



Capitol Conservation District

October 2020 Meeting Agenda

Wednesday October 21, 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

Chairman-Terry Hudson-In person
Vice Chairman-Clyde Bailey Skype
Treasurer-Valerie Thaxton Skype
Secretary-Richard Sams Skype
Supervisor-Sally Shepherd Skype

Area Director-Kim Fisher-Skype
Watershed Manager-Judith Lyons-Skype
Cons. Service Manager S-Mike McMunigal-Skype
NRCS-Julie Stutler-Skype
CCD Administrative Specialist-Sue Brand-Skype

CALL BOARD MEETING TO ORDER-9:03 am

APPROVAL OF SEPTEMBER BOARD MEETING MINUTES -

- Clyde Bailey made 1st motion & Rick Sams 2nd motion to accept & sign minutes from September 2020 meeting. All in favor.

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 &
 2. (M) Bills to be paid as funds permit and coordinated by office staff and filed for audit
- Valerie Thaxton made 1st motion & Clyde Bailey 2nd motion to accept the financials and proceed to file for audit.

REPORTS

1. **(D)-HEAP Program Update: Russell Young/Mike McMunigal**
 - Russell Young and John Nelson completed the survey of manure piles at Tyler Mt. & Sunday Stables sites on October 13, 2020.
 - Cubic yardage/volume estimates were calculated for the 2 sites with assistance from NRCS staff
 - Russell Young emailed a copy of the report with the volume estimates to Hudson & Stutler
 - CCD & WVCA staff were asked to temporarily delay all work related to the HEAP Project (job showings, contracting, etc.)
 - The request to delay the project stems from the questions related to WVCA's role in working on projects with a water quality focus.
 - State Code that covers WVCA and conservation districts does not specifically mention water quality.
 - Brian Farkas has submitted a request for an opinion from the Attorney General's office regarding WVCA's & conservation districts roles in working on projects with a water quality focus.
 - WVCA hopes to have a response from the Attorney General's office within the next couple of weeks on this issue.
 - Brian Farkas also received approval from the State Conservation Committee to pursue amending our State Code, pending the opinion from the Attorney General, to possibly add language to the code related to water quality projects.

Capitol Conservation District

October 2020 Meeting Agenda

Wednesday October 21, 9:00 am

Cross Lanes USDA Service Center - 418 Goff Mountain Rd.

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

CONTINUE:

2. Watershed Report - Judith Lyons-

- CCR-Site 3451-M. Murphy-Claylick Branch-Kenna-Kanawha Co.-Ineligible
- Stream Permits-
 - a. Jennifer Stevens plan submitted to COE-awaiting comments for waiver
- DAMS-
 - a. Blakes Armour #7-Awaiting DEP Approval
 - b. Elk Two Mile #12-Review in progress
 - c. Elk Two Mile #13-Review in progress
 - d. Elk Two Mile #14-Review in progress
- Elk Two Mile 14 Seep repair-
 - a. Invoice verified
 - b. Survey completed by WVCA staff to tie in the points for the piezometers and area. We used the survey equipment recently purchased and staff did the survey instead of having GAI do that which would have increased the cost as it was not planned in the agreement. This was something that NRCS wanted to see included in the final plan.
- ETM 13-
 - a. ASW ditch repair to be performed this week if weather holds.
 - b. When completed the order will be put out for the guard rail installation.
- Annuals-
 - a. October 27th at 9:00 a.m. to start
 - b. We will start as usual at the Top Shop parking lot so that everyone can gather. We Will go to ETM 12, then 13 and 14. Travel to Blakes Armour for the afternoon.

3. Solid Waste – Terry Hudson

- Solid Waste Authority has increased 50% on recycling
- Sold 3 truck loads of plastic at \$10.00 a cube
- Discussion on annual pickup will be held at a meeting on Monday/Tuesday

4. NRCS - Julie Stutler-

- Finished out the fiscal year September 30
 - a. Met technical assistance goal of 1,000 planned and 500 acres of conservation applied.
- Completed Practices
 - a. High Tunnel Nutrient Management
 - b. Gravel Heavy Use Area



Capitol Conservation District

October 2020 Meeting Agenda

Wednesday October 21, 9:00 am

Cross Lanes USDA Service Center - 418 Goff Mountain Rd.

