**Capitol Conservation District**

**MAY 2021 Meeting Agenda**

**Wednesday May 19, 2021 9:00 am**

**Cross Lanes USDA Service Center - 418 Goff Mountain Rd.**

**Cross Lanes, WV 25313 - Phone 304.759.0736/681-781-8378or email:** [**ccd@wvca.us**](mailto:ccd@wvca.us)

**Attendance**

**Terry Hudson-Chairman Kim Fisher-Area Director**

**Clyde Bailey-Vice Chairman Judith Lyons-Watershed Manager**

**Rick Sams-Secretary Russell Young-Conservation Specialist**

**Valerie Thaxton-Treasurer Julie Stutler-NRCS-**Skype

**Sally Shepherd-Supervisor=-**Skype **Dawn Lemle-NRCS/District Employee**

**Sue Brand-Administrative Specialist**

**CALL BOARD MEETING TO ORDER—**9:08am

**APPROVAL OF APRIL 21st BOARD MEETING MINUTES & April 26th SPECIAL AgEP MEETING MINUTES**

* Valerie Thaxton 1st motion & Clyde Bailey 2nd motion for accept minutes from the 4/21/21 meeting. All in favor.
* Sally Shepherd 1st motion & Clyde Bailey 2nd motion to accept the minutes from the special board meeting on 4/26/21. 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 made first (1st) motion to accept the financial reports from Guthrie & DAF Accounting Firm & file for audit.
* Clyde Bailey second (2nd) motion to accept.
* All in favor.

**REPORTS**

1. **NRCS - Julie Stutler**

* EQIP & AMA Programs
* Approvals for 6 high tunnels with irrigation systems
* CSP-5 eligible applications in the district assessed & ranked, 3 general ag applications & 2 forestry
* Shade Cloth Program-Zac & Julie visited all the high tunnels and collected data for the last 9 months.
* Attended the East End Community Garden Workshop May 1, 2021
* Blakes Creek Armour Site 7) Ridenour Lake) Planning Project Meeting May 6th
* No violations found on the Food Security at Compliance Reviews
* Conservation Technician Direct Hire has been announced.

1. AgEp --Russell Young

* Still getting verifications forms in, last day for receipts is June 1st, 2021
* Working with Sue next week to get all the FY22 applications in order
* Most of your have been made aware that Russell has received a promotion this past February to a Conservation Specialist 3. The agency is currently advertising for a Conservation Specialist position in Kanawha County.

1. **Solid Waste --Terry Hudson**

* Day to Day Operations & Safety Report

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* Saturday hours are been implemented to 8:00am to 12:00pm (noon) second Saturday of each month, this month is May 8th.
* Kanawha County gave $10,000 for operation

1. **WVCA Report--Kim Fisher**

* Legislative Update-House Bill 2633 Conservation Law
* WVCA Operations will continue to telecommute until Governor removes his “safer at home” order.
* Update on NRCS Operations- up to 50% capacity of all employees
* AgEP May/June/July 2021—CD need to finalize upcoming FY program, update AgEP Agreement addendum & take action on LOR’s for FY22
* Update on Quarterly Meetings—July 19 & 20 and October 18 & 19

1. **WVCA Watershed Report –Judith Lyons**

* Citizen Contact Reports (CCR)—None
* No request for Assistance (RFA) Stream Permits
* O&M—Blakes Armour #7, Elk Two Mile 12, Elk Two Mile 13 & Elk Two Mile 14 Up to date
* Elk Two Mile 14 Seep repairs—GAI has sent over the response to NRCS comments, they have been forwards to the district along with the draft documents for bids, cost estimating & mapping.
* Invoice from Gai has been verified for payment

1. **District Employee/NRCS--Dawn Lemle**

* Working on Educational
* Attended board meetings, attended Envirothon meeting, attended RC&D meeting
* Communicating with Chairman Hudson and Julie Stutler
* Attended a Camp program in Ireland, WV, rode along with Clyde Bailey and learnt about the HEAP program
* Working on second newsletter, attended the community garden grand opening on May 1, 2021
* Clendenin garden still on going
* Sat in on a zoom meeting with Keirston Potter school teacher (that has a grow dome) Tommi with the DEP.

1. Supervisors Report-

**Clyde Bailey-**

* 04/21/2021-Attended the regular board meeting
* 04/26/2021-Attended the special board meeting
* 05/18/2021-HEAP Run with Dawn Lemle
* 5/18/2021-made a trip to Roane County
* 05/19/2021-attended the regular board meeting for CCD

**Rick Sams-**

* 04/21/2021-attended board meeting
* 04/26/2021-attended special board meeting
* 05/07/2021-Signed checks at office in cross lanes
* 05/19/2021-attended regular board meeting

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**Sally Shepherd-**

* 04/21/2021-Attending Regular Board Meeting by skype
* 04/26/2021-Attending Special Board Meeting by skype
* 05/17/2021- signed checks
* 05/19/2021-attended board meeting by skype

**Valerie Thaxton-**

* 04/21/2021-Attended Regular Board Meeting
* 04/26/2021-Attended Special Board Meeting
* 05/03/2021-Signed Checks
* 05/14/2021-Signed checks and paperwork
* 05/19/2021-Attended Regular Board Meeting

