

Capitol Conservation District

November 2020 Board Meeting Minutes

Wednesday November 18th, 9:00 am

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

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



Attendance

Terry Hudson-Chairman Person

Clyde Bailey-Vice Chairman-Person

Valerie Thaxton-Treasurer-Skype

Richard Sams-Secretary-Skype

Sally Shepherd-Supervisor-Skype

Sue Brand-Administrative Specialist

Kim Fisher-Area Director-Skype

Russell Young-Conservation Specialist-Skype

Julie Stutler-NRCS-Skype

Aimee Figgatt-Outreach

CALL BOARD MEETING TO ORDER: 9:05am

APPROVAL OF OCTOBER BOARD MEETING MINUTES –Clyde Bailey 1st motion & Sally Shepherd made 2nd motion to accept the minutes from previous 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 & Travel
2. (M) Bills to be paid as funds permit and coordinated by office staff and filed for audit
Valerie Thaxton made motion & Sally Shepherd 2nd motion to accept the financials and file for audit. All in favor.

REPORTS

1. **WVCA Report - Kim Fisher-**
2. **WVCA Watershed Report-Judith Lyons-**
3. **Solid Waste -Terry Hudson-**
4. **NRCS - Julie Stutler-**
5. **AgEp Russell Young-**
 - a. Project Extensions-
 1. No extensions will be honored
 - b. Shade Cloth to UA-
 2. The board not willing to add this to the Urban Ag Program maybe consider it later as a UA-1 or UA-2 program.
 - c. AgEP Approvals for second (2nd) round-
 3. Motion was made to approve the project deadline to June 1, 2021-
Clyde Bailey made motion and Sally Shepherd 2nd motion. All in favor

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6. WVCA Education & Outreach-Aimee Figgatt

- a. Job description-
 - 1. That she is available anytime to participate with each district to involved in the meetings, share education needs, to hold or handle different contest & do graphics.
- b. Spring seed program
 - 2. Pollinator Seeds she will have to hand out along with seeds from CCD
- c. Outreach project proposal-
 - 3. Board approved that Aimee Figgatt proposes a proposal for the outreach program at Ridenour Lake
Sally Shepherd made motion & Clyde Bailey 2nd motion to request the proposal for Ridenour Lake be prepared by Aimee Figgatt

7. Administrative Specialist Report-Sue Brand-

- 1. Deposits made in the amount of \$55000.00 into the account #4330
- 2. Invoices were prepared and sent out to Greg Parsons and William Ashley on the damages to the lime spreader

8. Supervisor and Committee Reports-

1. Clyde Bailey-

- a. Rented out the lime spreader and it was damaged last two rental damaged was around \$500.00 and some dollars
- b. Attended the dam inspections
- c. Gave invoices to Sue for the labor on the lime spreader
- d. Signed checks and paperwork
- e. Prepared and board voted to use the revised Lime Spreader Checklist Sheet
- f. Skyped in on the Communication call
- g. Attended the Blake Creek Site
- h. AgEP skype meeting new allotment in the works

2. Rick Sams-

- a. Attended the dam inspection for 12, 13 & 14
- b. Signed checks and paperwork
- c. Helped with interviews for the new district employee through NRCS
- d. Visited the community gardens on Nancy Street

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b. Lime Spreader damages-Clyde Bailey

- Clyde Bailey taken pictures of the damaged Lime Spreader and the repairs that have done. Physical damaged that has been done Ashley jack knife the Lime Spreader and damages to the right and left sides underneath.

CORRESPONDENCE

Meeting Adjourns @ 10:50am

Next Meeting December 16,2020 @9:00am

Jerry W. [Signature] 12-17-2020

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1. **Sally Shepherd**
 - a. Signed checks and paperwork
 - b. Working on the Carbon Draw Down project
2. **Valerie Thaxton-**
 - a. Signed checks and paperwork
 - b. Helped conduct the District Employee Interview
 - c. Skyped in for the board meeting today
3. **Terry Hudson**
 - a. Attended the dam inspections for 12, 13 & 14 plus Blake Armour
 - b. Skyped in on the Communication call
 - c. Attended the Envirothon Meeting
 - d. Attended a meeting with Mayor Goodwin of Charleston
 - e. Attended the RC&D meeting
 - f. Spent the day with the new State Conservationist visiting Bailey's Farm and Hudson Farms, Community Gardens
 - g. Attended the hiring meeting for the district employee
 - h. Attended the Solid Waste Meeting

