**Capitol Conservation District**

**Wednesday-February 19-2020 9:00am**

**418 Goff Mt. Road, Cross Lanes, WV 25313**

**304-759-0736—sbrand@wvca.us**

**Board Meeting Agenda**

 ATTENDANCE

Terry Hudson-Chairman Sue Brand-District Manager

Clyde Bailey-Co-Chairman Kim Fisher-Area Director

Richard Sams-Secretary Russell Young-Conservation Specialist

Valerie Thaxton-Treasurer Sally Shepherd-Supervisor

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

APPROVAL OF JANUARY BOARD MEETING MINUTES**-**

* **Valerie Thaxton 1st motion, Clyde Bailey 2nd motion. All in favor.**

FINANCIAL REPORTS/INVOICES

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

**\* Board did not approve or accept the financials from DAF until the issue is corrected**

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
* **Board did not approve or accept the financials from DAF until the issues are corrected**

**REPORTS**

1. WVCA Report – Kim Fisher-
* **Districts should be thinking about farm families to be awarded for the Conservation Farm Tour. Districts should have winners by May 31,2020.**
* **2020 Dates for the WVACD Quarterly Meetings**
1. **April 20 &21-CCD/Mardi Gras Casino & Resort**
2. **July 20 & 21-EPCD/Harper Ferry Clarion Inn**
3. **Octboer 19 & 20 Flatwoods, WV**
* **Agricultural/Conservation Day at the Capitol Brian would like to thank all supervisors and districts for the help and support.**
* **WVACD Contests-all photos are due in the WVACD office by July 1, 2020**
* **All posters are due at the July Quarterly meeting before the standing committees break to meet. Districts should get their schools and community involved in both contests. The posters theme is “Where Would We BEE Without Pollinators?”**
* **Entries are due at the July Quarterly meeting for the Education District of the Year.**
* **WVACD Scholarships applications are due the first Monday in March in the WVACD office at Sutton.**
* AGEP Dates**:**
1. **02/11/2020-Last day to introduce bills in the House**
2. **02/17/2020-Last day to introduce bills in the Senate**
3. **02/23/2020-Bills due out of committees**
4. **02/26/2020-Last day to consider bill on third read in house of origin**
5. **03/07/2020-Last day of session**

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* **Clements State Tree Order Forms- Districts were emailed the order form from the state tree nursery.**
* **Ag/Forestry Hall of Fame-Nomination forms can be found on the website**

**https://agriculture.wv.gov/divisions/executive/Documents/2020%AFHOF.pdf**

1. NRCS - Julie Stutler
* **Grant that was submitted was rejected/with no feedback.**
1. WVCA Watershed Report-Judith Lyons-
* **CCR: Site 14654-D McFarlane-Campbell’s Creek Charleston-Kanawha Co. -In Progress**
* **Stream Permits: Site 14692-G. Smith-Unknown Stream-Elkview-Kanawha Co.-Closed Out**
* **Site 14685-Jeff Tincher (Poca River) at Sissonville**
* **Elk Tow Mile 14 Seep repair: Core drilling has been completed on the ETM 14. Original plan changed as they hit rock on the bench at 9 feet. The particular drill was to sample the soil to see if it was the same as the piezometer hole location. The Engineering Firm was informed by Judith Lyons that they would need to do a revision to the proposal that the district would have to accept. It was advised not to air drill due to the possibility of a fracture of the embankment. As the soil appeared to be the same, the holes were abandoned for sampling and concreted in. The piezometer was installed and a soil drill on the embankment. Reclamation was done and they were advised by Judith Lyons that it was not acceptable. Mr. Kinder has assured Judith Lyons they will return and complete the reclamation according to our standards.**
* **Blakes Armour Creek #7-**
* **Elk Two Mile #12-EAP up to date**
* **Elk Two Mile # 13-EAP up to date**
* **Elk Two Mile #14-EAP up to date**
* **Two work orders were provided with ETM 14 and Blakes Armour in preparation. Elk Two Mile 14 still working on estimate for the low place and rock gutter. Blakes Armour-in order to serve the district.**
1. CCD AgEp-Russell Young-
* **Meeting will be scheduled soon to go over updated ranking forms.**
* **Project money (HEAP) will work with Chairman and other supervisors that would like to participate**
* **Site visits**
1. Solid Waste – Rodney Loftis
* **No report**
1. DM Report- Sue Brand
* **Still working with Rod Lowe on audit**

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**Board Meeting Agenda**

1. Supervisor and Committee Reports-All Supervisor
2. Clyde Bailey**-**
* **01/10/2020-Attended the WV Grazing/Steering Committee meeting**
* **01/15/2020-Attended the CCD Board Meeting**
* **01/16/2020-Attended the 2021 Appalachian Grazing planning committee**
* **01/17 to 01/22/20-Attended the Farm Bureau Meeting in Austin Texas**
* **01/25/2020-attended the Seed Workshop at CCD**
* **01/28/2020-Delivered food for the WVACD Breakfast at Capitol**
* **01/29/2020-Phone conference with the WVCA Communication**
* **01/31/2020-Ag Day at the Capitol and Breakfast with the Legislature**
* **Clyde B. Also talked of the Vandalia Cannery Tour to add to the upcoming Quarterly Meeting in April.**
* **02/03/2020-Attended meeting at CCD on Quarterly meeting update**
* **02/04/2020-Attended Grassland meeting**
* **02/13/2020-**
* **02/18/2020-**
* **02/19/2020-Attended Board meeting at CCD**

