**ATTENDANCE BY SKYPE**

**Terry Hudson—Chairman Sue Brand-Administrative Assistant**

**Clyde Bailey—Vice Chair Russell Young-Conservation Specialist**

**Rick Sams—Secretary Julie Stutler-NRCS**

**Valerie Thaxton-Treasurer Dawn Lemle-NRCS/District**

 **Sally Shepherd--Supervisors**

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

**APPROVAL OF January 13, 2021, February 3, 2021 BOARD MEETING MINUTES**

* Sally Shepherd 1st motion and Valerie Thaxton 2nd motion. All in favor.
* To accept the minutes from both meetings 1/13/21 & 2/3/21

**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 December Financial Report, Supervisor Per Diem & Travel. Bills to be paid as funds permit and coordinated by office staff and filed for audit
* Recommendation to approve and accept the financials discussed during the financial committee meeting.
* Valerie Thaxton 1st motion & Sally Shepherd 2nd motion. All in favor.

**REPORTS**

1. **NRCS - Julie Stutler**
* Completed Practices:
* Timber Stand Improvement
* Roof Runoff Structures
* High Tunnel
* Irrigation Reservoir
* Prescribed Grazing
* Environmental Quality Incentives Program (EQIP) and Agricultural Management Assistance (AMA)
* Eligibility deadline is March 12th, applications will then be assessed and ranked; selections for funding will be announced April 23rd.
* Ridenour Lake Restoration Plan
* Planning efforts are ongoing by third party contractor. They are working directly with the City of Nitro and NRCS. Coring on the dam was completed in early February. Next meeting is March 4th at 10am via TEAMs.
* COVID-19 office guidelines issued by the new administration require that a face covering be worn at all times (even when in personal offices) and staffing is limited to 25%. The office is still closed to visitors at this time.
1. **CCD AgEp-Russell Young**
* HEAP- Water Quality monitoring, because of the pausing on our heap plans Jacob will not be coming up from Greenbrier Valley to take samples, they have him moving out of those jobs. We have quite a few samples for a base to still use when we can move forward.
* Working with the Allocation Sub Committee for the state agep committee. Should be seeing a report come out Friday afternoon, meeting is next Wednesday at 9 am.
* AgEP staff meeting yesterday to go over proposed program changes to make recommendations to the state agep committee.
* Working on an Agency Staff Covid Productivity Report over the past week for Brian to take to legislation
* AgEP- Huge thanks to Julie for always helping with my general questions on the rankings and for maps. Also big thanks to Sue for keeping track of all of it
1. **Solid Waste – Terry Chairman**
* Attended this meeting on 02/23/21
* Recycling center in Charleston is receiving an abundance of recycling items
* Recycling is selling at $15.00 a ton
* Recycling center sold about $200.00 worth of plastic
1. **WVCA Report – Kim Fisher**

**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.
* The WVCA is encouraging its employees and supervisors to follow COVID protocols and wear masks and practice social distancing. The WVCA also encourages the use of telecommunication as much as possible.

**WV State Conservation Committee**

* The SCC/WVCA is still waiting on the Attorney General’s office to provide its opinion regarding conservation projects that involve water quality.
* The SCC/WVCA will inform the districts when the opinion is issued and potential courses of action.

**West Virginia 2021 Legislative Calendar**

* February 10, 2021 - First day of session
* March 1, 2021- Legislative Rule-Making Review bills due
* March 16, 2021 - Last day to introduce bills in the House
* March 22, 2021 - Last day to introduce bills in the Senate
* March 28, 2021 - Bills due out of committees
* March 31, 2021 - Last day to consider bill on third reading in house of origin
* April 10, 2021 - Last day of session
* **AG Day and the Legislative Breakfast have been cancelled for this year. You are encouraged to keep up continued conversation with you legislators.**