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

CONTINUE:

Julie Stutler-NRCS

- Met with new WV NRCS State Conservationist, Jon Bourdon, virtually. He will be scheduling field visits and meeting with partners in every field over the next 3 months.
- Blake Armour Dam Rehab Public Participation Plan & Kick off Meeting is scheduled for October 28, 2020 via TEAMS
- Working with Guyan on new 2022 payment scenario to incentivize cover crops in high tunnels for soil health.
- Conservation Stewardship Program Annual Payments are to be completed by 10/30/20. I've completed 6 of the 8 to date.
- Asisting with the planning and coordination of the HEAP program.
- Met with contractors at the new Herbert Hoover High School in Elkvew.
- 4 New applications fir the Conservation Stewardship Program
- Projected cut off date for the 2021 Environmental Quality Incentives Program (EQIP) applications will be November 20, 2020. This will be the only sign up of 2021. Funding pools are still being determined. I will be conducting field visits for new applications over the next month & pushing for additions applications.

5. **AgEP-Russell Young**-Mike McMunigal gave the report

6. **WVCA Report-Kim Fisher**-

- 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.
- WVACD Quarterly Meeting is been held October 19 & 20, 2020 at the Days Inn & Suites, Flatwoods, WV, block of rooms were set aside for this event with a rate of \$94.00. The restaurant at the Days Inn will not be open for business on the 19th but will be open on the 20th, registered guest will be provided a boxed breakfast consisting of a muffin, fruit cup, bottled water and juice which can be picked up at the front desk. Every effort is being made to ensure that social distancing during this meeting. If you are running a fever or been in recent contact with someone who has COVID-19, please stay home and send a proxy in your place.
- WV State Conservation Committee Meeting- will be held October 13, 2020
- Agreed Procedures Engagement (Audit)-Conservation Districts has been asked to begin the Agreed Procedures Engagement (APE) (audit) soon after close of the fiscal year June 30th. It is important that each district read their audit and take steps to correct any

Capitol Conservation District

October 2020 Meeting Agenda

Wednesday October 21, 9:00 am

Cross Lanes USDA Service Center - 418 Goff Mountain Rd.

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

Continue: Kim Fisher

- findings noted by the auditors. Audits reports due to Guthrie in January/February. If you have questions, ask Kim or Jeremy.
- AgEP-October 2020-Deadline for CD's to submit allocation formula proposals & new practices for FY21 program year.
- November/December 2020-State AgEP committee mid-year meeting to review new allocations formula proposals and new practices.
- February 2021-Comments reviewed forms revised
- March 2021-State AgEP committee meeting to finalized upcoming FY AgEP
- April 2021-Presentation of upcoming FY AgEP to SCC
- May/June/July 2021-CD's to finalize upcoming FY programs, update AgEP agreement addendum, take action to approve LOR's
- Request to Conservation Districts-WVCA is encouraging Conservation Districts to review and update your District Policy Manuals. In addition to your policy manual you are also encouraged to review your CD Employee Manual (if you have one) and your CD Plan of Work.

7. CCD Administrative Specialist Report- Sue Brand

- **District Managers have received new title we are now Administrative Specialist.**
- Completed additional audit information for Ed Cox and emailed yesterday
- Receipts are coming in from some of the cooperators that have signed up for the programs.
- Insurance cards for both new trailers have been received
- Farmer of the year 2020 Plaque for Jeremy Grant arrived
- Important dates to remember:
 - a. I will be out of the office from October 29,2020 to November2, 2020-Vacation-transfer of phone lines will be to your chairman
 - b. Election Day is November 3, 2020-Office Closed
 - c. To help transition my absence from the office on November 9, 2020 to November 16,2020 the regular board meeting material will be sent out on November 4, 2020 for supervisors to review and make comments and then the original agenda will be sent to everyone on November 6,2020 by 4:00pm.
Again phone transfers will be handled by your chairman.

Capitol Conservation District

October 2020 Meeting Agenda

Wednesday October 21, 9:00 am

Cross Lanes USDA Service Center - 418 Goff Mountain Rd.

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

Continue:

8. Supervisor and Committee Reports

- **Clyde Bailey-**
 - a. Lime Spreader has been rented 3 times and needs repair
 - b. Last renter of the lime spreader done some physical damage and will need some repairs
 - c. Signed checks
 - d. Lime Spreader has been rented by William Ashley
 - e. Called in on the Farm Bureau meeting
 - f. Phoned in to speak at the Legislative Committee Meeting
 - g. Phoned in on the community call
 - h. Back today for the regular board meeting
- **Valerie Thaxton-**
 - a. Signed checks
 - b. Signed tax papers for processing
- **Richard Sams-**
 - a. Came by office to sign checks
 - b. Visited the Community Gardens
 - c. Skyped in on Regular Board Meeting today
- **Sally Shepherd-**
 - a. Wanted to Thank Sue for helping with the project that Sally and her daughter are working on (by printing of material for children K-2)
 - b. Touched base on the Carbon Drawn Down
 - c. Signed checks
- **Terry Hudson-**
 - a. 9/19/20-High Tunnel workshop Greathouse farm Spencer
 - b. 9/21/20-Met with Julie worked on NRCS employee guidelines
 - c. 9/23/20-Call with Julie Stutler (Heap) Aimee Figgatt (Heap decals) Wayne Envirothon, Valerie Thaxton New Employee Committee
 - d. 9/28/20-Envirothon Meeting Holy Park Sutton
 - e. 9/29/20-Meeting with Keeley Steele & Mayor Goodwin Charleston City Council on Community garden & HEAP project

Capitol Conservation District

October 2020 Meeting Agenda

Wednesday October 21, 9:00 am

Cross Lanes USDA Service Center - 418 Goff Mountain Rd.

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

Continue: Terry Hudson-

October 2020

- f. 10/2/20-Call with Mike McMunigal HEAP project
- g. 10/6/20-State Awards Committee Meeting
- h. 10/7/20-Envirothon meeting WVCA office Sutton
- i. 10/8/20-Meeting with Clyde Bailey, Russell Young, Mike McMunigal, Julie Stutler HEAP program
- j. 10/13/20-Meeting with Montgomery Mayor Greg Ingram & Smithers Mayor Anne Cavalier on mountain top remover sit regeneration project
- k. 10/14/20-Greater Kanawha RCD meeting Chapmanville
- l. 10/16/20-Meeting with Brian Farkas & Mike McMunigal about HEAP funding
- m. 10/17/20-Met with Clyde Bailey & picked up supplies to transport to annual awards meeting Flatwoods
- n. 10/18/20-WVACD executive board meeting Flatwoods
- o. 10/19/20-WVACD Quarterly Meeting Flatwoods
- p. 10/20/20-WVACD Quarterly Meeting Flatwoods
- q. 10/21/20-CCD Regular Board Meeting
- r. Chairman Hudson was named "Rookie of the Year" and Thanked everyone for their support

NEW BUSINESS

1. (D/M) FY20 AgEp Application Approvals

a. Gerald Reveal	Heavy Use	\$1000.00
b. Susan Sunday	Heavy Use	\$1000.00

- Clyde Bailey made 1st motion & Rick Sams 2nd motion to accept the two new applications
- All in favor

2. AgEP Payments to Cooperator

a. Kevin Jones-	Lime	\$1171.35
b. Kevin Jones	Hay Reseeding	\$ 266.55
c. Diane Lumadue	Urban Ag	\$ 300.00

- Clyde Bailey made motion to accept the completed paperwork & pay the cooperators
- Valerie Thaxton 2nd motion. All in favor

3. (D/M)-LOR #12499-NPS 1724 Brown's Creek Septic Remediation Phase II \$50,000.00

Capitol Conservation District

October 2020 Meeting Agenda

Wednesday October 21, 9:00 am

Cross Lanes USDA Service Center - 418 Goff Mountain Rd.

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

Continue: LOR #12499

- Rick Sams mad motion & Clyde Bailey 2nd motion to accept the LOR # 12499 and have the chairman to sign off. All in favor

- 4. **(D/M)-GAI Invoice # 2154772-Construction Design, Drawings &Report \$8,640.00**
 - Rick Sams made motion & Clyde Bailey 2nd motion to pay invoice. All in favor.

- 5. **(D/M)-McVay's Invoice # 17 Jim Schilling Septic Replacement \$ 7,500.00**
 - Clyde Bailey made motion & Rick Sams 2nd motion to pay invoice. All in favor

- 6. **(D/M)-Coal River Group-Invoice #18-Administrative Support & Volunteer Hours \$ 620.00**
 - Clyde Bailey made motion to pay invoice & Sally Shepherd 2nd motion. All in favor

- 7. **(D&M)-WVDEP (for Elk Two Mile #14 repairs-filing fee)-\$300.00**
 - Sally Shepherd made motion to pay the invoice once rec'd & Rick Sams 2nd motion
 - All in favor

- 8. **(D/M)-Hart Seeds Order**
 - Sally Shepherd made motion to order 4700 packets of seeds limit to \$300.00 & Valerie Thaxton. All in favor

- 9. **(D/M)-Cooperator/Farmer Flag-Clyde Bailey**
 - Up for discussion next & Community Gardens

- 10. **(D)- Kanawha County Flood Control Dam & Channel Sponsor Letter mailed out**
 - Letter was mailed in March 2020 and is not due to go again until January or February

Capitol Conservation District

October 2020 Meeting Agenda

Wednesday October 21, 9:00 am

Cross Lanes USDA Service Center - 418 Goff Mountain Rd.