Richard Sams-

* **01/15/2020-Attended the Board Meeting at CCD**
* **01/21/2020-Attended the Quarterly meeting in Flatwoods, WV**
* **01/22/2020-Attended the groundbreaking ceremony for new Herbert Hoover High School**
* **01/25/2020-Attended the Seed Workshop at CCD**
* **02/03/2020-****Attended meeting with Board on the updated plans for the Quarterly meeting in April**
* **02/18/2020-Viewed the Community Gardens in Charleston**
* **02/19/2020-Attended Board meeting at CCD**
1. Sally Shepherd-
* **01/15/2020-Attended Board meeting at CCD**
* **02/19/2020-Attended Board meeting at CCD**
1. Valerie Thaxton-
* **01/15/2020- Attended the Board meeting at CCD**
* **01/17/2020-Meeting at Fifth Third Bank to remove the CD**
* **01/22/2020-Meeting at CNB to deposit cashier check into a CD**
* **01/23/2020-CCD Office to sign checks**
* **01/31/2020-Attended Ag Day at the Capitol in Charleston WV**

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**Board Meeting Agenda**

Valerie Thaxton-**Continue**

* **02/03/2020- Attended meeting with Board on the updated plans for the Quarterly meeting in April**
* **02/19/2020-Attended Board meeting at CCD**
1. Chairman Hudson-
* **01/18/2020-Purchased a 20” Storage Container and picked up candy for the SFC**
* **01/21&22/2020-Attended the Quarterly meeting in Flatwoods, WV-is on the Operation Committee**
* **01/25/2020-Attended Seed workshop at CCD**
* **01/27/2020-Attended the Pre-Job Drilling**
* **01/30/2020-Attended meeting with the Legislature**
* **02/12/2020-Attended the RC&D meeting at CCD in conference room**
* **02/19/2020-Attended Board meeting at CCD**

**NEW BUSINESS**

1. **(D/M) AgEP Application Approvals-**
	1. James Casdorph Lime $ 697.50
* **Clyde Bailey 1st motion-Valerie Thaxton second motion. All in favor**
	1. Kevin Jones Lime $1500.00
* **Valerie Thaxton 1st motion-Clyde Bailey second motion. All in favor**
	1. Austin Given NM $1824.42
* **Rick Sams 1st made motion-Sally shepherd second motion. All in favor**
	1. Keith Wallace NM $ 805.58
* **Clyde Bailey made 1st motion-Valerie Thaxton second motion. All in favor**
1. (D/M)-GAI Invoice Approval to pay $9237.63
* **Clyde Bailey made motion to approve with Judith Lyons approval-Valerie Thaxton second motion. All in favor.**
1. (D)-AgEP Allocation Formula-Russell Young
* **Allocation sheet with Russell handed out is two different scenarios for Proposed Allocation Adjustments which will be further discussed in near future. See handouts**.
1. (M)-WV Conservation District Personnel Form-Chairman Hudson
* **Clyde Bailey made 1st motion-Valerie Thaxton second motion. All in favor to continue as is with 2 District Employees (if needed) and 8 Dam Monitors.**
1. (D/M)-Repay Chairman Hudson for the 18 dozen of eggs for Ag Day at Legislature-$72.00-Clyde Bailey
* **Chairman Hudson rescue himself from the meeting at this time for the board to discuss and make motion for payment-Clyde Bailey made 1st motion-Valerie Thaxton 2nd motion. All in favor**

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1. (D/M) WVU Davis College Request for Donation for 2020 National Collegiate Soils Contest-Chairman Hudson
* **Valerie Thaxton made motion to donate $250.00- Rick Sams second motion. All in favor**
1. (D/M) WVACD “HIGH POINT” Evaluation Contest Donation for $500.00-Clyde Bailey
* **Clyde Bailey made motion to donate to High Point Contest $500.00-Valerie Thaxton second motion. All in favor**
1. (D/M) Soil and Water Conservation Society-(Healthy Land Clean Water for Life) request for membership payment $230.00-Chairman Hudson
* **Clyde Bailey made motion to keep membership of $230.00-Valerie Thaxton second motion. All in favor.**
1. **(D/M) Mowing for 2020 on Dams #12,13 & 14**
* **Reviewed by board**

**UNFINISHED BUSINESS**

1. (D/M)-Review and update the District Policy Manuel
* **Valerie Thaxton made motion to accept District Policy Manuel as is-Clyde Bailey second motion. All in favor.**
1. **(D)- Small Farm Conference Update and review-Chairman Hudson**

**CORRESPONDENCE:**

* **None**

**Meeting Adjourns @ \_ 11:12 am\_\_\_\_**

**Corrections made were on the following:**

* **January minutes and not December minutes**
* **Number 9 under new business-Invoice was removed due to board only needed to review work orders.**

**Next meeting scheduled for March 18, 2020 @ 9:00am**