

Capitol Conservation District

January 2021 Board Meeting Agenda

Wednesday-January 13th 2021 9:00 am

418 New Goff Mountain Rd. Suite #102

Cross Lanes, WV 25313 Phone: 304-759-0736 or 681-781-8378

ccd@wvca.us

Attendance/Skype

Chairman Terry Hudson

Vice Chairman Clyde Bailey

Secretary-Richard Sams

Treasurer Valerie Thaxton

Supervisor Sally Shepherd

Sue Brand Administrative Assistant

Area Director Kim Fisher*(joined last 20 minutes)

Watershed Manager Judith Lyons*(unavailable)

Russell Young Conservation Specialist

Dawn Lemle NRCS/District Employee

Julie Stutler NRCS

CALL BOARD MEETING TO ORDER- 9:07am

APPROVAL OF DECEMBER BOARD MEETING MINUTES- Sally shepherd 1st motion & Valerie Thaxton 2nd motion to accept the December 2020 Board Meeting Minutes. All in favor.

FINANCIAL REPORTS/INVOICES

** financial reports and supervisor per diem and travel forwarded via email to the financial committee.*

(M) Co-Administered Funds Report, District December Financial Report, Supervisor Per Diem & Travel. Bills to be paid as funds permit and coordinated by office staff and filed for audit

Valerie Thaxton first motion to accept the financials from the financial committee meeting and file for audit & Sally Shepherd 2nd motion. All in favor.

REPORTS

- **NRCS - Julie Stutler-**

- Completed Practices:

- Fall Pasture Seeding

- Roof Runoff Structure

- Underground Outlet

- Brush Management

- High Tunnel Irrigation Pipeline

- Subsurface Drain

- CSP Annual Payments

- Environmental Quality Incentives Program (EQIP) and Agricultural Management Assistance (AMA)

- Sign up closed for these programs on October 30th 2020. We have 18 applications for assistance in EQIP and 8 in AMA. We are working on gathering eligibility documents for all applications (letters will be going out this week to each participant). Eligibility deadline is March 12th, applications will then be assessed and ranked; selections for funding will be announced April 23rd.

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- New Producers (field visits still needed)

Clarence Perry, Poca River Road

Chad Fallecker, Grapevine Rd

- Ridenour Lake Restoration Plan

Planning efforts are ongoing by third party contractor. They are working directly with the City of Nitro and NRCS. There were 30 participants in the Agency Scoping Meeting and 15 participants in the Public Scoping Meeting. Partners meet monthly for updates- planning should take 1-2 years.

HEAP Program

Continuing to assist with coordination of HEAP program. Supervisors delivered trailers to both sites. Quantities were underestimated for the amount the stables would produce, so hauling is more frequent than originally planned. We need to come up with a long-term plan for where to haul manure to.

Seed Program

Assisting Dawn and Terry with coordinating distribution with Covid restraints. Dawn has developed a Google Document to gather all necessary information to mail seeds to participants. We are planning to do a few drive through seed pick up events in February- more info on that to come. We welcome an input from other supervisors and would appreciate your assistance in advertising the program.

- 2021 Workshop Schedule

Working with Dawn and Terry to do a monthly video series. We will need input and content from District supervisors.

- District Newsletter

Working with Dawn on getting a newsletter together for mailing the end of January. It will mainly highlight the work we've done in 2020. We will plan on doing a newsletter quarterly and will be reaching out to supervisors for input and content.

- AgEP Frost Seeding

Now is the time to push frost seeding for your AgEP program. I wrote a small article and asked Clyde to send it out to his Farm Bureau mailing list. Dawn is developing a post for Facebook to advertise. I will be calling individual cooperators that I think may be interested to increase sign up.

- AgEP Urban Ag

We should consider a similar push for Urban Ag just before the weather breaks. Maybe also mail a post card to our seed distribution list from last year?