AgEP Approvals

AgEP Approvals for Payments

- | | | |
|------------------|---------------------|-----------|
| a. Diane Lumadue | Lime | \$ 238.84 |
| b. Diane Lumadue | Nutrient Management | \$ 310.00 |

- Clyde Bailey made motion & Rick Sams 2nd motion to accept the payments to the cooperators. All in favor

New Business

1. **(D/M)-Coal River Group-Invoice #19-\$ 197.67 for October Water Sampling**
 - Clyde Bailey made motion & Rick Sams 2nd motion to pay invoice. All in favor
2. ~~**(D/M)-GAI Invoice # 2155947-\$3,360.00 for Project # E180653.00-Labor/Drawings**~~
 - Judith Lyons needs to have verification of work completion
3. **(D/M)-McVays Invoice # 20 \$7,500.00 for Donna Bennett Septic Replacement**
 - Rick Sams made motion & Clyde Bailey 2nd motion to pay invoice. All in favor
4. **(D/M)-McVay's Invoice # 21 \$ 200.00 for Bennett's Septic Pump out**
 - Clyde Bailey made motion & Rick Sams 2nd motion to pay invoice. All in favor.

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5. **(D/M)-McVay's Invoice # 22 \$9,500.00-Jeanne Armstrong Septic Replacement**
 - Rick Sams made motion & Sally Shepherd 2nd motion to pay invoice. All in favor
6. **(D/M)-Updates on Elk Two Mile 12 & 13 for signature on yearly statement of Review**
 - No report given- Table to the December Meeting
7. **(D/M)-Updates on Elk Two Mile 14 for signature on Emergency Action Plan**
 - No report given. Table to the December meeting
8. **(D/M)-Update/Review District Policy Manuel-Chairman Hudson**
 - Table to December Meeting
9. **(D/M)-Review Plan of Work-Chairman Hudson**
 - Table to December meeting
10. **~~(D/M)-Review CD Policy Clyde Bailey~~**
 - Same as number 8
11. **(D/M)-Food Desert-Community Pilot Project-T. Hudson**
 - More information at later date
12. **(D/M)-Lime Spreader Inspection Checklist Revised-Clyde Bailey**
(attached old copy with copy of revisions)
 - Clyde Bailey made 1st motion to replace the old existing checklist sheet with the new revised check list sheet for the Lime spreader- Sally Shepherd 2nd motion. All in favor.
13. **(D/M)- Agreed Upon Procedures for (Audit Procedure) Sue Brand**
 - Board voted to accept the same firm to continue to do the Procedure Audits which is Rod Lowe & Associates, PLLC
 - Clyde Bailey made motion and Valerie Thaxton 2nd motion to continue with the same Accountant for the audits. All in favor

UNFINISHED BUSINESS

- a. **Updates on the trailer purchases-Chairman Hudson**
 - One trailer is at Hudson Farms
 - 2nd trailer is at Bailey Farm
 - Remove some of the language from the MOU before starting the collection.

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CALL BOARD MEETING TO ORDER

APPROVAL OF OCTOBER BOARD MEETING MINUTES – Sign minutes

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3. Solid Waste -Terry Hudson
4. NRCS - Julie Stutler
5. AgEp Russell Young
 - a. Project Extensions
 - b. Shade Cloth to Urban Ag
 - c. AgEP Approvals for second round
6. WVCA Education & Outreach-Aimee Figgatt
 - a. Job description
 - b. Spring seed program
 - c. Outreach project proposal
7. Administrative Specialist Report-Sue Brand
8. Supervisor and Committee Reports-

AgEP Approvals

AgEP Approvals for Payments

- | | | |
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| a. Diane Lumadue | Lime | \$ 238.84 |
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New Business

