



Capitol Conservation District

December 2020 Board Meeting Minutes

Wednesday December 16th, 9:00 am
418 New Goff Mountain Rd.-- Cross Lanes, WV 25313
Phone 304.759.0736 email: ccd@wvca.us

ATTENDANCE

Terry Hudson-Chairman
Clyde Bailey-Vice Chairman
Rickard Sams-Secretary
Valerie Thaxton-Treasurer
Sally Shepherd-Supervisor

Kim Fisher-Area Director
Russell Young Conservation Specialist
Judith Lyons-Watershed Manager
Julie Stutler-NRCS
Dawn Lemle-New District Employee

Sue Brand-Administrative Specialist

CALL BOARD MEETING TO ORDER---9:07am

APPROVAL OF NOVEMBER BOARD MEETING MINUTES

- Valerie Thaxton made motion & Rick Sams 2nd motion to accept and sign the November minutes
- 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 September Financial Report, Supervisor Per Diem & Travel. Bills to be paid as funds permit and coordinated by office staff and filed for audit
- Valerie Thaxton made motion & Clyde Bailey 2nd motion. To accept and approve the financials & file for audit. All in favor

REPORTS

1. Solid Waste Terry Hudson-
 - Gerald Burgy called the meeting to order. David Armstrong make a few corrections to the minutes. David gave the day to day report. David Armstrong let everyone know that the guys were loading a new baler and damaged the computer screen it will cost around \$6200.00 to fix. Diana Haid discussed the DEP-REAP grant money. John Luoni gave the October financial report.
2. NRCS - Julie Stutler-
 - New District Employee Dawn Lemle started November 30, 2020.
 - Completed practices High Tunnel Pipeline & Micro-irrigation System
 - a. High Tunnel Pipeline & Subsurface Drain System
 - b. 4 acres Brush Management, Forestland
 - c. High Tunnel Cistern for Irrigation Water Supply
 - d. High Tunnel Nutrient Management
 - New Producers (field visits still needed)
 - a. Matt Rankin, Corridor G
 - b. Scott Sharp, Allens Fork/Trace Fork
 - c. Josiah Shamblin, Sissonville
 - Ridenour Lake Restoration Plan
 - a. Planning meeting held December 3, 2020, for prepping site visit and public scoping meeting
 - b. Site visit held with contractor & minimal staff on December 14, 2020

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- c. Public coping meeting will be held Thursday at 10am for agency partners and 7pm for the general public through TEAMS (please let me know if you would like the link to participate)
- New office guidelines in effect until the end of January maximum telework, one person in the office at a time, essential field visits only
- WVU Garden Calendars were received last week, need a plan for distribution.
- 3. **AgEp - Russell Young**
 - Working on Rankings,
 - Working on a subcommittee with 5 different supervisors
 - Sign ups taken till June 1, 2021
 - Working on Allocation changes
- 4. **WVCA Report - Kim Fisher**
 - WVCA Operations employees will continue to telecommute until the governor removes his "safer at home" order.
 - WVCA is encouraging all supervisors and employees to follow COVID-19 guidelines and protocols & wear masks and practice social distancing.
 - SCC/WVCA is still waiting on the AG office to provide its opinion regarding conservation projects that involve water quality.
 - Legislature 2021 open day January 13, 2021, Wednesday
 - The full 60 day session will begin February 10, 2021 and will end April 10, 2021
 - Quarterly meeting days are: January 19 & 20, April 19&20, July 19&20 & October 18 &19
 - AgEP- December 4, 2020 State AgEP committee mid-year review,
 - February 2021 Comments reviewed & form 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-CCD to finalize upcoming programs
 - Request has been made that CCD review and update their Policy Manuel, Employee Manuel & Plan of Work
 - CCD was requested to proceed with the Procedure Audit
- 5. **WVCA Watershed Report-Judith Lyons**
 - Citizen Contact Report (CCR)-0
 - Request for Sarah Kendall on Rutledge Road plan is near completion. She would like to install a toe wood process. This veers from the normal plans that we offered to the landowner. Will is currently working on her plan and doing research for smaller versions of toe wood for a small stream.
 - O&M of dams- signatures are needed on the (EAP) Emergency Action Plan, Signatures needed on the Elk Two Miles #12, #13 & #14
 - Elk Two Mile Seep Repairs invoice verified for payment. A remaining balance of \$8.79 remaining on the funds for the design, we may need have to modify the proposal to include any work by Gai for comments. This was previously discussed by the board and would be prepared if needed.
 - Annuals reports will be sent to NRCS, sponsors and the district.
- 6. **Supervisor and Committee Reports**