**2021 Dates for the WVACD Quarterly Meetings**

* January 19 & 20 Flatwoods – Cancelled
* April 19 & 20 Stonewall
* July 19 & 20 CCD
* October 18 & 19 Flatwoods
* **AgEP:**
* **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 their District Policy Manuals. Districts are also encouraged to review their CD Employee Manual (if you have one) and CD Plan of Work.
* **The district personnel plan is due to SCC in March, so please add to your February agenda for review and approval.**

**Engineering Expression of Interest**

* Review your current contract and if needed, prepare to advertise and go through interview/selection process if needed.
* The WVCA is interested in working with the district to ensure they retain a firm that has strong civil engineering and is familiar with dams.
* Because of questions raised about these agreements, it’s important to make sure that the scope of work is clearly defined and an agreement between the district and engineering firm is signed.
* Also, the district may want to consider whether it wants an engineering firm that also can perform environmental assessments.

**O&M Sponsor letters**

* Brian has asked for DMs and supervisors check to see if County Commissions and cities who signed the agreements in 2019 have paid. If not, an invoice needs to be sent and supervisors need to follow up.
* Also, if you haven’t already it is time to send the new agreements to the sponsors

**Conservation Farm Tour**

* It is time for districts to be thinking about farm families to be considered this year.

**2021 Calendar of Events – Deadlines**

* If you have meetings/events that need to be included, let your Area Director know.
* February 15 President’s Day – Holiday
* March 3 Envirothon Committee Meeting
* April 7 Envirothon Committee Meeting
* April 13 WV State Conservation Committee Meeting
* April 15 & 16 WV Envirothon Virtual Testing Dates
* April 19 & 20 WVACD Quarterly Meeting – Stonewall Resort
* May 31 Memorial Day – Holiday
* June 21 WV Day – Holiday
* July 5 Fourth of July – Holiday
* July 13 WV State Conservation Committee Meeting
* July 19 & 20 WVACD Quarterly Meeting –
* August 12-21 State Fair of West Virginia
* September 6 Labor Day – Holiday
* October 11 Columbus Day – Holiday
* October 12 WV State Conservation Committee Meeting
* October 18 & 19 WVACD Quarterly Meeting – Flatwoods
1. **WVCA Watershed Report-Judith Lyons**

**Citizen Contact Reports (CCR)**:

* None received

**Request for Assistance (RFA)-Stream Permits**:

* None received

**O&M:**

* EAP/SOR:
* Blakes Armour #7-EAP Up to Date
* Elk Two Mile #12-EAP Up to Date
* Elk Two Mile #13- EAP Up to Date
* Elk Two Mile #14-**Awaiting DEP Approval**
* Elk Two Mile 14 Seep repair:
* No updates for this month
* Reports:
* Sponsor reports have been provided to the District for the sponsor request letters that are due to be sent to the sponsors.
* Sponsorship for Blakes Armour:
* Brian Farkas has decided to have the sponsor dollars to remain in the account as the dam is getting rehabbed. They may need the funding for maintenance later. The City of Nitro has not been sending sponsoring dollars nor is the agency contributing to the fund at this time.

