

# Capitol Conservation District

**Wednesday July 15, 2020 9:00 am**

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

Cross Lanes, WV 25313 - Phone 304.759.0736 or 1-681-781-8378 email: ccd@wvca.us

## **Attendance**

**Chairman Terry Hudson-In Person**  
**Vice Chairman Clyde Bailey-In Person**  
**Secretary Rick Sams-Skype**  
**Treasurer Valerie Thaxton-Skype**  
**Supervisor Sally Shepherd-Skype**  
**Area Director Kim Fisher-Skype**  
**Julie Stutler-In Person**

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

**APPROVAL OF JUNE 2<sup>nd</sup>, 17<sup>th</sup> and 24<sup>th</sup> July 8<sup>th</sup>, 2020 Special & Regular BOARD MEETING MINUTES –**

- Sally Shepherd 1<sup>st</sup> motion & Clyde Bailey 2<sup>nd</sup> motion, all in favor to accept all 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

- Valerie Thaxton 1<sup>st</sup> motion & Sally Shepherd 2<sup>nd</sup> motion, to accept financial reports and file for audit. All in favor

## • **REPORTS**

1. WVCA Report July 2020– Kim Fisher-
  - Chairman Hudson read report for Kim Fisher-Oct 19 & 20 Flatwoods next quarterly meeting
  - See Attachment
2. Watershed Report – Judith Lyons
  - Chairman Hudson read Judith Lyons report-See attachment
3. KCSWA-Chairman Terry Hudson
  - Chairman Hudson attended meeting see attachment
4. NRCS-Julie Stutler
  - Working on grants, started MOU for trailers has done a few field visits
5. Russell Young – CCD AgEp FY19 Review
  - Read by Kim Fisher-see attachment from Russell Young
6. Supervisor Reports
  - Clyde Bailey- State Fair Meeting
  - Committee Call
  - Signed checks
  - Moved trailer (State Fair) to Flatwoods
  - Worked on HEAP trailer project

B. Valerie Thaxton Special Meeting attendance

- Signed checks

C. Sally Shepherd-Skyped the Special Meeting

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Continue:

- Developing a protocol for AgEP notifications

D. Terry Hudson-Worked on HEAP program

- Working on grants
- Signed checks
- Took over phones for Sue while on vacation

E. Rick Sams- Skyped in on Special Meeting

- Signed checks

### NEW BUSINESS

#### 1. AgEP Application Approval

##### a. Kristen Fry Invasive Species

- Sally Shepherd 1<sup>st</sup> motion & Clyde Bailey 2<sup>nd</sup> motion, All in favor to approve \$150.00

#### 2. (D/M)-GAI Invoice #2151694--\$9480.00

- Valerie Thaxton 1<sup>st</sup> motion & Sally Shepherd 2<sup>nd</sup> motion, All in favor to pay invoice for \$9480.00

##### a. (D/M)-Coal River Group Invoice #8-NPS-1724-\$620.00

##### b. (D/M)-Coal River Group Invoice-#9-NPS-1724-\$197.67

##### c. (D/M)-Coal River Group Invoice-#27-NPS1619-\$12,970.00

##### d. (D/M)-Coal River Group Invoice #28-NPS1619-\$200.00

##### e. (D/M)-Coal River Group Invoice #29-NPS1619-\$706.73

- Sally Shepherd 1<sup>st</sup> motion & Rick Sams 2<sup>nd</sup> motion, all in favor to pay invoices to Coal River Group

#### 3. (D/M)-Southern Conservation District O&M/Mowing Invoices

##### a. Elk Two Mile Dam #12

##### b. Elk Two Mile Dam #13

##### c. Elk Two Mile Dam #14

- Sally Shepherd 1<sup>st</sup> motion & Clyde Bailey 2<sup>nd</sup> motion, all in favor to pay Southern District for dam mowing invoices.

#### 4. (D/M)-Farmer of the Year

- Chairman Hudson developed a committee which consist of (Valerie, Clyde and Sally) to come up with a candidate for the Farmer of the year FY2021.

### CORRESPONDENCE:

#### 5. Xyrces-

- Clyde Bailey 1<sup>st</sup> motion and Sally Shepherd 2<sup>nd</sup> motion, all in favor to donate \$100.00 the same amount as last year. The amount from last year was \$100.00 confirmed by Sue B.

