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**Capitol Conservation District**

**March 2020 Board Meeting Minutes**

Wednesday, March 20, at 9:00 AM

 **ATTENDANCE**

 **In Person By Phone In**

**Terry Hudson—Chairman Kim Fisher----Area Director**

**Clyde Bailey----Co-Chairman Judith Lyons---**South Watershed Program Manager **Valerie Thaxton—Treasurer Russell Young---Conservation Specialist**

**Sue Brand—District Manager Rick Sams---Secretary-Supervisor**

**Julie Stutler-NRCS Sally Shepherd---Supervisor**

**George Jarrett—Individual Support Director Caitlyn Dixon---Teacher at St. Albans High School**

**CALL BOARD MEETING TO ORDER—9:02am**

**APPROVAL OF FEBRUARY BOARD MEETING MINUTES—Clyde Bailey-1st motion & Valerie Thaxton 2nd. All in favor**

**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 February Financial Report, Supervisor Per Diem & Travel. Bills to be paid as funds permit and coordinated by office staff and filed for audit

**Valerie Thaxton 1st motion and Clyde Bailey 2nd motion to accept the financials and file for audit. All in favor**

**REPORTS**

1. WVCA Report –Kim Fisher-Area Director—Reported on the deadline for the Conservation Farm Tour has been delayed till June 30, 2020. Legislature as of last week of the session, both the House and Senate budget proposals for FY21 provided $11023.235 for WVCA operations beginning July 1, 2020. This is a continuation of the current Fiscal year budget and as promised by the legislature, the extra money will be used for the dam repairs and operations. Kim Fisher also touched base on the coronavirus that is widespread to all states, and has asked all districts to work with WVCA on teleworking from home (especially by sending a email to your area director to let them know your plans). For districts to purchase disinfect for the office. Asked the members of the board to discuss their the Covid-19 plans. Area Director asked they make sure that all plans for the Quarterly meeting that was to be sponsored by CCD to be cancelled.
2. WVCA Watershed Report—Judith Lyons-Stream Management plans have been done for folks. She sent the work orders for review and went over the work proposed. Sent the sponsor report that is going to Kanawha County Commission for their sponsorship of Elk Tow Mile 12 and 13 dams. Judith provided an update on the Elk Two Mile 14 seep repair project.
3. Solid Waste No one present or called in for the board meeting. Please see sheet attached.

NRCS -- Julie Stutler—**Discussed pasture walk scheduled for September 2020, in which Clyde Bailey in charge of. Sign up deadline is at the end of the week. Working on newsletter. The Flower workshop that was scheduled on March 21, 2020, has been cancelled.**

**Purchase up to 3 trailers through the required bidding process contingent on 319 grant funding for the HEAP Program.**

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1. AgEp-Russell Young –Discussed the approvals on the agenda. Attended the Small Farm Conference, has also attended work training, will be teleworking from home do to the COVID-19.
2. District Manager News---Sue Brand- **Cancelled all reservations for the Spring Quarterly Meeting that CCD was going to host. Still working the procedure auditor on the audit.**
3. Supervisor and Committee Reports
4. Clyde Bailey—**Attended Small Farm Conference, Attended WVU Extension workshop/dinner meeting, was on the communication call with Davin White, Attended the State Fair phone conference at CCD, Spring break last week, came to office to sign checks, All meeting scheduled this week through end of March 2020 are cancelled, attended AgEP Teleconference which the group agreed to work with the same formula, added three (3) programs to the list:**

**Bail Grazing, Warm Season Grass Seeding and Force road access-tabled until more information can be received.**

1. Valerie Thaxton—**Attended February 19, 2020 board meeting, met with the accountant on 02/26 & 02/27, 2020 to get information straight on CD’s, on 02/28/2020 meeting at CCD, attended the board meeting on 03/18/2020.**
2. Terry Hudson—**Attended the Small Farm Conference on 02/20/20**

**02/21/2020-Attended Small Farm Conference**

**02/22/2020-Attended the Small Farm Conference**

**02/26/2020- HEAP Stables visits with Julie Stutler-NRCS**

**02/27/2020-Attended HEAP meeting with CCD Board/Added Valerie Thaxton on CD**

**03/02/2020-Traveled to order wood for Community Garden**

**03/03/2020-Attended HEAP meeting with Julie Stutler and met with Sue Brand on Quarterly Meeting**

**03/11/2020-Attended the RC&D meeting**

**NEW BUSINESS**

1. **(D/M)-**Caitlyn Dixon Teacher at St. Albans High School for Fund Request

**Moved to the April Agenda-need more information and demo**.

1. (M) AgEp New Cooperator Agreement Approvals
	1. William Ashley
	2. James Casdorph
	3. Austin Given
	4. Todd Griffith
	5. Kevin Jones
	6. Bryan Rawson
	7. Neil Smith

**Valerie Thaxton 1st made motion and Clyde Bailey 2nd motion to accept the list above as cooperators. All in favor**

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1. (D/M)-AgEP Application Approvals-
* Todd Griffith Urban AG $ 300.00
* Kevin Jones Nutrient Management $ 640.35
* Kevin Jones Heavy Use $1000.00
* Bryan Rawson Nutrient Management $ 348.36
* Neil Smith Pollinator Planting $ 225.00
* **Valerie Thaxton 1st made motion and Clyde Bailey 2nd motion to approve applications amounts.**

**All in favor.**

1. (D/M) Cancel Kevin Jones Lime application-
* **Clyde Bailey 1st made motion and Valerie Thaxton 2nd motion, to allow the canceling of the lime application for Kevin Jones. All in favor.**
1. (D/M) Hopewell -George Jarrett request donation for raised beds.
* **Valerie Thaxton made motion to donate $800.00 to the Hopewell for raised beds and supplies, Clyde Bailey 2nd motion, All in favor.**
1. (D/M)-WVCA Records Retention Policy & Procedures-
* **Valerie Thaxton made 1st motion and Clyde Bailey 2nd motion, to accept with no changes to the policy**
1. (D) State Fair Schedule—
* **Clyde Bailey discussed the opening spots on the calendar for everyone to remember to join in the fun and select your time and date to work.**
1. (D/M) CDO Grant & supplemental Funds Report
* **Clyde Bailey 1st motion to accept the CDO report and Valerie Thaxton 2nd motion.**
* **All in favor**
1. (D/M)-Projects- Chairman Hudson**-**
* **Community Garden is slow due to needing more help.**
* **HEAP Project-Russell Young informed the board that federal money could not be used to buy manure.**
* **HEAP “Stands for “Horse Environmental Awareness Program”**
1. **(D)-Discontinue the INTUIT Check Printing Service $ 599.00 a year**
* **Clyde Bailey 1st motion to continue “WITH” the intuit program through Quickbooks**
* **Valerie Thaxton 2nd motion to continue the same way as before through Quickbooks**
* **All in favor.**

**UNFINISHED BUSINESS:**

1. (D/M)-Spring Quarterly Meeting**---Everything has been cancelled due to COVID-19**
2. (D)-Next Flower Workshop**-Scheduled for March 21, 2020-CANCELLED**
3. **(D/M)-CCD/DEP to select campers for the Jr. Camp-Clyde Bailey 1st motion to allow DEP to select (2) campers that CCD is sponsoring, Valerie Thaxton 2nd motion. All in favor**

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**CORRESPONDENCE**

1. **Thank you from WV University Foundation for the donation of $3000.00**
2. **Thank you card from Soil & Water Conservation Society**

Meeting Adjourns @ \_10:45 am\_\_\_\_\_\_

 **Next Board Meeting will be April 15, 2020 @ 9:00am**