

Capitol Conservation District

418 New Goff Mt. Rd. Suite #102

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

ccd@wvca.us or sbrand@wvca.us

March 2021 Board Meeting Minutes

Wednesday, March 17, at 9:00 AM

Attendance

Chairman Terry Hudson

Vice-Chair Clyde Bailey

Secretary Rick Sams

Treasurer Valerie Thaxton

CCD A.S. Sue Brand

Conservation Specialist Russell Young

District Employee/NRCS Dawn Lemle

Supervisor Sally Shepherd

CALL BOARD MEETING TO ORDER—9:02am

APPROVAL OF FEBRUARY 24,2021-BOARD MEETING MINUTES-Valerie Thaxton made motion & Sally Shepherd 2nd motion to approve 02/24/2021 meeting 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 February 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 to accept financials & file for audit, Sally Shepherd 2nd motion. All in favor.

Reports:

1. AgEp-Russell Young

- AgEP State Committee Meeting- March 29th at 9am, going over the allocation formula, new practices, changes to existing practices and rankings, changes to the states liming standard.
- AgEP Discussion later in the agenda
- Master Gardener Conference this weekend

2. NRCS-Julie Stutler-

- Environmental Quality Incentives Program (EQIP) and Agricultural Management Assistance (AMA)
- Eligibility deadline was March 12th; all applications met eligibility requirements and are being assessed- deadline for planning and assessments is March 26th. Selections for funding will be announced April 23rd.
- Blakes-Armour Creek Site 7 (Ridenour Lake) Restoration Plan
- Planning efforts are ongoing by third party contractor. They are working directly with the City of Nitro and NRCS. Met with NRCS Area Engineers to look at land management practices within watershed to reduce sedimentation to the lake. Next meeting is April 1st at 10am via TEAMS. Please let me know if you are interested in attending and I will get you the call-in information.
- Met with Morris Creek Watershed Association about doing more improvements to their watershed and stream habitat.
- East End Community Garden
- Met with Terry, Dawn, and Keeley Steele about moving and completing the garden project.

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Continue with NRCS Report:

- 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.

3. Solid Waste Chairman Hudson

February 23, 2021 Board Members Present: Kay Summers, Chairperson

- David Armstrong, Board Member
- Diana Haid, Board Member (by phone)
- Gerald Burgy, Board Member
- Terry Hudson, Board Member
- Others present: John Luoni, Financial Director
Tim Loper, BHM CPA Group
- Call to Order: 10:00 am by Kay Summers
- Gerald Burgy moved to approve the minutes from the December 15, 2020 meeting, and Terry Hudson seconded it. Motion carried. Minutes approved.
- There was no public comment.
- **Annual Audit** – John Luoni introduced Tim Loper, Audit Director, WV Division of BHM CPA Group who will be doing the audit for the next three years.
- Draft copies of the audit were sent to the Board ahead of time.
- Financial Statement Audit was conducted. Found no fraud or issues of concern. Only one prior period adjustment that needed to be made. Made journal entry to correct the issue. Expensed loss of down payment on baler that was never received due to company going out of business which had previously added as a capital asset.
- Opinion by the auditor was unmodified. No issues that needed to be brought to the Board's attention.
- David Armstrong asked about previous findings regarding controls. Tim responded that due to the size of the entity and the vigilance of the Board, as well as awareness that there were not more separations, that he did not deem this necessary to have as a finding on this audit. David Armstrong moved to approve the audit as presented and Gerald Burgy seconded. Motion carried. Audit approved.
- **Day to Day Report** – David Armstrong reporting. Since the previous meeting that the Authority had sold 3 loads of material, 30 day turn around. Ran a legal ad for the end loader with no interest. The roll-off truck has a PTO leak and got two estimates. The repair will run between \$3,000 to \$5,000 that is not available at this time. Option is \$8,000 in a sub-grant from DEP that might be available. Currently, awaiting on written estimates. There was a maintenance bill for an overhaul the brakes on the forklift of \$4,100 (possibly \$4,300).
- Sold load of plastic (\$200 for 42,000 lbs.). There is no money in plastic right now. The load of cardboard going out at \$95 per ton (approximately \$2,200 for 23 tons). Computer was damaged on baler which was repaired with funds from the sub-grant. Has been installed with a guard around it. Paper is down to \$10 - \$15 per ton. David has feelers out to see if anyone wants to purchase the paper.