- WVU Garden Calendars are being distributed in the foyer- about 75% gone

- COVID-19 office guidelines in effect until the end of January- maximum telework, one person in the office at a time, essential field visits only

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2. CCD AgEp-Russell Young

Meetings Attended-

CCD Board Meeting: 12-16

AgEP Lime Standard: 12-17

WVCA Allocation Meeting: 1-5

AgEP SubCom Allocation Meeting: 1-6

- **AgEP Contacts-**

CCD- 2- Pond Cleanout

ECD- 11- NM, Lime, Fence

- **AgEP Rankings-**

CCD- 5

ECD- 0

- **AgEP Verifications**

CCD- 12

ECD- 3

- Worked with Sue at CCD to get the receipts and applications completed for payment approval.
- Working on modifying the ranking criteria
- Second round of sign ups have started up
- State Ag Enhancement meeting held March 2021 (date will be announced later)
- **Solid Waste – Terry Hudson**
- 12/15/2020
- Call to order: 10:02 am
- Present were: David Armstrong, Board Member
- Diana Haid, Board Member
- Gerald Burgy, Board Member
- Terry Hudson, Board Member
- John Luoni, Financial Director
- Chelsea Diegert, Commission Intern

Gerald Burgy called the meeting to order at 10:02 am. David moved to approve the minutes, and Diana seconded. Motion approved unanimously.

There was no public comment.

Day to Day Report: David apologized for not having the normal report. As Belle fire chief he has been very busy with the Belle Plant explosion. We did sell mixed paper and cardboard. Another load of material of cardboard and mixed paper is ready. The employees are in the process of baling aluminum cans. We may see \$2,000 to \$3,000 from that. We were open Saturday Nov. 12th but David has not been able to check the cameras to see how many cars have been through

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- **Solid Waste – Terry Hudson**

David has not seen any decrease in amount of cars coming through. A few people have been throwing materials over the fence. David told employees he needs two truckloads a month. In the past two weeks they have really been picking it up. The new baler computer is here but it has not been installed yet. Hopefully it will be installed this week. The only thing on the computer that is broken is the touch screen. David spoke to someone in Florida about getting the broken one fixed so we can have a backup.

- Financial report: John said there we received \$3,078.39 from AIG insurance on the building damage at PPSI Circle. There was a \$ 2,500 deductible. We don't have to rush to pay the Ambulance Authority, who did the repair work. The budget is getting a little tight, but it appears that we can make it through December and January. We need to look at the budget shortfall for next year. As of today, we only have \$4,800 in the bank and we have do payroll Thursday. After that we will have a little over \$2,000, and there are still some bills to cover. We will get check from Waste Management but that won't be until next week. David moved to accept the financial report. Diane seconded the motion. Motion passed unanimously.
- David found a company that offered 1.5 cents a pound for plastic and he is waiting on verification from their buyer. Poca Valley Bank tacked on a \$ 3.75 service charge. David sent email to them encouraging them to remove it and they did remove it. The building repairs in Eden Fork have been repaired. David was able to get all concrete barriers back from the airport to build a barricade around the touchscreen and computer to not have any future damages. We are going to move an old baler here to separate material easier here. Brakes on the forklift are sketchy. We can use it without brakes with care, and we are seeking quotes for repairs.
- Old Business: Saturday hours are still busy. We got the REAP grant we applied for a total of \$85,000. John is seeing if they can change the quarterly payment to get all money at once. John will have to jump through a few hoops. Diana says it won't hurt to ask but it isn't normally what they let people do. John says that they're giving us money for a new skid steer so they should know that the quarterly payment wouldn't allow us to pay for it until the 3rd quarter. John says that we can still ask and if they say no we can look for option B. Diana says they may have some advice on what we can do.
- David stated that the end loader stopped running due to an electrical issue. Derrell can't get into the area to see what the problem is. There is a short somewhere that we can't locate. There is no need to maintain the end loader since we got the grant. David would like to advertise it and get sealed bids on it. It needs to say we can reject any bids. It is worth well over \$5k because it still runs. David asked the Board for their thoughts. Diane and Gerald agree that this is reasonable. David doesn't want to have to find a fabricator every time they need a new part for it since it a 1999 model and parts are often not available. Gerald agrees, and says we have gotten our money out of it, we bought it used, and it wasn't in the best shape when we got it. We should try to at least make a little bit of money on it. David moved to put an ad in the