1. (D/M)-Coal River Group-Invoice #19-\$ 197.67 for October Water Sampling
2. (D-M)- GAI Invoice # 2155947-\$3,360.00 for Project # E180653.00-Labor/Drawings-needs verification from Judith Lyons needs moved to December Agenda 2020
3. (D/M)-McVays Invoice # 20 \$7,500.00 for Donna Bennett Septic Replacement

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4. (D/M)-Updates on Elk Two Mile 14 for signature on Emergency Action Plan
5. (D/M)-Update/Review District Policy Manuel-Chairman Hudson
6. (D/M)-Review Plan of Work-Chairman Hudson
7. (D/M)-Review CD Policy-Clyde Bailey
8. (D/M)-Food Desert-Community Pilot Project-T. Hudson
9. (D/M)-Lime Spreader Inspection Checklist Revised-Clyde Bailey
(attached old copy with copy of revisions)
10. (D/M)- Agreed Upon Procedures for (Audit Procedure) Sue Brand

UNFINISHED BUSINESS

CORRESPONDENCE

Meeting Adjourns @ _____

Next Meeting December 16,2020 @9:00am

November 2020 WVCA Report

WVCA Operations

The WVCA employees will continue to telecommute until the governor removes his “safer at home” order. It’s anticipated this will last into 2021.

Budget

The new fiscal year started on July 1 and there is no word from the Justice administration on whether state agencies can expect budget cuts due to continued Covid-19 issues.

The WVCA’s budget meeting with the governor’s office was held at the end of October and there was no discussion on whether a budget cut was looming, or if the FY22 budget would be reduced, is scheduled for Thursday, Oct. 22.

~~The proposed budget for Fiscal Year 2022 is \$11,023,235.~~

If funded at that level, it would mark the 3rd fiscal year we have received extra money to address upgrades and repairs to the 170 flood control dams.

Election

Make sure you follow up from the election and either congratulate your local legislators who were re-elected, or introduce yourself to newly elected lawmakers. Now is the time to start making plans for how you will approach re-elected and newly elected legislators in your districts.

It’s important that in this time of COVID that we renew past relationships and create new ones because the business of conservation has not taken a break in 2020.

Here are a couple of things each supervisor, and district should consider doing:~~There are a couple of things you can do after the election:~~

- Write congratulation letters and in the letter include information about the district and the services it provides to the taxpayers of West Virginia. **Remember to stress value of conservation and why it’s important!**
- Invite delegates and senators to participate in a teleconference call. Set up a Skype meeting for a short get-to-know-you meeting. You don’t have to have everyone on the call at the same time. Space it out in November/December.

State Conservation Committee

~~The SCC met on October 13 and approved an amended job classification system for WVCA employees. The original system was created in 2012 and the amended version includes update job descriptions and salary scales.~~

The SCC ~~also~~ authorized work to amend W.Va. Code §19-21A to clarify that the districts and WVCA can engage in projects affecting water quality. The current law is silent. The SCC has also sought an opinion from the Attorney General’s office on the subject.

The WVCA will work with the Association and keep districts apprised of work on the amendment. We will need to find legislative sponsors and then have all supervisors support the change and encourage their local delegates and senators to endorse it.

The next SCC meeting will be held on January 12, 2021.



1900 Kanawha Blvd., East
Charleston, WV
25305-0193

West Virginia
Conservation Agency

Phone: (304) 558-2204
Fax: (304) 558-1635
www.wvca.us

To: Capitol Conservation District

From: West Virginia Conservation Agency-Summersville Field Office

Date: October 22, 2020-November 18, 2020

CCRs:

- N/A

Stream Permits:

- Site 3299-S. Kendall-Elk Two Mile-Charleston-Kanawha Co.-Completed. Will Simmons completed her site visit on Nov 6.

Dams:

- Blakes Armour #7-Awaiting DEP Approval
- Elk Two Mile #12-SOR ready for signature at Nov. board meeting
- Elk Two Mile #13- SOR ready for signature at Nov. board meeting
- Elk Two Mile #14-EAP ready for signature at Nov. board meeting
- Elk Two Mile 13: The work to repair the ASW has been completed. It is not ready to order the guard rail installation.

