

Capitol Conservation District

418 Goff Mtn. Road Suite # 102 Cross Lanes, WV 25313

April 2021 Meeting Minutes

Wednesday April 21, 2021 9:00 am

Regular Board Meeting will be held at Guthrie in the Board Room

Attendance

Chairman-Terry Hudson
Vice Chair-Clyde Bailey
Treasurer-Valerie Thaxton-Skype
Secretary-Richard Sams
Supervisor-Sally Shepherd-Skype

Admin Specialist-Sue Brand
Area Director-Kim Fisher
Conservation Spec-Russell Young
Watershed Manager-Judith Lyons
District Employee/NRCS-Dawn Lemle

Levi Cypher-Watershed

CALL BOARD MEETING TO ORDER—9:02am

APPROVAL OF MARCH 17th & 31st BOARD MEETING MINUTES-

- Clyde Bailey 1st motion & Sally Shepherd 2nd motion to accept the minutes from both meeting. All in favor
- FINANCIAL REPORTS/INVOICES (M)** Co-Administered, Grant, District Funds Report. Supervisor Per Diem & Travel.

Bills to be paid as funds permit and coordinated by office staff and filed for audit

- Valerie Thaxton 1st motion & Sally Shepherd 2nd motion to accept all financials and file for audit. All in favor.

REPORTS

1. NRCS -Julie Stutler-

- Environmental Quality Incentives Program (EQIP)& Agricultural Management Assistant (AMA)
Applications have been ranked, funding will be announced April 23, 2021, applications selected for funding will be obligated by June 25th.
- Conservation Stewardship Program (CSP)
Apply for new contracts & cutoff for renewing contracts is March 31st. Applications must be ranked & assessed over the next few months.
- East End Community Garden
Met with Terry & Dawn to get the plan together to finish up the garden & do a workshop on May 1st.
- COVID-19 Guidelines
Wear a face covering at all times & staffing is limited to 50%, office is opened to visitors by appointment

2. AgEP Russell Young-

- Still processing AgEP applications & verifications for completed projects
- Participating in the State Conservation Com Call where the AgEP program was officially approved for FY22, which included all program revisions recommended by the State AgEP Committee as well as the new allocation formula. Gearing up for FY22
- Items on the Agenda later regarding the FY22
- Getting ready to close out FY21 and start up FY22, there is a bit of overlap with those two (2) things so agency personnel will be busy the next couple of months.

3. Solid Waste Chairman Hudson-

- Chairman Hudson stated that he would bring the next meeting material to the May meeting to share.

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4. RC&D Report Chairman Hudson-

- RC&D met last week & Chairman Hudson requested receipts for the gravel and transportation receipts.

5. WVCA Report Kim Fisher-

A. (D) Administrative Survey

- a. Board Meeting Information (Email/Regular Mail)
- b. District Correspondence how does the supervisors want
- c. District Board Meeting "DRAFT" Minutes how would the supervisors want to receive these drafts?
- d. District Board Meeting "APPROVED" Minutes the A.S. have been instructed to post the "APPROVED" district board meeting minutes with 24 hours to the district webpage!"
- Conservation Legislative Agenda
 - Working with the WVACD Legislative Committee HB 2633 has been approved by the House and endorsed by the Senate Judiciary Committee.
 - House Finance Committee has submitted an FY22 budget that keeps WVCA funding at current level
 - It is important that you reach your elected officials to encourage them to support the FY22 WVCA budget.
- AgEP:
 - April 2021-Presentation of upcoming FY AgEP to SCC
 - May/June/July 2021-CD's to finalize upcoming FY program, update AgEP agreement addendum, take action to approve LOR's
- State Fair of WV Sign Up:
 - Sign up sheet is now available to volunteers
- Conservation Farm Tours:
 - Although COVID-19 still has the state in its grips, it is 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.
- 6. WVCA Watershed Report Judith Lyons-**
- **Citizen Contact Reports (CCR)**
 - Governors declaration for the flood event of March 1 is expired. If the district receives any calls about damages from the flood, they are not eligible for any flood work at this point.
- **Request for Assistance (RFA)-Stream Permits**
 - None received. Sara Kendall site has been sent to the COE for approval.
- **O&M EAP/SOR**
 - Blake Armour #7, Elk Two Mile #12, Elk Two Mile #13, Elk Two Mile #14 all are up to date
 - Elk Two Mile #14-Sent resubmission letter to GAI (Kenneth Kinder) to reject Task #2 7 to revise the proposal. Multiple work orders will be done for each dam if additional work is needed. This will be one work order for regular mowing/brush cutting and another one for any additional work to be done. This help to maintain records & invoicing process.