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Continue with Chairman Hudson Report:

- Assessments from Waste Management have gone down. Last payment was \$6,200 and typically funds were high \$7,000 to \$8,000. Think that Covid and weather may be affecting.
- Building has been repaired. Insurance paid most of it, but there is still a bill to the Authority that needs paid.
- David has a call into WorkForce WV as there is an employee that said he had to have surgery and that he would be out for 2 to 3 months. During that time, the employee filed an unemployment claim against the Authority saying that he was out due to no work being available to him. Reported the claim as fraud. They are looking into the claim, but nothing has been received saying that the issue has been rectified. As far as David knows this employee has not had surgery and has been doing whatever he wants (hunting, riding side-by-side). Payment has been stopped on the checks.
- Received grant from DEP to purchase a new skid steer. Bid opening was last Friday. State Equipment submitted a quote for \$46,207; Boone Tractor from Bedford, VA submitted one for \$44,150; Bobcat of Advantage Valley in Cross Lanes submitted 2 – one for \$46,850 and one for \$43,111 – with the difference being the size of the machine although both met the specs; Parks Equipment out of Bridgeport submitted one for \$47,426.92. The grant is paid out quarterly. To purchase the skid steer, David will go through the quotes, see who met the specs, submit to a letter to DEP for the full amount to pay for the equipment when it arrives. The remaining funds would be available quarterly. Hope to get to this process as he has been busy due to the weather and Emergency Management. If the skid steer is ordered in the next two weeks, delivery should be by June 1.
- **Financial Report** – The January monthly report was sent out earlier and February's will be sent out in the early part of March. John has applied for another PPP loan through United Bank for \$20,000. Not sure how much the Authority will get. Working on application from the WV Solid Waste Management Board Grant for the next fiscal year. First installment would not be received until August. Application should be ready for March meeting for approval. Also, will be able to budget modification for the grant since skid steer will not cost the budgeted \$60,000. Requested \$10,000 from the County Commission. First installment of DEP grant for \$25,500 has been received.
- **New Business** – David Armstrong suggested working with Jerie Whitehead in Kanawha County Purchasing to put end loader on Govdeals.com to get someone to buy it. There has been some interest from someone that was in for the bid opening for personal use, however David told them that he would need something in writing. Discussion concluded with putting it up on Govdeals.com for March meeting.
- Executive Session was held for 2 minutes starting at 10:40 am. At 10:44 am the Board moved out of executive session. There were no decisions, no voting, no commitments were made.
- Set agenda for March meeting.
- David Armstrong moved to adjourn meeting and Gerald Burgy seconded it. Motion carried.
- Meeting adjourned at 10:46 am.

Continue with Chairman Hudson RC&D Report:

4. Greater Kanawha RC&D-

- Great Kanawha RC&D Council
- February 10, 2021 @10:00 a.m.
- Tracy Vickers Community Center
- The meeting was called to order at 10:00 a.m. by Chairperson: John Kovach

• **Those attending were**

- | | | |
|------------------|-----------------------------|----------------|
| • Ken Brown | Guyan Conservation District | Cabell (phone) |
| • John Kovach | Logan County Commission | Logan |
| • George Mathis | Guyan Conservation District | Logan |
| • Jim McClelland | Cabell County At-Large | Cabell |
| • Don McCroskey | Cabell County Commission | Cabell |
| • Joel McNeely | City of Chapmanville | Logan |
| • Ronnie Perdue | Guyan Conservation District | Boone |
| • Helen Stanley | Guyan Conservation District | Mingo |
| • Amanda Starr | Mingo County Commission | Mingo |
| • Bill Stewart | Wayne County at-large | Wayne |

- Guest: Dorothy Stewart

- **Pledge:** John Kovach

- **Invocation:** John Kovach

- **Roll Call:** Amanda Starr

- **Administrative Issues:**

- **Approval of Minutes:**

Jim McClelland made the motion to accept minutes of January 13, 2021; a second was given by George Mathis.

- **Correspondence:**

- All forwarded emails.

- **Treasurer's Report:**

Project Account as of -----02/10/2021-----\$20,366.90

- Office Account as of -----02/10/2021-----\$19,584.18

- **Endowment** \$91,729.57 **Non-Endowment** \$61,986.63 **Total** \$153,716.20

- Don McCroskey gave the financial report. George Mathis made a motion to approve the Treasurer's Report. A second was given by Helen Stanley.