Meeting Adjourns @ 10:12AM

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3. KCSWA-Chairman Terry Hudson
4. NRCS-Julie Stutler
5. Russell Young – CCD AgEp FY19 Review
6. Supervisor Reports

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3. (D/M)-Southern Conservation District O&M/Mowing Invoices
  - a. Elk Two Mile Dam #12
  - b. Elk Two Mile Dam #13
  - c. Elk Two Mile Dam #14
4. (D/M)-Farmer of the Year

## UNFINISHED BUSINESS:

## CORRESPONDENCE:

- a. Xerces Renewal

Meeting Adjourns @ \_\_\_\_\_

**Important dates to remember:**

September 7, 2020—Labor Day  
October 12, 2020-----Columbus Day  
November 26, 2020—Thanksgiving Day  
November 27, 2020--After Day Thanksgiving





West Virginia  
Conservation Agency

## **July 2020 WVCA Report**

### **Covid-19**

The governor has deemed it safer for West Virginians to remain at home until it's deemed safe to lift all precautions he has put in place. WVCA employees will continue to operate under telecommute status for the foreseeable future.

### **Himalayan Blackberry Survey**

Brian would like to thank the districts for their responses and the information has been sent to the Commissioner.

### **Items to be thinking about and placed on your agendas in the coming month:**

- Carroll Greene Nomination – form is due to Belinda Withrow by September 1
- WVACD Honorary Member At Large – form due to Joe Gumm by September 1
- WVACD Lifetime Honorary Member – form due to Joe Gumm by September

### **New Supervisor Oath of Office**

By July 1, all newly elected supervisors need to have taken their oath of office. The oath is necessary by all supervisors who won a seat in the election in order to be reimbursed and vote in meetings.

### **Agreed Procedures Engagement (Audit)**

Conservation Districts are asked to begin the Agreed Procedures Engagement (APE) (audit) soon after the close of the fiscal year on June 30<sup>th</sup>. It is important that each district read their audit, and then take steps to correct any findings noted by the auditors. If you have questions, ask Kim or Jeremy.

### **Fiscal Year 21**

FY21 is underway and there has been no word if there will be budget cuts this year because of Covid. We will keep the districts informed as soon as we know.

### **2020 WVACD Quarterly Meeting Dates/Locations:**

July 20 & 21	Flatwoods
October 19 & 20	Flatwoods

### **AGEP:**

- **July 1 2020-** Start of Program Year
- **July 15 2020** – Deadline for DMs to close out database for previous FY
- **July 31 2020** - CDs submit annual progress report/AgEP Newsletter
- **October 2020** – Deadline for CDs to submit allocation formula proposals and new practices for FY 21 program year.
- **November/December 2020** – State AgEP committee mid-year meeting to review allocation formula proposals and new practices
- **February 2021-** Comments reviewed and forms revised

- **March 2021**- State AgEP committee meeting to finalize upcoming FY AgEP
- **April 2021**- Presentation of upcoming FY AgEP to SCC
- **May/June/July 2021**– CDs to finalize upcoming FY program, update AgEP agreement addendum, take action to approve LORs

If you haven't updated your AgEP Administration agreement and addendum for the upcoming year please do so now.

## June 2020 Watershed Report

### **CCR:**

- Site 14715-M. Adkins-Trib. to Kanawha River-Nitro-Kanawha Co.-Ineligible
- Leg. Site 3451-M. Murphy-Claylick Branch-Kenna-Kanawha Co.-In Progress: Note-this is the site with the large rock that we worked at years ago. Mr. Murphy has requested assistance in removing a tree that is on the stream. He has sent his request to the Governors office also. He states that he feels it is a big concern and will try to remove it and pay for it himself.

### **Stream Permits:**

- Jeff Tincher received review from DNR

### **Elk Two Mile 14 Seep repair:**

- WVCA is conducting readings of the piezometer installed for water levels. From readings thus far there has not been any significant amount of water.
- Invoice has been verified for payment.
- Dams have been mowed. Invoice is verified for payment. Work Orders will be done for the second round of : guardrails, ASW repair ETM13. ASW repair ETM 12



## **Kanawha County Solid Waste Authority**

Meeting Minutes for the Date of June 16, 2020

The monthly meeting of the Kanawha County Solid Waste Authority was held at the Kanawha County Solid Waste Authority office located at 600 Slack Street, Charleston, WV 25301 on June 16<sup>th</sup>, 2020 at 10:01 a.m. All present attendees recorded healthy temperatures and were required to wear masks throughout the meeting to limit the spread of COVID-19.

Present were:

Kay Summers, Chair

Gerald Burgy, Vice Chair

David Armstrong, Board Member

Diana Haid, Board Member

John Luoni, Kanawha County Planning Division Employee

Kevin Jones, Kanawha County Planning Division Intern

Jennifer Searls, Kanawha County Solid Waste Authority Employee

Present by phone was:

Rodney Loftis, Board Member

The meeting was called to order by Chairman Kay Summers. The minutes for the previous meeting held on April 21<sup>st</sup> were circulated for approval. A motion to approve the minutes was called by Board member David Armstrong, seconded by Board Member Diana Haid, and was passed unanimously as presented.