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- **Clyde Bailey-**
 - a. Attended Communication Call with Davin White
 - b. Conference call with Russell Young-Conservation Specialist
 - c. Attended board meeting by skype for CCD
- **Richard Sams-**
 - a. Signed checks
 - b. Attended AgEP meeting by phone
 - c. Attended Board meeting today by skype
- **Sally Shepherd-**
 - a. Working on the Carbon Draw Down
- **Valerie Thaxton-**
 - a. Went to City National Bank to sign Surety Bond document
 - b. Attended Board meeting today by skype
- **Terry Hudson-**
- November 24 & 25- worked with Judith on GIA invoice and HEAP MOU
- November 30th-in office working on new employee paperwork
- December 1-Communication call with Davin White
- December 2-Flatwoods meeting of WVACD Foundation
- December 4th-AgEP meeting with state partners
- December 10th-call with Wayne and E board about Envirothon platforms & meeting with Julie & Dawn
- December 12th-WVDA High Tunnel workshop canceled
- December 14th-Envirothon E Board meeting to nail down platform for virtual Envirothon
- December 15th-KCSWA meeting

NEW BUSINESS:

1. (D/M)-AgEP Application Approvals

- a. Michael Kearns Nutrient Mgt. \$182.44
(Removed Lime and Urban Ag from Kearns list)
- Clyde Bailey made motion & Rick Sams 2nd motion to approve application
- All in favor

2. (M/D) AgEp Payment Approvals

- a. Warren Kelly Urban Ag \$300.00
- b. Chris Listermann Pollinator Planting \$225.00
- c. Erica Parker Urban Ag \$300.00
- d. Bryan Rawson Hay Reseeding \$104.99
- e. Bryan Rawson Invasive Species \$450.00
- f. Annie Stroud Urban Ag \$299.92
- g. Keith Wallace Hay Reseeding \$320.25
- Clyde Bailey made motion & Valerie Thaxton 2nd motion to pay all cooperators (if all paperwork is in order)
- All in favor

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1. **(D/M) McVay's Invoice #23 Hinton Septic Replacement \$ 9,500.00**
 - Clyde Bailey made motion & Rick Sams 2nd motion to pay vendor but to contact Justin Hunt on the pricing increase from \$7500.00 to \$9500.00 Septic Replacement
 - All in favor
2. **(D/M) Coal River Group Invoice #24 Administrative for October Volunteer Hrs. 2020-\$620.00**
 - Rick Sams made motion & Clyde Bailey 2nd motion to Coal River Group
 - All in favor
3. **(D/M)-Coal River Group Invoice #25 Administrative Services for November Volunteer Hours \$620.00**
 - Rick Sams made motion to pay vendor & Valerie Thaxton 2nd motion.
 - All in favor
4. **(D/M)-GAI Invoice #2155947 \$3360.00 for Project #E180653.00-Drawings w/Verification from Judith Lyons**
 - Clyde Bailey made motion to pay GAI & Rick Sams 2nd motion- keeping in mind monies left on the project is \$8.79
 - All in favor
5. **(D/M)-Southern Conservation District Inv #5114-\$ 8,200.00--Realign side channel along ASW install geo fabric place & grade 4-8" Rip Rap slope & seed eroded areas. Fill compact & seed ruts at outfall, inlet & outlet. Judith Lyons approved work see attached verification.**
 - Valerie Thaxton made motion & Clyde Bailey 2nd motion to pay SCD
 - All in favor
6. **(D/M)-SGS Company Invoice #15042981-\$64.00 for Fecal Coliform for Water Quality Monitoring**
 - Rick Sams made motion to pay the vendor & Valerie Thaxton 2nd motion
 - To pay from the 4308 account
 - All in favor
7. **(D/M)-Reimburse Sue Brand for Postage for mailing certificate to Laura Naab \$7.85**
 - Clyde Bailey made motion & Rick Sams 2nd motion to reimburse for the postage to send Laura Naab Certificate
 - All in favor
- 10.**(D/M)-Update/Review District Policy Manuel**
 - No action needed at this time on the Policy
- 11.**(D/M)-Update/Review Plan of Work**
 - No action needed at this time on the Plan of Work
12. **(D/M)-Food Desert-Community Pilot Project Update**
 - Last month agenda the board voted to
- 13.**(D/M)-Updates on Dams #12, #13 Yearly statement signature***
 - Clyde Bailey made motion & Rick Sams 2nd motion to sign and date documents and email to Kim Neal
 - All in favor

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14.(D/M)-Updates on Dam #14 signature on Emergency Action Plan*

- Clyde Bailey made motion & Rick Sams 2nd motion to sign and date documents and email to Kim Neal
- All in favor

15.(D/M)-Changing January Regular Board Meeting from January 20 to January 13, 2020.

- Valerie Thaxton made motion to make the change for the January meeting from the 20th to the 13th & Clyde Bailey 2nd motion this is due to the WVACD Quarterly meeting interferes with the regular board meeting
- All in favor

UNFINISHED BUSINESS:

- a. Trailer one progress-Clyde Bailey
 - b. Trailer two progress-Terry Hudson
 - c. HEAP
- Lime Spreader according to Clyde Bailey is repaired and back up and running.

CORRESPONDENCE:

- Receive a thank you card from John Boudon State Conservationist

Meeting Adjourns @ 10:28 am

"Next Board Meeting will be held January 13, 2021

"MERRY CHRISTMAS AND HAPPY NEW YEAR 2021!"

Signature: Terry Hudson

Date: 1-20-21