

# Capitol Conservation District

## MAY 2020 Meeting Minutes

Wednesday May 20, 2020 9:00 am

Cross Lanes USDA Service Center - 418 Goff Mountain Rd.

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

### ATTENDANCE

#### In Person/Office

Terry Hudson-Chairman

Sue Brand-District Manager

#### By Skype

Kim Fisher-Area Director

Judith Lyons-Watershed Manager

Valerie Thaxton-Treasurer

Clyde Bailey-Vice Chairman

Richard Sams-Secretary

Russell Young-Conservation Specialist

Julie Stutler-NRCS

### CALL BOARD MEETING TO ORDER----9:04am

**APPROVAL OF APRIL BOARD MEETING MINUTES—Valerie Thaxton 1<sup>st</sup> motion, Sally Shepherd 2<sup>nd</sup> motion-All in favor**

**FINANCIAL REPORTS/INVOICES (M)** Co-Administered, Grant, District Funds Report. Supervisor Per Diem & Travel. Bills to be paid as funds permit and coordinated by office staff and filed for audit

**Richard Sams 1<sup>st</sup> motion and Clyde Bailey 2<sup>nd</sup> motion. Accept financial reports and file for audit. All in favor**  
**REPORTS**

#### 1. WVCA Report---Kim Fisher-

- **COVID-19-the governor has deemed it safer for West Virginia's to work from home until it's deemed safe to lift all precautions he has put in place. WVCA employees will continue to operate under the telecommute status for the foreseeable future.**
- **Request to districts to review & update and their Plan of Work which is due June 15, 2020, to Guthrie.**
- **State farm contest has been cancelled for 2020. Districts are encouraged to name a farmer to be recognized at the October awards banquet.**
- **2020 WVACD Quarterly Meeting will be held in Flatwoods July 20 & 21, 2020.**
- **AgEP finalizing upcoming programs Agreement addendum, take action to approve LORs**
- **State Fair of WV Still needs those volunteers**
- **O&M Sponsor Letters- please review the agreements make sure they are current.**

#### 2. WVCA Watershed Report –

- **Judith Lyons reports there has been no site visits during the Covid-19**
- **Only Emergency Calls-if a emergency call comes in let them know to call the county**
- **Routine Inspections of Dams are continuing**
- **Mowing is scheduled for June 2020**
- **All dams have been Inspected**
- **Judith Lyons has approved the invoice for GAI.**

#### 3. Solid Waste ----NO REPORT due to COVID-19

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### 4. NRCS –

- The service center is still operating on a Level 2, closed to the public with all employees Teleworking and one employee in the office per day.
- The department has outlined a phase plan however, has not started to implement that plan. When we are able to staff the office to a full capacity, I will let you know.
- I have been working on planning and ranking of Farm Bill Program applications by June 5<sup>th</sup>, 2020. I will be able to report to you on what was approved at your regular June board meeting.
- I've received several calls from new cooperators interested in programs-particularly high tunnels and home growing. I will be making field visits to those folks after the June 5<sup>th</sup> program deadline.
- I've been working on the Shade Cloth project with Zac Perry (WVDA) and Corine Powell (NRCS, Huntington).

### 5. Russell Young - AgEP

- Discussed the Tie Breaker that needs filled in-which is staying the same as last year.
- Delegation section is also staying the same as last year with Clyde Bailey given the authority.
- Valerie Thaxton made 1<sup>st</sup> motion & Richard Sams 2<sup>nd</sup> motion, to accept the same as last year information. All in favor.
- Motion were made today to accept the AgEP Agreement.

### 6. Supervisor, Committee, Associate Supervisor Reports ---

#### A. Clyde Bailey-

- Went to Sutton to pick up trailer
- Communicated on the Communication call with Davin White
- Attended the AgEP meeting
- Communicated on the WVFB conference call
- Attended the second AgEP meeting by skype
- Attended the Board Meeting May 20,2020, by skype

#### B. Richard Sams-

- Visited the Community Gardens on Nancy Street was impressed by how many gardens there were.
- Signed checks and paperwork

#### C. Sally Shepherd-

- Signed checks
- Skype in on the board meeting for April
- Sent in the per diem & travel forms

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### Supervisors:

- D. Valerie Thaxton-
  - Signed checks and paperwork
  - Checked on the interest rate for CD (decided to leave where it is)
- E. Terry Hudson-
  - Visited community gardens has 15 signed contracts and 5 opened spots for gardeners
  - Communicated on the Communication call with Davin White
  - Attended the AgEP Meeting
  - Worked/working with Julie on the Shade Cloth Project/Program

### NEW BUSINESS

#### 1. AgEP Cooperator Approvals-Russell Young

- a. Julie Watkins
- b. Erin Listermann
- c. Erica Parker
  - Clyde Bailey 1<sup>st</sup> motion & Valerie Thaxton 2<sup>nd</sup> motion to approve as cooperators. All in favor

