Racing Center
April 20 & 21, 2020--Chairman Hudson
- Clyde Bailey motion to have the Quarterly Meeting at the Mardi Gras, Valerie Thaxton 2nd the motion and Richard Sams abstained from the vote
6. (D/M) WVACD Stem Grant Reimbursement—Aimee Figgatt
 - *Aimee passed out information on spending down the grant.
 - *Wants to spend \$126.53 on junior master gardener supplies to close out the grant.
 - * All other information and receipts are in her packet.
 - * Clyde Bailey motion to pay for the robotics kids stem grant reimbursement and spend \$126.53 to close out grant, Sally Shepherd 2nd motion

CORRESPONDENCE

Xerces Society-Moved to December Agenda

Thank you card from WV Chapter of Soil & Water Conservation Society

Thank you card from Belinda Withrow and family on behalf of Doris Asbury

Notes:

- Chairman Hudson to donate 18 dozen of eggs for the Ag Day Breakfast
- NACD meeting is scheduled for February 8-12, 2020

Meeting Adjourns @ 11:10am

Next Meeting December 18, 2019 @9:00am

"Thanksgiving Lunch will be served immediately after the board meeting."

"HAPPY THANKSGIVING"

Chairman Hudson: Jerry W Hudson Date: 12-18-19

Valerie Thaxton: Valerie Thaxton Date: 12-18-19

Richard Sams: Richard Sams Date: 12-18-19

Clyde Bailey: Clyde Bailey Date: 12-18-19

Sally Shepherd: Sally Shepherd Date: 12-18-19