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 completion.
1. **Administrative Specialist Report-Sue Brand**
* Sent out 165 new application for 2021
* New applications return this far 28 mainly Urban Ag
* Board Meeting Minutes distributed in the allotted time
* Pollinator Planting seeds packaged by me total of 500
* Distributed seeds packets to all the schools that have contacted me.
1. **Supervisor and Committee Reports-All Supervisor**
2. **Vice-Chairman Clyde Bailey-**
* 01/03/2021-Delivered Dump Trailer #1 to Tyler Mountain Stables
* 01/04/2021-Signed checks @ CCD Remote Office
* 01/06/2021-Attended by skype WV AgEP Special committee meeting
* 01/07/2021-Signed checks at CCD remote office
* 01/08/2021-WVACD Grazing Land Steering/Picked 1st load of horse manure
* 01/11/2021-Heap program/1st load of from Tyler Mountain stables/Lime Spreader
* 01/12/2021-CCD remote office/Lime Spreader rental check deposit/WVACD work
* 01/13/2021-CCD’s January meeting conference call
* 01/15/2021-WV AgEP special committee meeting/Sunday Stables HEAP
* 01/16/2021-HEAP/Return dump #2 trailer to Sunday Stables/Service work
* 01/19/2021-HEAP trailer transferred to Charleston and returned back
* 01/21/2021-Heap trailer transferred to/from Charleston
* 01/25/2021-Heap trailer transferred to/from Charleston
* 01/26/2021-Heap trailer transferred to/from Charleston
1. **Treasurer Valerie Thaxton**
* 01/06/2021-CCD’s remote office to sign checks
* 01/07/2021-Tyler Mountain Stables took pictures for the newsletter
* 01/12/2021-CCD’s remote office to sign checks
* 01/13/2021-Attended conference call for CCD regular Board Meeting
* 01/22/2021-CCD’s remote office to sign checks/paperwork
* 01/27/2021-CCD’s remote office to sign checks/paperwork
1. **Secretary Rick Sams**
* 01/12/2021-CCD’s remote office to sign checks/paperwork
* 01/13/2021-CCD’s Monthly Board Meeting by skype
1. **Supervisor Sally Shepherd**
* 01/13/2021-CCD’ Monthly Board Meeting by skype
1. **Chairman Terry Hudson**
* 01/15/2021-AgEP Meeting by phone
* 01/18/2021-Weekly planning call with Dawn
* 01/19/2021-Bob Buchannan Legislative call & call with Clyde Bailey on HEAP Program
* 01/20/2021-Call with Julie on newsletter
* 01/21/2021-Legislative committee meeting by phone/Education committee meeting by phone
* 01/25/2021-Met with Jason and Clyde at 4-H Camp on the HEAP project in person
* 01/26/2021-Weekly planning meeting with Julie & Dawn
* 01/27/2021-Communication call & WVACD Executive call
* 01/29/2021-AgEP call
* 02/02/2021-weekly planning meeting for shared employee with Julie & Dawn
* 02/03/2021-Envirothon meeting Flatwoods, WVACD Executive board meeting
* 02/04/2021-Phone calls with Brian, Mike & Julie on HEAP program funding released
* 02/05/2021-AgEP call
* 02/22/2021-Weekly planning call with Julie
* 02/23/2021-Kanawha County Solid Waste Board meeting

**NEW BUSINESS:**

1. **(D/M) AgEP Application Approvals**

**a. Bridget Bailey Frost Seeding $60.00**

**b. Zachary Boyko Urban Ag $300.00**

**c. Darren Brown Frost Seeding $ 80.00**

**d. Darren Brown Nutrient Management $ 71.38**

**e. Dana Bryant Urban Ag $300.00**

**f. Dionne Canterbury Urban Ag $300.00**

**g. Rick Clendenin Urban Ag $300.00**

**h. Heather Connelly Urban Ag $300.00**

**i. Octavia Cordon Urban Ag $300.00**

**j. Frieda Forsley Urban Ag $300.00**

**k. Kristen Fry Roof Runoff $600.00**

**l. Brooke Green Urban Ag $300.00**

 **m. Tina Hanson Urban Ag $300.00**

 **n. Rebecca Linger Urban Ag $300.00**

 **o. Anita May Urban Ag $300.00**

 **p. Tonna Smalley Urban Ag $300.00**

* Sally Shepherd 1st motion & Rick Sams 2nd motion to approve applications
* All in favor.
1. **(D/M) AgEP Payment Approval**
2. **Susan Sunday HUAP $1000.00**
3. **Gerald Reveal HUAP $ 600.00**
* Sally Shepherd made 1st motion & Valerie Thaxton 2nd motion to pay the $1000.00 to Susan Sunday & $600.00 to Gerald Reveal
* All in favor**.**