#### 2. AgEP Approval for New Applications----Russell Young

- a. Darren Brown-Lime Application \$292.50
- b. Darren Brown-Pollinator Planting Application \$225.00
- c. Erica Parker-Urban Agriculture Application \$300.00
- d. Aimee Figgatt-Urban Agriculture Application \$300.00
- e. Aimee Figgatt-Nutrient Management Application \$182.27
- f. Michael Kearns-Urban Agriculture Application \$300.00
- g. Terri Yates-Urban Agriculture Application \$300.00
- h. Douglas Hanshew-Urban Agriculture \$300.00

- Richard Sams 1<sup>st</sup> motion & Valerie Thaxton 2<sup>nd</sup> motion to pay cooperators. All in favor

#### 3. AgEP Approved Applications to Cancel---Russell Young

- a. (D/M)-William Ashley Lime Application to cancel --\$1237.50
- b. (D/M)-Kevin Jones-Nutrient Management Application-\$640.35
  - Richard Sams 1<sup>st</sup> motion & Valerie Thaxton 2<sup>nd</sup> motion to accept cancellation of cooperators.
  - All in favor.

#### 4. (D/M) AgEP Administration Agreement Renewed-Russell Young

- CCD needed to make a few entries in the AgEP Admin Agreement for completion which was Authority/Tie Breaker (Clyde Bailey- Drawing names)
- Valerie Thaxton 1<sup>st</sup> motion & Richard Sams 2<sup>nd</sup> motion. To keep as last year 2019.

#### 5. (M/D)-OM&R Agreement-Chairman Hudson \$6000.00

- Richard Sams 1<sup>st</sup> motion & Valerie Thaxton 2<sup>nd</sup> the motion to accept the OM&R Agreement. All in favor



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Continue:

6. (M/D)-Coal River Group Invoice \$262.00-Admin Fees-
  - Clyde Bailey 1<sup>st</sup> motion & Rick Sams 2<sup>nd</sup> motion. All in favor.
7. (M/D)-Coal River Group Invoice \$197.67 Admin Fee-
  - Clyde Bailey 1<sup>st</sup> motion & Rick Sams 2<sup>nd</sup> motion. All in favor
8. (M/D)-Coal River Group Invoice \$620.00-Admin Fees-
  - Clyde Bailey 1<sup>st</sup> motion & Rick Sams 2<sup>nd</sup> motion. All in favor.
9. (D/M)-GAI Invoice \$ 23,907.45(Judith Lyons has approved the work is completed)-
  - Clyde Bailey 1<sup>st</sup> motion & Rick Sams 2<sup>nd</sup> motion. All in favor
10. (D/M)-LOR #11427 Browns Creek Septic Remediation Phase II \$50,000.00
  - Clyde Bailey 1<sup>st</sup> motion & Valerie Thaxton 2<sup>nd</sup> motion. All in favor.
11. (D/M)-Videoing work-shop-
  - Valerie Thaxton & Chairman Hudson will be handling this workshop. CCD will purchase the material which is needed to promote this videoing of workshops. The board agreed to spend up to \$1000.00 for the material to be used.
  - This videoing will be used to promote the district projects on face book as well as you tube.
  - Clyde Bailey 1<sup>st</sup> motion & Valerie Thaxton 2<sup>nd</sup> motion. All in favor.
12. (D/M)-Shade Cloth Program-
  - Is a project/program that Julie/Corine/Zack/Terry have been working on
  - Randomly people will be picked to participate in this program. The shade cloth program is a program that the cloth will need to be put on at a certain time and taken off at a certain time.
  - There are two districts interested CCD/Guyan.
12. (D/M)-Shade Cloth Program--
  - \*Each district will have \$3040.00 to spend on this project/program.
  - This program shade cloth will need to be implemented by second week of June.
  - Materials for each project will cost \$760.00 per cooperator.
  - Valerie Thaxton 1<sup>st</sup> motion & Clyde Bailey 2<sup>nd</sup> motion. All in favor.
13. (D/M)-Apply for NACD & Cig Grant-
  - CCD Board Members voted to write grants for the NACD & Cig Grant.
  - Clyde Bailey 1<sup>st</sup> motion & Richard Sams 2<sup>nd</sup> motion. All in favor

### Correspondence:

- a. Thank you card for CCD and Russell Young from the City of St. Albans

Meeting adjourned @ 10:19am

- Special meeting has been scheduled for June 2, 2020 at 9:00am to review Plan of Work and Transfer of Supervisor left over funds

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A Special Board Meeting will be held on June 2, 2020

Next regular Board Meeting June 17, 2020 @ 9:00am

 6-17-2020  
Terry Hudson-/Chairman

Valerie Thaxton

  
Clyde Bailey

Richard Sams

Sally Shepherd