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

Continue:

UNFINISHED BUSINESS

1. (D)-Trailer purchasing update: Terry Hudson

- First trailer been purchased is located at Clyde Bailey's Farm
- Second trailer is located at Terry Hudson Farm

a. *REVISION OF WHAT TRAILER WAS WHERE*

CORRESPONDENCE

1. Thank you, card, from Mike Adkins family for the flowers and card that was sent.

- Everyone reviewed the thank you card
- Clyde Bailey & Terry Hudson attended the reviewing

Meeting Adjourns @ 10:37am

"Next Board Meeting November 18,2020@ 9:00am"

Dates to remember-

- CCD Financial Meeting-October 21, 2020 @ 8:30am**
- Regular Board Meeting-October 21, 2020 @ 9:00am**
- Sue out of office October 29, 2020 thru November 3, 2020***
- November 3, 2020- Office Closed Election Day**
- Sue out of the office November 9, 2020 thru November 16,2020***
- November 11,2020 Office Closed Veterans Day**
- Office Closed Thanksgiving Day November 26, 2020 thru November 27,2020**


Chairman Hudson

11-18-2020
Date



Capitol Conservation District

October 2020 Meeting Agenda

Wednesday October 21, 9:00 am

Cross Lanes USDA Service Center - 418 Goff Mountain Rd.
Cross Lanes, WV 25313 - Phone 304.759.0736 email: ccd@wvca.us

CALL BOARD MEETING TO ORDER-

APPROVAL OF SEPTEMBER BOARD MEETING MINUTES – Sign 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 &
2. (M) Bills to be paid as funds permit and coordinated by office staff and filed for audit

REPORTS

1. (D)-HEAP Program Update: Russell Young/Mike McMunigal
2. Watershed Report - Judith Lyons
3. Solid Waste – Terry Hudson
4. NRCS - Julie Stutler
5. AgEP-Russell Young-
6. WVCA Report-Kim Fisher
7. District Manager Report-
8. Supervisor and Committee Reports

NEW BUSINESS

1. (D/M) FY20 AgEp Application Approvals

a. Gerald Reveal	Heavy Use	\$1000.00
b. Susan Sunday	Heavy Use	\$1000.00
2. AgEP Payments to Cooperator

a. Kevin Jones-	Lime	\$1171.35
b. Kevin Jones	Hay Reseeding	\$ 266.55
c. Diane Lumadue	Urban Ag	\$ 300.00
3. (D/M)-LOR #12499-NPS 1724 Brown's Creek Septic Remediation Phase II
4. (D/M)-GAI Invoice # 2154772-Construction Design, Drawings & Report \$8,640.00
5. (D/M)-McVay's Invoice # 17 Jim Schilling Septic Replacement \$ 7,500.00
6. (D/M)-Coal River Group-Invoice #18-Administrative Support & Volunteer Hours \$ 620.00
7. (D&M)-WVDEP (for Elk Two Mile #14 repairs-filing fee)-\$300.00
8. (D/M)-Hart Seeds Order
9. (D/M)-Cooperator/Farmer Flag-Clyde Bailey
10. (D)- Kanawha County Flood Control Dam & Channel Sponsor Letter mailed out



Capitol Conservation District

October 2020 Meeting Agenda

Wednesday October 21, 9:00 am

Cross Lanes USDA Service Center - 418 Goff Mountain Rd.

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

UNFINISHED BUSINESS

9. (D)-Trailer purchasing update: Terry Hudson

CORRESPONDENCE

1. Thank you, card, from Mike Adkins family for the flowers and card that was sent.

Meeting Adjourns @ _____

"Next Board Meeting November 18,2020@ 9:00am"

Dates to remember-

- a. **CCD Financial Meeting-October 21, 2020 @ 8:30am**
- b. **Regular Board Meeting-October 21, 2020 @ 9:00am**
- c. *Sue out of office October 29, 2020 thru November 3, 2020*
- d. **November 3, 2020- Office Closed Election Day**
- e. *Sue out of the office November 9, 2020 thru November 16,2020*
- f. **November 11,2020 Office Closed Veterans Day**
- g. **Office Closed Thanksgiving Day November 26, 2020 thru November 27,2020**