- **Old Business:**

- We need to report on grants that are already approved and are out there. We need to check up on them and get invoices or an update on the project.

- **New Business:**

- Amanda Starr presented a grant application for \$500. Mingo Central High School submitted an application for assistance with the drainage problems with their baseball field. Helen Stanley made a motion to award Mingo Central High School \$500 up front

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Continue with Chairman Hudson's RC&D report:

- out of the administrative account to help with their baseball field. A second was given by George Mathis.
- Amanda Starr presented a second grant application for \$500 for Williamson Park Board. The application was for a pollinator garden at the filed house. They want to get kids involved in this project. Helen Stanley made a motion to award Williamson Park Board \$500 up front out of the administrative account. A second was given by Joel McNeely.
- All new grant applications need to be turned in at the March 2021 meeting.
- **Discussions:**
- Next meeting will be March 17th, 2021 at the Tracy Vickers Community Center.
- **Adjourn**
- Helen Stanley made the motion to adjourn. A second was made by Bill Stewart.
- Next meeting March 17, 2021--10:00 am at:
- Tracy Vickers Community Center
68 Boise Street
Chapmanville, WV 25508
- Amanda Starr, Secretary

5. WVCA Report Kim Fisher

- **Administrative Survey**

To improve inter-agency communication the WVCA would like Districts to answer the following questions:

- **Board Meeting Information**

How do you want this information sent to district supervisors prior to monthly board meetings?

Email?

Regular Mail?

- **District Correspondence**

Does the board wish to receive all correspondence forwarded to them and if so, what types of correspondence?

- **District Board Meeting DRAFT Agenda**

It has been suggested the DRAFT agendas been distributed 5 days prior to the board meeting date instead of the mandatory 3 business days as defined in WV Open Meeting Laws. This would allow a two-day buffer for additions/corrections to be made to the draft agenda and then redistributed and posted as per WV Open Meeting Laws.

Also, how would you like this information sent to the board? Regular mail will require an earlier deadline, such as 7 days before the official meeting.

- **District Board Meeting DRAFT Minutes**

Currently, the AS is required to send the draft meeting minutes to Brian Farkas, and their AD within 24 hours of the board meeting. Would you like the entire board to receive the draft minutes at the same time?

- **District Board Meeting APPROVED Minutes**

The AS has been instructed to post APPROVED district board meeting minutes with 24 hours to the district webpage.

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Continue with Kim Fisher's Report:

- O&M Sponsorship Agreements
- Don't forget to review your local sponsorship agreements and send to your local government partners for the FY22 budget year.
- These agreements must be renewed annually to comply with constitutional budget provisions regarding fiscal years.
- Local governments are finalizing their budgets for next fiscal year now and we need to make sure the requests have been presented.

Conservation Legislative Agenda

- Working with the WVACD Legislative Committee SB 357 and HB 2633 have been introduced to clarify the language needed to continue the work we are doing.
- The House Ag/Natural Resources Committee has endorsed HB2633 as amended and the bill now goes to House Govt. Org for its consideration before going to the full House for final action.
- The Senate is delaying its consideration of the bill pending House action.
- There was one minor change to remove the word "marine" and replace with "aquatic" in the definition of conservation.
- The FY22 budget was presented and the governor has recommended that WVCA receive current level funding. This means we'll be able to continue the work on the small watershed dams and channels.
- Please remember to talk up HB2633/SB357 and the WVCA's budget when you meet your local delegates and senators.

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.

- **Request to Conservation Districts**

- **AgEP:**

March 3rd 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

- **Conservation District Operation (CDO) Grant Funds**

Districts are asked to prepare your CDO budget report for FY22. The budget needs to be presented to SCC in April.

Continue with Kim Fisher's Report:

- 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 please add to your 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.

Conservation Farm Tour

- Although COVID-19 still has the state in its grips, it's time to plan for the 2021 conservation farm recognition in your district. There are ongoing talks about what a statewide contest will look like this year. This is being developed by the District Association and the Awards Council.
- We hope to have a define plan by April. In the meantime, districts should consider how to honor local cooperators.