Projects:

Elk Two Mile 14 seep repair:

- Will Simmons continues to monitor and read the levels of the piezometers.

2021 Dates for WVACD Quarterly Meetings:

January 19-20 Flatwoods, WV

April 19-20

July 19-20

October 18-19 Flatwoods, WV

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 30th. It is important that each district read their audit, and then take steps to correct any findings noted by the auditors. Audits reports are due to Guthrie in January/February. If you have questions, ask Kim or Jeremy.

AGEP:

- **November/December 2020** – State AgEP committee mid-year meeting to review allocation formula proposals and new practices

December 4 - There will be a meeting of the state AgEP committee on **Friday, December 4 at 9 AM. This is a Skype meeting only.**

If your district has new practices or new allocation formula options, please plan to discuss at this meeting. An agenda will be sent at a later date.

- **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

Request to Conservation Districts

The WVCA is encouraging Conservation Districts to review and update your District Policy Manuals. In addition to your policy manual you are encouraged to review your CD Employee Manual (if you have one) and your CD Plan of Work. If you are already doing the reviews, please disregard this request. However, please let us know with a written response that you are already reviewing or will be reviewing the documents.

District Report

November 18, 2020

**Julie Stutler, District Conservationist
USDA NRCS**

Completed Practices

- High Tunnel Nutrient Management
- 2 Roof Runoff Management Systems
- 2 Cisterns (1 Irrigation Supply & 1 Livestock Water)

3 New Producer Field Visits

Assisted the CCD with Annual Dam Inspections

Assisted the CCD with interviews for Urban Ag Conservationist

Completed Agronomic Spot Checks for 2020 installed practices; Engineering Spot Checks on going

Met with new WV NRCS State Conservationist, Jon Bourdon. Toured CCD/NRCS project sites within the District.

Blakes Armour Dam Rehab Public Participation Plan site visit tentatively scheduled for December 14th or 15th

3 New applications for the Farm Bill Programs

Cutoff date for 2021 Environmental Quality Incentives Program (EQIP) and Agricultural Management Assistance (AMA) applications will be November 20th. This will be the only sign up of 2021. Funding pools have been determined by MLRA (Major Land Resource Areas). Boundaries are attached.

Presentation tonight at 6pm via Zoom Meeting on Conservation Planning and NRCS programs for WV State University Extension

MAJOR LAND RESOURCE AREAS and LAND RESOURCE REGIONS

GENERAL

Land Resource Regions (LRRs) are a group of geographically associated major land resource areas (MLRAs). Different social, economic, and political cultures can be considered outgrowths of the various types of soils, crops, and climate that occur in the different regions. As a result, such terms as “corn belt” or “cotton belt” were coined to give relevance to their limits.

Major Land Resource Areas are geographically associated land resource units. They are subdivisions of LRR's that exhibit more narrowly defined similarities in attributes as physiography, geology, climate, water, soils, biological resources, and land use. Identification of these areas is important in statewide agricultural planning and has value in interstate, regional, and national planning.

EXTENT IN WEST VIRGINIA

West Virginia exists within two land resource regions; LRR N – *East and Central Farming and Forest Region*, and LRR S – *Northern Atlantic Slope Diversified Farming Region*. Within LRR N, portions of MLRA's 125, 126, 127, 128, and 130A exist. Within LRR S, a portion of MLRA 147 exists.