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Solid Waste – Terry Hudson

- newspaper to accept bids on the end loader. He also wants to reject any bids that aren't what they want. Diane seconded. David asked Terry if we should put a number out there that we would want to get from it. It is in fair condition and David can look it up or have someone come down to look at the loader to see how much it is worth. David thinks we can get 7 to 8k out of it. It was decided to require a \$6,000 minimum bid. The motion passed unanimously.
- John talked about the audit. The County Commission has allowed John to use some of their employees to review audit info. John stated that we received 3 bids. Since the County Commission is going to pay for the audit, they wanted to be involved in the selection. We have used Fizer & Associates for years. John said he thinks it is good to change firms. We received a lower bid from BHM CPA Group and they are respected by the County Commission. They have the lowest contract amount and they ended up with the highest overall score. John asked if everyone is okay switching from Fizer to BHM. Gerald asked John if the highest score wins. John said yes and that they had the highest score. John recommended that we take BHM. David added that it is good to have another firm look at our books to make sure everything is correct. David supported switching to the new firm, Gerald agreed and stated that since the County Commission has used this firm successfully for 2 years that we should go with it. Terry made a motion to accept, Diana seconded. The Motion passed unanimously.
- Executive Session was held for 4 minutes starting at 10:28 am. At 10:32 the Board moved out of executive session.
- David asked for motion to give employees \$200 for winter work attire. Gerald so moved and Diana seconded. The motion passed unanimously.
- The meeting adjourned at 10:35 am
- **WVCA Report – Kim Fisher-**
 - WVCA Operations will continue to telecommute until the governor remove his "safer at home" order, this is to be anticipated to last into 2021.
 - WV State Conservation Committee/SCC/WVCA is still waiting on the Attorney General's office to provide its opinion regarding conservation projects that involves water quality. SCC/WVCA will inform the districts when the opinion is issued & potential courses of action.
 - WV 2021 Legislative Calendar/
 - First day of session-02/10/2021
 - Legislative Rule-Making Review bills due-03/01/2021
 - Last day to introduce bills in the house-03/16/2021
 - Last day to introduce bills to the Senate-03/22/2021
 - Bills due out of committees-03/28/2021
 - Last day to consider bill on third reading in house or origin 03/31/2021
 - Last day of session 04/10/2021
- **b. Dates for WVACD Quarterly Meetings**
 - * January 19 & 20 Flatwoods Cancelled
 - * April 19 & 20

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CONTINUE FROM KIM FISHER REPORT:

- July 19 & 20 CCD
- October 18 & 19 Flatwoods

c. AgEP

- * 02/2021 Comments review and forms revised
- * 03/2021 State AgEP committee meeting to finalize upcoming FY AgEP
- * 04/2021 Presentation of upcoming FY AgEP to SCC
- * 05/06/07/2021 CD's to finalize upcoming FY program, update AgEP agreement addendum, take action to approve LOR's

d. Request to Conservation Districts

- * The WVCA is encouraging districts to review and update their District Policy Manuals. Districts are encouraged to review their CD Employee Manual and the CD Plan
The district personnel plan is due to SCC in March, this will be added to the February agenda for review and approval.

e. Agreed Procedures Engagement (Audit)

- * Conservation Districts are asked to begin the Agreed Procedures Engagement (APE) audit if you haven't already. Please check your current agreement to make sure it is valid.
- WVCA Watershed Report-Judith Lyons
January 2021 Watershed Section Report of WVCA
 - **Citizen Contact Reports (CCR):**
None received
 - **Request for Assistance (RFA)-Stream Permits:**
None received
 - **O&M**
 - **EAP/SOR:**
 - The following have been submitted to WVDEP
 - Elk Two Mile #12
 - Elk Two Mile #13
 - Elk Two Mile #14
 - Elk Two Mile 14 Seep repair:
 - Preparing permit application for WVDEP/COE.