**Terry Hudson-**

* 04/22/2021-Attended WV Ag & Forestry Hall of Fame meeting at Jackson’s Mill
* 04/23/2021-AgEP meeting with Russell, Julie & Dawn
* 04/26/2021-Attended Special Board Meeting
* 04/28/2021-Pick up plants for May 1st East End Workshop
* 04/30/2021-WVACD board meeting Flatwoods & Envirothon Awards presentations at Roanoke WV
* 05/01/2021-Workshop at East End Community Garden
* 05/04/2021-CCD Office work on WVACD grant with Julie
* 05/05/2021-Final Envirothon meeting in Flatwoods
* 05/11/2021-AgEP meeting with Russell, Julie on form letters
* 05/12/2021-GKRCD meeting at Chapmanville check for CCD been processed
* 05/13/2021-Legislative meeting in Parkersburg with Wayne, Bob Donnie & Brian by phone
* 05/14/2021-Meeting at Nitro High School on constructing a high tunnel
* 05/18/2021-Kanawha County Solid Waste Authority meeting
* 05/19/2021-Attended regular board meeting for CCD

**NEW BUSINESS**

1. **(D/M) AgEp Cancelations for ~~first~~ second round sign up:**
2. Larry Shaffer Pond Cleanout $1700.00

* Upon request from Larry Shaffer to cancel his Pond Cleanout program for FY21
* Valerie Thaxton made 1st motion & Clyde Bailey made 2nd motion to cancel the program.
* All in favor

1. **(D/M) Approve for AgEp Payments**:
   1. **Dionne Canterbury Urban Ag $285.30**
   2. **Rick Clendenin Urban Ag $186.98**
   3. **Nicole Jones Urban Ag $ 46.49**
   4. **Warren Kelley Pollination $126.68**
   5. **Steve May Nutrient Management $625.00**
   6. **Steve May Pasture Reseeding $ 43.00**

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**AgEP Approvals:**

* 1. **Zane Perry Urban Ag $215.89**
  2. **Matthew Spencer Urban Ag $292.97**
  3. **Jill Watkins Urban Ag $115.00**
  4. **Jessica Woods Urban Ag $205.40**
* Clyde Bailey made 1st motion to pay all cooperators if paperwork is in order
* Valerie Thaxton 2nd motion to pay all cooperator
* All in favor

1. **(D/M) GAI Invoice # 2162120** **$2,360.00** (Professional Personnel Hours)

* Valerie Thaxton made motion to pay the invoice for GAI in the amount if $2360.00
* Clyde Bailey 2nd motion
* All in favor

1. **(D/M) Coal River Group** **Invoice # 28 $1,860.00 (Feb, Mar & April 2021 Volunteers Hours)**

* Valerie Thaxton made first motion to pay invoice
* Sally Shepherd 2nd motion to pay
* All in favor

1. **(D/M) Review and make changes to District Policy**

* Chairman Hudson requested a special board meeting to review & make changes to the district policy
* Board approved a special meeting for June 10th 2021 at 9:00am

1. **(D/M) Election of officers/board of Supervisors----(Clyde Bailey)**

* Nominating Committee was selected at this meeting they are\_
* Officers- Rick Sams & Valerie Thaxton

1. **(D/M) Nominations for FY2021 Farmers of the year Award from CCD**

* This request has been added to the special board meeting for June 10th at 9:00am

1. **(D/M) CCD Birthday May 25, 2021**

* No interested parties

1. (D/M) Purchase if rain barrels for upcoming workshop (June 19th with Liz Moss)

* The amount of $300.00 was approved for workshops late last year and will be used to purchase pickle barrels at $35.00 each
* No motion needed since approved earlier

1. **(D/M) Campbell’s Creek Summerfest & Community Garden Project**

* Dawn Lemle has requested $100.00 for supplies to help promote gardening
* Clyde Bailey 1st motion & Rick Sams 2nd motion.
* All in favor

1. **(D/M) CCD Sponsorship to the Grassland Conference in December 2021**

* Will be addressed at the special meeting set for June 10, 2021 at 9:00am
* Rough estimate costing to send someone for this event is $2500.00/or a little less

1. **CCD FY20 Operating/Supervisor Support**
2. (D/M) LOR # 12654 $30,734.00 (FY2022 CD Operating & Supervisor Support)
3. (D/M) LOR # 12655 $15,016.00 (FY 2022 CD Operating & Supervisor Support)

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LOR’S Approvals:

1. (D/M) LOR # 12656 $15,015.00 (FY 2022 CD Operating & Supervisor Support)
2. (D/M) LOR #12657 $11,662.00 (FY 2022 CD Operating & Supervisor Support)

* Clyde Bailey made 1st motion & Sally Shepherd 2nd motion to accept LOR’s for the upcoming FY2022
* All in favor

1. **Updates on CCD/WVACD July 19 & 20-Quarterly Meeting**

* Dawn Lemle is working on this event she will give update at the next meeting.
* Tentative budget is $3500.00 for quarterly meeting in July 2021

**UNFINISHED BUSINESS**

* 1. **(D/M) AgEP Administration Agreement Approval**
* Clyde Bailey made motion to accept the agreement, Rick Sams 2nd motion & Sally Shepherd 3rd the motion to accept all updates of the upcoming FY2022 AgEP Agreement

**CORROSPONDENCE: None**

Meeting adjourned @ \_\_10:58am\_\_\_\_\_

**Next Special Board Meeting June 10th 2021 at 9:00am**

**NEXT REGULAR BOARD MEETING JUNE 16, 2021 STARTING AT 9AM**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Terry Hudson-Chairman Date