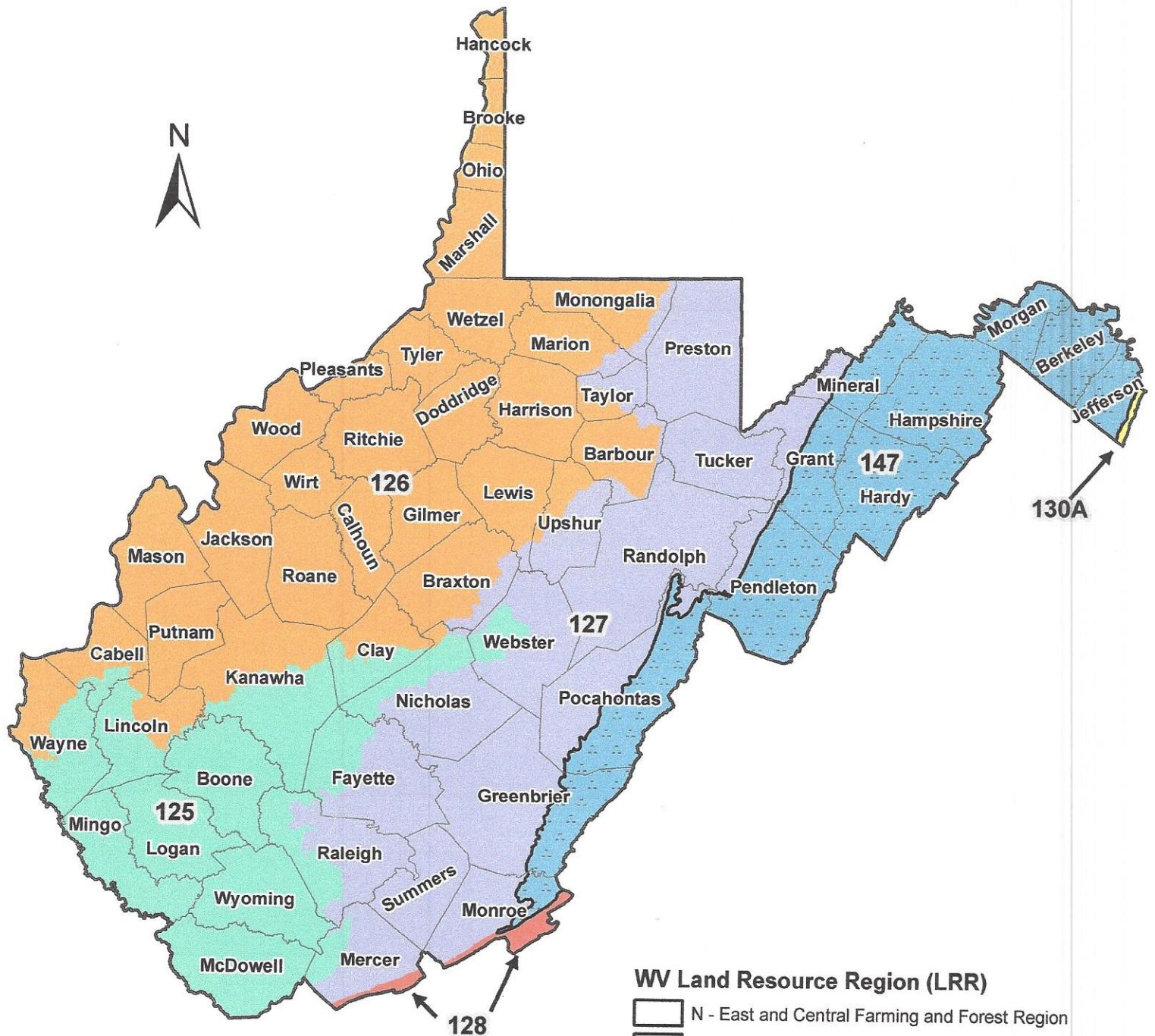
For more information on LRR's and MLRA's including extent maps see the reference.

REFERENCES

- (1) United States Department of Agriculture, Natural Resources Conservation Service. 2006. *Land Resource Regions and Major Land Resource Areas of the United States, the Caribbean, and the Pacific Basin*. U.S. Department of Agriculture Handbook 296.
<http://www.nrcs.usda.gov/wps/portal/nrcs/main/soils/ref/>

West Virginia

Major Land Resource Areas (MLRAs) and Land Resource Regions (LRRs)



WV Land Resource Region (LRR)

- N - East and Central Farming and Forest Region
- S - Northern Atlantic Slope Diversified Farming Region

WV Major Land Resource Area (MLRA)

- 125 - Cumberland Plateau and Mountains
- 126 - Central Allegheny Plateau
- 127 - Eastern Allegheny Plateau and Mountains
- 128 - Southern Appalachian Ridges and Valleys
- 130A - Northern Blue Ridge
- 147 - Northern Appalachian Ridges and Valleys