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7. CCD Admin Specialist Sue Brand-

- Issue with a farmer where he thought the district would reimburse him for fertilizer without filling out an application. Made couple deposits into account #4308 & # 4319, received 3 new applications, working on gathering the material for the upcoming procedure audit, completed letters to go out to cooperators today 4/22/2021, working on LOR's for the May agenda.

8. District Employee/NRCS Dawn Lemle-

- Continuing Education, attended regular board meeting , special board meeting, RC&D meeting with Chairman Hudson, Environthon meeting with Chairman Hudson, WVACD Quarterly meeting with Chairman Hudson & Vice Chair Clyde Bailey, weekly communication with Julie and Chairman Hudson, contacted Clyde Bailey for a ride along with the Heap trailer, working on newsletter 2nd quarter, launching the WV Conservation Photo Contest, Community Gardens on the East End, Clendenin Garden is ongoing, onsite visit with Noel Mitchell WVU Extension, Upcoming Campbell's Creek project, New Project Dunstan American Hybrid Chestnut Tree, Grant Opportunity- Worked with Sally Shepherd on the Biochar Grant through W American Water, Still waiting on access for NRCS

9. Supervisor Reports: Bailey Thaxton Sams Shepherd & Hudson

• **Clyde Bailey-**

AgEP Enhancement Meeting

Every Tuesday works with the HEAP Trailer & dumps it (which is done every Tuesday)

03/31/2021-Special Meeting for AgEP

04/02/2021-Association meeting by skype

04/06/2021-Signed checks & paperwork

04/15/2021-Appalachian Grazing Meeting (enter on May Agenda per Clyde)

04/18/2021-Attended the Quarterly meeting at Stonewall Jackson (18, 19 & 20th April)

04/21/2021-attended the board meeting for CCD

04/22/2021-Farm Bureau Meeting

04/28/2021-Communication call with Davin White

• **Valerie Thaxton-**

04/06/2021-Signed checks & paperwork

04/15/2021-Signed paperwork & checks

• **Richard Sams-**

04/12/2021-Met Sue to get financial material for meeting

04/2021- Visited the Clendenin Site

04/2021- Signed checks

• **Sally Shepherd-**

Worked on Grant request with Dawn Lemle of \$6,000.00 through the WV American Water grant

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- **Terry Hudson-**

- 03/18/2021- Met Sue at Office parking lot to sign checks and paperwork
- 03/22-23-25/2021-Moved beds at the Community Garden on the East End
- 03/29/2021-AgEP calls Capitols proposal past with modifications
- 04/01/2021-office to sign paperwork after Special Board Meeting
- 04/02/2021-Legislative call with Greg Brown to discuss WV Code
- 04/06/2021-Weekly planning call with Julie & Dawn
- 04/07/2021-Envirothon Meeting at Flatwoods
- 04/13/2021-Call in to State awards committee meeting/State Conservation Committee Meeting
- 04/14/2021-Greater Kanawha RC&D meeting Chapmanville
- 04/15/2021-Meeting at East End Community Garden with Julie/Dawn to get punch list of what needs to be completed before May 1st workshop
- 04/18&19/2021-Attended the Quarterly meeting at Stonewall Jackson Resort
- 04/21/2021-Attended CCD Regular Board Meeting

NEW BUSINESS

A. AgEP Payment Approvals

- | | | |
|--|---------------------|----------|
| 1. Bridget Bailey | Frost Seeding | \$ 19.77 |
| 2. Octavia Cordon | Urban Ag | \$141.63 |
| 3. Pam Curry | Pollinator Planting | \$225.00 |
| 4. Erin Listermann | Frost Seeding | \$127.00 |
| 5. Joe Messer | Lime | \$900.00 |
| 6. Kristin Fry | Pollinator Planting | \$225.00 |
| 7. Zachary Boyko | Urban Ag | \$300.00 |
| ○ Clyde Bailey 1 st motion & Sally Shepherd 2 nd motion to pay all cooperators providing all paperwork is correct. All in favor. | | |