Kay Summers, Board Chairman, calls for any public comment, but none was made. David Armstrong informs the board on reports, day-to-day operations and safety report. He states that new employee Colton Graley is absent today, and Darrell Taylor is going to Lincoln County to aid Lincoln County with their pools in accordance with a previous agreement between Solid Waste Authority and the REAP Program.

David Armstrong brings the attention of the board to the increase of business due to the City of Charleston's recycling program not currently being reopened. He says KCSWA expects a direct deposit from River Valley Paper Company soon. An incident occurred where the Bobcat struck the power box on the baler causing no severe damage. Prices to repair the minor damage that occurred is being determined with B.E. Equipment, the baler manufacturer. An incident occurred where the roll off was separated from the truck and struck the back of a building. Baum America assessed the damage and saw little reason for concern. A repair price is being acquired

through an independent contractor that may not be able to do the repairs. The insurance company was made aware of a claim that has yet to be filed for the later incident.

David Armstrong gives credit to Rodney Loftis for his access to a Skid Steer through his company that was leased at a reduced rate, improving productivity. 4½ bales of aluminum are to be sold to R.J. Recycling at 5 cents a pound. A company based in California is interested in purchasing bales of plastic for an undetermined price.

Regarding safety, David Armstrong addressed the COVID-19 precautions. Individuals with a fever cannot work, disposable masks are provided, handwashing stations are around the facility.

David Armstrong determined the price of installing a lift station would be 75-80 thousand dollars. A water tap would require 30-40 thousand dollars. Armstrong questions how conducive the current site will be to future operations but the board plans to maintain for now.

Armstrong updates the board on the current staff. Armstrong states Beverly has been out with an injury and a serious medical condition and that John Luoni has been in touch with the insurance company to get her compensation. Once her short-term disability insurance is acquired, KCSWA will hold her pay until she returns.

A grant restriction to the DEP REAP Grant application is called to the board's attention by David Armstrong. He said Nicole Hunter informed him that the maximum request for recycling assistant salary is 25,000 dollars. The amount requested for recycling assistant salary will need to be adjusted down from \$ 40,000 to the maximum of \$ 25,000. David Armstrong has received three quotes for a new skid steer ranging from between 54-58 thousand dollars. \$ 60,000 dollars has been requested for the skid steer in the DEP REAP Grant application so the board will have funds for any necessary attachments or issues that may arise.

Gerald Burgy proposed the board take the excess \$15,000 requested for recycling assistant salary and allocate it elsewhere, perhaps to fuel. John Luoni proposed to move some of it towards operational supplies or maintenance. David Armstrong suggests fuel be raised by at least 5,000 due to a potential deal with the Clay County Health Department. David details the potential agreement. Clay County Health Department is interested in placing bins at their schools to recycle plastic and paper. David states he does not want to enter another agreement if the Clay County Health Department deal goes through. The agreement with Montgomery is currently on hold.

Kay Summers moves to submit the revised \$ 150,000 DEP-REAP grant application to the DEP-REAP grant coordinator. Gerald Burgy seconds the motion. No further discussion occurs and the motion passes unanimously.

John Luoni requests information regarding the Lincoln County deal in order to send an invoice in an appropriate amount of time. David states he has the needed documentation and is awaiting the end of a pull to send an invoice.



John Luoni calls attention to the financial report for May and the PPP loan he expects to be forgivable. John Luoni states this is the last week for payroll on the PPP loan and must be used by June 19<sup>th</sup>. He does not know when we will hear information regarding the WV Solid Waste Management Board grant application submitted in April that would be effective August 1<sup>st</sup>.

Diana Haid made a motion to accept the finances as reported. The motion is seconded by Gerald Burgy and passed unanimously as presented.

Regarding Saturday hours, David Armstrong reported Darrell is overseeing locking and unlocking the facility. David also reported returning Monday and finding bags people have tossed over the fence over the weekend. Jennifer has since been tasked with monitoring the drop site and interacting with individuals who come onto the site. David calls attention to the KCSWA social media presence on Facebook.

David Armstrong informs the board on current inventory. SOT has been mixed with mixed paper for storage concerns.

David Armstrong called a motion to an executive session. The motion was seconded by Kay Summers and passed unopposed at 10:24. The session ended at 10:43.

Chairman Kay Summers motioned to adjourn the meeting. The motion was seconded by Gerald Burgy and passed unanimously. The meeting adjourned at 10:44.