West Virginia 2021 Legislative Calendar

- 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

2021 Dates for the WVACD Quarterly Meetings

- April 19 & 20 Stonewall Jackson Resort
- July 19 & 20 CCD
- October 18 & 19 Flatwoods

2021 Calendar of Events - Deadlines

- If you have meetings/events that need to be included, let your Area Director know.
- 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

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Continue with Kim Fisher's Report:

- 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

Continue with Kim Fisher's Report:

- October 12 WV State Conservation Committee Meeting
- October 18 & 19 WVACD Quarterly Meeting – Flatwoods

6. WVCA Watershed Report-Judith Lyons

Flood CCR

- One site in Clendenin received from Kanawha Co OES.
- One site on Wills Ck forwarded by Chuck Grishaber that he received from the current floodplain manager.
- One site in Tornado for a tree in Coal River-not eligible for any work due to being on the Coal. Done, I called the lady and explained we do not work on Coal River for floods.

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-EAP Approved by DEP 2/8/21

Elk Two Mile 14 Seep repair:

- Discussion with CEC Kenneth Kinder/Levi Cyphers, WVCA Engineer. Proposal may need to be amended for: address comments of design from NRCS Ft Worth national review, permitting, final check for construction. These items were not in the proposal due to not having the foresight to include them.
1. Comments: There are several rounds of comments that take a considerable amount of time to address -this was not included in the proposal. GAI did not know of the magnitude of the comment work. GAI participated in a training session that NRCS had for addressing comments/construction process. This training provided the information of what to expect on the comments and the best way to address, and the amount of time.
 2. Permitting: After discussions with GAI about the changes WVDEP has made to permitting 1 to 3 acres site, we have decided that it would be better to have them to do the permitting. I was going to do it but have decided that it would be more efficient for GAI to submit the permit as they have all information that will be required, i.e., drainage area calculations, BMPs particular to the project. WVDEP now reviews the smaller permits

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Continue with Judith Lyons Report:

- (1 to 3 acres) as they do the larger stormwater permits. It will be under a larger review as before.
- Construction check: The project will require as-builts submitted to NRCS, WVDEP. GAI will have to check the work of the contractor also for proper installation

Blakes Armour:

- Last meeting minutes attached.

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.

7. District Employee/Dawn Lemle-

- Attended workshops, classes, webinars: o Small Farms Conference
- WVBA Speaker Series
- AgriAbility Series
- WVU AgEd series
- Lunch & Learn Garden Series
- WVU Ext Master Gardeners Series
- Soil & Nutrition Forum Extended Course
- WV Forest Forum
- Attended February Board Meeting
- Attended February Monthly Communications Call for all Districts
- Weekly communication with Julie & Terry
- Newsletter News: o 1st Quarter mailed by Sue
- Cont. work on 2nd Quarter Newsletter
- Request information, articles from Supervisors
- Cont. developing community points to highlight from programs
- Cont. community focus initiative
- Contest launch for Quarterly focus and community involvement: o Possible details for Social Media and Quarterly Newsletter
- Potential ideas: Photo contest of planting, seedlings, growth, Urban Ag landscape
- Prizes would be TBD – Suggestions? – Potential to partner with another Org.
- Social Media Development: o FB engagement: 426 page likes total. Last 28 days 71 new followers ▪ FB Page is on a general trend of slow, organic growth
- Top post: Seed mailing post – Reach approx. 5k
- Response time to the Inbox within 24 hours
- Consistent, regular posting plan

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Continue with Dawn Lemle report:

- Cont.'d Developing an advertising POA for furthering the AgEd programs and promo them – breakdown UrbanAg for more detailed information
- Set up new generic Google account capitolconservationdistrict@gmail.com
- Set up new YouTube Channel for future use, POA for development
- Cont. working with the new camera equipment to learn it's uses, limits and abilities.
- Seed giveaway program: o Sorted seed, stuffed envelopes
- Finalized distribution list
- Final total: 390 packets (*This does not include those mailed or distributed to schools by Sue.)
- Worked with Stamps.com to upload and prepare for batch postage. Contacted Stamps for technical assistance.
- All packets are mailed.
- Community Gardens: o East End: Ongoing ▪ Site visit with Terry, Julie & Keeley
- Second site visit with Terry & Keeley – Evaluation of new proposal for site
- Garden beds will be moving to another location on the property.
- POA developed with City & plans drawn by Julie.
- Board Report 03.17.21 Dawn Lemle Soil Conservation & Urban Ag
- Garden at a standstill until City of Charleston finishes the move
- Taking applications & updating the contracts
- Clendenin Comm Garden Development Plan: New Garden ▪ Meeting with Mayor Summers, Terry, Rick, & Erica Kearns
- Wrote proposal for POA
- Priced materials for development
- Pending Board Approval
- Working with Caroline for a flower workshop this month
- Started our YouTube Channel for CCD content uploads
- Ongoing POA development for 2nd quarter
- Initial contact and meeting with Jessica Hudson
- Initial contact with Patriot Gardens for future
- POC Bev Stern for future cooperation (KEYS)
- Further educational efforts in our District through schools and MG program.
- Develop networking and collaborative plan with other programs, community garden efforts, etc.a
- POA to follow-up with seeds sent to schools by Sue ▪ Follow-up on how they are using them, potentially further relationship
- Conducting research on current topics, websites, social media platforms to see what others are doing, postings and involved with.
- POA for future ideas and plans for our district activities or workshops
- Workshop Updates:

Continue with Dawn Lemle report:

- Community Cooperative: New Developing Plan
- Onsite Visit with Jess Hudson: WVU Extension
- Research Content: Ongoing
- Contact with Clyde: Open communication, shirt printed, potential farm visit and articles for 2nd Quarter or Social Media
- NRCS – Still awaiting my Access card. Continuing to do required testing for NRCS standards and

8. Supervisor Reports

A. Clyde Bailey-

02/02/21-Switched out heap trailers at both stables
02/03/21-CCD Special Meeting/then hauled #2 trailer w/gravel to Sunday stables
02/05/21-AgEP subcommittee meeting
02/8/21-CCD Remote office/signed checks & turned in receipts
02/09/21-Switched heap trailers out at both stables
02/12/21-Legislative Committee Meeting
02/15/21-Due to weather TM stables to dump trailer
02/16/21-Due to weather TM stables to dump trailer
02/18/21-AgEP Subcommittee Special meeting
02/23/21-Heap switched ad dump trailers
02/24/21-CCD February Board Meeting by skype
02/25/21-Special CCD Heap meeting
02/26/21-AgEP Special Subcommittee meeting

B. Richard Sams-

02/03/21-CCD Special Meeting
02/24/21-CCD Regular Board Meeting
02/25/21-Urban Ag Meeting in Clendenin, WV Town Hall

C Valerie Thaxton-

02/03/21-CCD Special Board Meeting
02/09/21-Met with Sue and signed checks
02/24/21-CCD Regular Board Meeting
02/25/21-Met with Clyde Bailey and Terry Hudson at Clyde's house.

D. Sally Shepherd-

02/03/21- CCD Special Board Meeting
02/24/21-CCD Regular Board Meeting

Terry Hudson-

- February
- 25th Met with Sue at office to sign checks and paperwork
- 26th Clendenin Town Hall meeting with Mayor Summers, Rick and Dawn
- On Community Garden

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Continue with Chairman Hudson report:

- March
- 1st East End Community garden meeting with Council person Keeley Steele, Julie and Dawn
- 3rd Envirothon meeting Flatwoods, WVACD audit
- 4th Phone calls with John Bourdon on WVACD grant
- 5 th Call with Brian Farkas to discuss legislative bill HB357
- 8th Sally Sheppard to discuss West Virginia grant
- 8th Call with Russell to talk about special meeting for to allow more time to rank Ag Ep requests
- 9th Weekly Planning call with Julie and Dawn
- 9th Call with Bob Buchanan on WVACD audit
- 10th Call with Clyde to discuss HEAP proposal
- 12th Call with Russell about Ag Ep proposal
- 15th Meeting at East End Community Garden with Council person Keeley Steele and Dawn
- 16th KCSWA board meeting
- 17th CCD board Meeting.

New Business:

9. (D/M) AgEP Applications-

- a. Special Board Meeting Recommended by Russell Young
- CCD Special Board Meeting is set for March 31, 2021 @ 2:00pm
- Sue will prepare agenda and sent out by March 24th, 2021

10. (D/M)-Clendenin Garden Project

- Clyde Bailey made a motion to spend \$2000.00 on the Clendenin Community Gardens & Sally Shepherd made 2nd motion.
- All in favor

11. (D/M)-Clothing Allowance for Dawn Lemle-District Employee

- Clyde Bailey made the motion to allow clothing allowance (up to \$200.00) for the new district employee Dawn Lemle to purchase shirts, T-shirts hat and steel toed boots Richard Sams 2nd motion.
- All in favor.


Correspondences: None


Unfinished Business: None

Meeting Adjourned: 10:17am

April Board Meeting will be April 21, 2021 at 9:00 am

Happy Saint Patrick Day March 17, 2021


Chairman Hudson


Date