B. AgEP Application Approvals

- | | | |
|--------------------|---------------------|------------|
| 1. Leah Carver | Urban Ag | \$300.00 |
| 2. Tammy Coutz | Urban Ag | \$300.00 |
| 3. Trevor Fox | Lime | \$270.00 |
| 4. Leslie Fuller | Urban Ag | \$300.00 |
| 5. Kimberly Harper | Urban Ag | \$300.00 |
| 6. Adrienne Kastan | Urban Ag | \$300.00 |
| 7. Kevin Linhart | Lime | \$585.00 |
| 8. James Miller | Lime | \$270.00 |
| 9. James Miller | Nutrient Management | \$284.67 |
| 10. Betty Shaffer | Urban Ag | \$300.00 |
| 11. Larry Shaffer | Pond Cleanout | \$1,700.00 |
| 12. Erin VanMeter | Urban Ag | \$300.00 |
| 13. Emily Vealey | Urban Ag | \$300.00 |

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14. Terri Yates Urban Ag \$300.00

15. Leslie Young Urban Ag \$300.00

- Clyde Bailey 1st motion & Sally Shepherd 2nd motion to send and process letters to incorporators of approvals
All was in favor.
- CCD will allocate the money from the general account to pay for any overage of the approvals today.
(4/21/2021)

10. (D/M) AgEP FY21 End of Application Period

- Clyde Bailey 1st motion & Valerie Thaxton 2nd motion to stop taking FY21 applications as of today
(4/21/2021)
- All in favor

11. (D/M) AgEP Meeting for FY22 Programs

- Special meeting has been set to discuss the End of AgEP FY 21- set for 04/26/2021
- Paperwork will be submitted to Sue to print and distribute to board members prior to meeting on
Monday 4/26/2021

12. (D) Agricultural Enhancement Program Administrative Agreement

- To be discussed and motion made on Monday April 26, 2021 at 9:00am.

13. (D/M)-GAI Proposal-Judith Lyons & Levi

- It was discussed by board members and Watershed Manager to resubmit a letter to have GAI revise the proposal and omit Task #2 \$ 11,200.00.
- Letter was drafted by and submitted to put on CCD Letterhead and email to Chairman Hudson, Judith Lyons and Kenneth Kinder at GAI
- Motion was made by Clyde Bailey to reject and resubmit a letter followed by Rick Sams 2nd motion to reject and resubmit a letter to GAI.
- All in favor.

14. (D/M) Weed Wiper Rental-Clyde Bailey-

- Clyde Bailey proposed a program called the Weed Wiper Program and requested \$2500.00 be put toward this program
 - Clyde Bailey made 1st motion & Rick Sams 2nd motion to put in motion \$2500.00 toward this program
 - All in favor

15. (D/M) HEAP MO with Camp Virgil Tate

- Chairman Hudson request permission to work on the MOU with Camp Virgil Tate
- Clyde Bailey 1st motion & Rick Sams 2nd motion to give permission to work on the MOU w/CVT
- All in favor.

16. ((D/M) (2) Two New Community Garden Projects (~~Cabin Creek~~ correction Campbell's Creek & Smithers)-Dawn Lemle

- Speaking a lady that is on the board of the park
- Campbell Creek project is called the Ken Ellis

17. (D) Hosting the WVACD July Quarterly Meeting



- To gather information for the quarterly meeting from Embassy Suites/car rental company
- The contract will be in WVACD name, will watch movie at Albee Theater in South Charleston

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18. (D) CCD's Farmer of the year-

- Discussed having a farmer of year for FY22
- Last year FY21 Farmer of the Year was Jeremy Grant

UNFINISHED BUSINESS

- None

Adjourned: 12:44 pm

Financial Committee/Board Meeting to be May 19th, 2021, at 830:am

Chairman Terry Chairman:

Jeremy Grant

Date:

4-19-2021