**Continue from New Business:**

1. **(D/M) Coal River Group Invoice #27--$620.00- for January Volunteer hours**
* Clyde Bailey 1st motion & Sally Shepherd 2nd motion to pay the outstanding invoice of $620.00 for January 2021 for Volunteer hours.
* All in favor.
1. **(D/M) CCD Mileage Rate for transporting HEAP Trailers-Clyde Bailey**
* Sally Shepherd made 1st motion & Valerie Thaxton 2nd motion to approve the mileage rate of $2.25 per mile for representative pulling any trailer affiliated with CCD.
* Research/findings for the mileage rate was done by Chairman Hudson.
1. **Soil Conservation & Urban Ag (Dawn Lemle)**
* Attended several workshops, classes, webinars, etc, learning as much as possible and preparing for Spring
* Request to attend Soil & Nutrition Conference – Weekly meetings through September • Potential allowance to cover the cost of this workshop - $144 through CCD
* Attended January Board Meeting & Special Session Board Meeting Feb 3rd
* Attended January & February Monthly Communications Call for all Districts
* Continued weekly communication with Julie & Terry for upcoming projects and current status.
* Completed the 1st Quarter Newsletter • Printed by the Printshop, via Aimee
* Delivered to the Office for Distribution on Friday, Feb 19
* Began work on 2nd Quarter Newsletter
* Potential contest launch for Quarterly focus and community involvement
* • Posted the 1st Q Newsletter for public viewing a page a time – a lot of hits, views and sharing
* FB post engagement is up over 628% and 113 new page likes • Top post: UrbanAg graphic reaching over 12k and climbing, 98 shar
* Social Media
* Foundation/organization: Soil and nutrition.org
* Answered office calls the week of Feb 15th, responded to email inquiries and questions for application of Urban Ag mainly. Sent several applications to interested parties
* Working with the new camera equipment to learn it’s uses, limits and abilities as needed.
* Seed giveaway program –
* Community Gardens Update:
* Interest in the East End Community Garden is rising. I have been contacted by several and we are adding some names to the list of interested parties.
* East End CG is potentially at a stand still until the City of Chas decides on a potential move for the beds. Waiting on that decision to develop POA with Julie, Terry & City
* Potential development of Community Garden in the Clendenin Area
	1. **UNFINISHED BUSINESS:**
1. **(D/M) Approval of the Personnel form (Monitors & district Employee) tabled from last month due 03/01/21**
* Clyde Bailey 1st motion & Rick Sams 2nd motion to remove the tabled agenda item & make a motion at this meeting.
* Clyde Bailey 1st motion & Sally Shepherd 2nd motion to approve this form and to have Chairman Hudson to sign off on.
* All in favor.
1. **(D/M) CDO Supplemental Funds for FY 22 due 03/01/2021 tabled from last month (3/1/21 due)**
* Clyde Bailey 1st motion & Sally Shepherd 2nd motion to remove the tabled item back to the floor.
* Rick Sams 1st motion & Valerie Thaxton 2nd motion to sign, date and submit.
* All in favor.
1. **(D/M) MOU Agreement (tabled from last month) (due to mail)**
* Rick Sams 1st motion & Sally Shepherd 2nd motion to bring to the table
* All in favor
* The MOU agreement will be redone by Chairman Hudson & Supervisors.
1. **(D/M) O&M Agreement (tabled from last month).(due 3/1/21)**
* Sally Shepherd 1st motion & Clyde Bailey 2nd motion to bring item back to floor.
* Clyde Bailey 1st motion & Sally Shepherd 2nd motion approve, sign & submit.
* All in favor.
1. **~~(D/M) CCD Mileage rate for transporting trailers (HEAP)~~**

**CORROSPONDENCES:**

1. **Check made out to the WV Soil Team was returned to CCD (letter attached)**
* Bookkeeper will be made aware and cancel the check.
1. **Happy New Year from Soil & Water Conservation Society “Renewal” Membership**
* Sally Shepherd 1st motion & Valerie Thaxton 2nd motion to renew membership for $115.00
* All in favor.
1. **WV American Water Environmental Grant Program**
* Board will consider giving this grant program some thought.
1. **~~Glenville State College Founders Day February 19, 2021 (Contribution needed)~~**

 Meeting Adjourns @ 10:35am