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Reports:

- Sponsor reports will be sent to the District by the end of the month

- Planning:

All work for the calendar year 2021 is in planning stages over the winter. Work orders with estimates will be sent to the district for review upon co

- **Administrative Specialist Report- Sue Brand**

Seeds order has arrive-Dawn Lemle has been given box to sort and distribute
Deposits have been paid for checks rec'd from expenses such as lime spreader rental, damages done to lime spreader for repairs.

Rec'd a check from Greg Parsons which has been lost and I took full responsibility for losing check and replaced it with my personal check.

Intuit agreement expires April 1, 2021 and is up for renewal

Tabled for the February meeting.

- **Urban Ag Conservationist Dawn Lemle**

Working with Terry & Julie on several events

Research the camera equipment & material

Working on setting up first workshop shop

Update the face book page

Pushing the Seed Frosting & Urban Ag programs

Setting up google dot

Working on newsletter

Hopefully to meet with all supervisors in the future

Meet with Russell Young the Conservation Specialist

- **All Supervisor Reports:**

- **Clyde Bailey**

Office to sign checks

Working on the HEAP Program on organizing movement of trailers along with Chairman Hudson

- **Valerie Thaxton**

Signed checks

Went to Tyler Mountain get the MOU signed and delivered the paperwork

- **Richard Sams**

Contacted Justin Hunt with CRG to see how and why the prices were different on two invoices for septic tank replacement.

Signed checks

- **Sally Shepherd**

Still interested in the Carbon Drawn Down

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- **Terry Hudson**
- **December 2020**
 - 16th CCD Board Meeting
 - 17th Met Sue in parking lot to sign checks and reports, paperwork
 - 18th Worked with Aimee on Ag Ep mailing
 - 22nd Call with Julie and Dawn on quarterly new letter
 - 28th Call with Wayne WVACD working on quarterly meeting
 - 29th Picked up tarps and dropped off to Clyde for HEAP program
 - 30 dropped off HEAP trailer at Sunday Stables
- **January**
 - 5th Weekly planning meeting for shared employee with Julie and Dawn
 - 6th Envirothon meeting Flatwoods setting up platform for virtual Envirothon
 - 11th calls with Wayne Mc Keever, Bill Steward, Bob Buchan, Brian Farkas working how to proceed with WVACD legislative committee
 - Discussion on HEAP program
 - 12th Awards council Meeting and SCC meeting per phone

NEW BUSINESS

1. (D/M) AgEp Payment Approvals

<u>Name</u>	<u>Amount</u>	<u>Description</u>	<u>Number</u>
a. William Ashley	\$ 377.62	Nutrient Management	# NM 4253
b. William Ashley	\$1192.72	LIME	# lime 7883
c. Darren Brown	\$ 59.85	LIME	# Lime 7775
d. Penny Butcher	\$ 282.87	Urban Agriculture	# UA 1226
e. Dustin Crites	\$ 89.25	Urban Agriculture	# UA 1227
f. Leslie Fuller	\$ 225.00	Pollinator Planting	# PP 107
g. Michael Kearns	\$ 298.25	Urban Agriculture	# UA 1239
h. Lois Kuhl	\$ 179.05	Urban Agriculture	# UA 1230
i. George Ross	\$ 450.00	LIME	# lime 7777
j. James Ross	\$ 506.25	LIME	# lime 7778
k. Sylvia Walton	\$ 77.13	Urban Agriculture	#UA 1238

- Sally Shepherd 1st motion & Richard Sams 2nd motion to pay all cooperators and accepting all completed paperwork. All in favor

l. Sally Shepherd \$1500.00 Pond Cleanout #PC 136

- **Before voting Sally Shepherd rescued herself**
- Valerie Thaxton 1st motion & Rick Sams 2nd motion. All in favor.

2. (D/M)-AgEP Application Cancellations

<u>Name</u>	<u>Program</u>	<u>Number</u>
a. Pam Curry	Pollinator Planting	# PP115
b. Kristin Fry	Invasive Species	# IS2244
c. Leslie Fuller	Urban Ag	#UA 1214

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Continue

d. Judith Melton	Urban Agriculture	# UA1215
e. Elizabeth Southern	Urban Agriculture	# UA1231
f. David Whanger	Urban Agriculture	# UA1233
g. Jessica Woods	Urban Agriculture	## UA1234

- Richard Sams made motion to cancel the above applications & Clyde Bailey second motion All in favor.
- Leslie Fuller sent in receipts that doesn't cover the guidelines for Urban Ag, a letter will be drafted to her explaining the reasons.

3. (D/M) AgEP New Application Approvals

a. Jon Vernon	\$2000.00	Pond Cleanout
b. Pam Curry	\$ 225.00	Pollinator Planting
c. Pam Curry	\$ 300.00	Urban Ag
d. Kristin Fry	\$ 225.00	Pollinator Planting
e. Steve May	\$ 400.00	Hay Reseeding
f. Steve May	\$ 664.85	Nutrient Management

- Valerie Thaxton made 1st motion & Richard Sams second motion. All in favor

4. (D/M) Approval of HEAP Dump Trailers Checklist

- Valerie Thaxton 1st motion & Sally Shepherd 2nd motion to accept the checklist allowing modifications if necessary. All in favor

5. (D/M) Permission to remove & dump HEAP trailers from sites & not to exceed \$1000.00

- Richard Sams 1st motion & Sally Shepherd 2nd motion to accept the checklist allowing modifications if necessary. All in favor

6. (D/M) Renew Funding request for monthly workshops series \$300.00 per workshop

- Valerie Thaxton made 1st motion & Sally Shepherd second motion to approve the workshop series. Valerie Thaxton 1st motion & Sally Shepherd second motion not to exceed \$3600.00 a year. All in favor

7. (D/M) Funding request for Social Media Advertisement \$500.00 for the year

- Valerie Thaxton 1st motion & Sally Shepherd second motion to pursue the advertisement with the Social Media Advertisement

8. (D/M) Request funding for seed distribution \$500.00 (postage, envelopes & miscellaneous)

- Valerie Thaxton 1st motion & Sally Shepherd second motion to approve the cost of mailing of seeds for the next year. All in favor

9. (D/M) Special Meeting to approve Frost Seeding Applications (1st week of February)

- Special meeting scheduled for February 3, 2021 at 9:00am
- Skype information will be sent out
- Clyde Bailey made 1st motion & Sally Shepherd 2nd motion to accept the date and time
- All in favor

10. (D/M)-Coal River Group Invoice # 26 \$620.00 for December Admin/Volunteer Hours

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CONTINUE:

12. (D) WVACD Scholarships

- Send to high schools for seniors that carry/hold a 4.0 GPA

13. (D/M) Approval of Personnel Form (Monitors/District Employees) Due 03/01/2021

- Table it to the February Agenda

14. (D/M) CDO Supplemental Funds 2022 Fiscal Year update (due 03/01/2021)

- Table it to the February Agenda

15. (D/M) GSA 2021 Travel rates (\$0.56) per mile (01/01/2021)

- Clyde Bailey made motion to accept the change in mileage rate & Sally Shepherd second motion. All in favor.

16. (D/M) MOU Agreement

- Table it to the February Agenda

17. (D/M) O&M Agreement

- Table it to the February Agenda

18. (D/M) CCD Board needs to appoint someone to set on RC&D Board

- Sally Shepherd made motion & Clyde Bailey second motion to appoint Terry Hudson to continue on with the board at RC&D. All in favor

UNFINISHED BUSINESS:

a. HEAP Trailers update

- Trailers are working and removing manure from farms


CORRESPONDENCE: None

Meeting Adjourns @ 10:42am

Days Office is closed

January 18, 2021-----Martin Luther King Day
February 15, 2020-----President's Day
May 31, 2021-----Memorial Day
June 21, 2021-----West Virginia Day (Observed)

Sign


Chairman/Terry Hudson

Date

2-25-21