

Capitol Conservation District

418 Goff Mountain Road, Ste # 102

Cross Lanes, WV 25313—304-759-0736

Wednesday June 16, 2021 9:00 am

Attendance

Terry Hudson-Chairman

Clyde Bailey-Vice Chair

Valerie Thaxton-Treasurer

Rick Sams-Secretary-Skype

Sally Shepherd-Supervisor-Skype

Kim Fisher-Area Director

Sue Brand-Admin Specialist

Mike McMunigal-Conservation Manager South-Skype

Dawn Lemle-District Employee/NRCS

Julie Stutler-NRCS

CALL BOARD MEETING TO ORDER: 9:03am

APPROVAL OF MAY 19, 2021 BOARD MEETING MINUTES:

- **Clyde Bailey 1st motion & Valerie Thaxton 2nd motion to accept the minute. 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

- **Clyde Bailey 1st motion & Valerie Thaxton 2nd motion to accept the financials and file for audit.**

REPORTS:

1. NRCS - Julie Stutler-

- Working on approvals & applications
- Dam information

2. AgEp—Russell Young

- **Not in attendance**

3. Solid Waste-Terry Hudson-

- Cardboard prices up, new senate bill #368 giving money to Solid Waste over, five-year period.
- July 1st \$33,000.00 the first year & increasing every year.
- Community clean ups start in September 2021

4. WVCA Report –Kim Fisher-

- All AgEP checks must be printed by June 30th.
- State Fair sign ups
- Area Conservation Tours still working on date

5. WVCA Watershed Report-Judith Lyons

- a. **(M) Per Judith's Watershed Section Report a motion is needed for the July job showing: Please see Elk Two Mile 14 Seep repair in Judith's report.**

- Clyde Bailey made 1st motion & Valerie Thaxton 2nd motion for a job showing.
- All in favor

6. District Employee Dawn Lemle

- Went to the RC&D meeting
- Finished with Envirothon
- Rode with Clyde Bailey for the HEAP
- Needs articles for the 3rd quarter newsletter
- Social Media following is picking up
- Working on Pollinator education, community gardens

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7. Supervisors Report-

a. **Clyde Bailey-**

- 26th Communication call
- Still working on HEAP
- Worked on Appalachin Grazing
- State Fair Meeting is scheduled foe June 18, 2021 @ 9:00am

b. **Sally Shepherd-**

- Worked on Clements
- Working on Bio Charts to make Kiln available

c. **Rick Sams**

- Attended farm bureau meeting
- At office in Cross Lanes to sign checks

d. **Valerie Thaxton**

- Trip to bank
- Signed checks

e. **Terry Hudson**

- 21st May was appointed to Small Farms Conference
- 26th May Communication Call
- HEAP meeting
- Took raised beds to Clendenin
- 7th June Meeting in Parkersburg
- 10th June Awards council meeting
- 11th June Solid Waste meeting
- High Tunnel workshop

NEW BUSINESS:

1.(D/M) AgEp Canceled for the final second round signup:

a.	Sonja Casey	Pollinator Planting	\$225.00
b.	Gary Chandler	Invasive Species	\$150.00
c.	Glen Chestnut	Invasive Species	\$750.00
d.	Corey Clendenin	Urban Ag	\$300.00
e.	Tammy Coutz	Urban Ag	\$300.00
f.	Pam Curry	Roof Runoff	\$600.00
g.	Andrew Davis	Urban Ag	\$300.00
h.	Trevor Fox	Lime	\$270.00
i.	Keith Hammack	Lime	\$810.00
j.	Stacy Kay	Urban Ag	\$300.00
k.	Jerry Layne	Lime	\$900.00
l.	Jerry Layne	Pasture Reseeding	\$250.00

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m.	Anita May	Urban Ag	\$300.00
n.	Judith Melton	Urban Ag	\$300.00
o.	James Miller	Nutrient Management	\$284.67
p.	Robert White	Pond Cleanout	\$1000.00
q.	Leslie Young	Urban Ag	\$300.00

- **Clyde Bailey 1st motion & Sally Shepherd 2nd motion to cancel the above cooperators**

- **All in favor.**

2. (D/M) AgEp Approval for Payment:

a.	Barbara Bayes	Urban Ag	\$300.00
b.	Darren Brown	Frost Seeding	\$ 80.00
c.	Darren Brown	Nutrient Management	\$ 71.38
d.	Dana Bryant	Urban Ag	\$249.74
e.	Sarah Craig	Urban Ag	\$269.93
f.	Leah Carver	Urban Ag	\$ 76.32
g.	Frieda Forsley	Urban Ag	\$230.04
h.	Leslie Fuller	Urban Ag	\$300.00
i.	Stephanie Gale	Urban Ag	\$202.09
j.	Brooke Green	Urban Ag	\$130.30
k.	Keith Hammond	Invasive Species	\$150.00
l.	Keith Hammond	Urban Ag	\$235.42
m.	Kimberly Harper	Urban Ag	\$293.42
n.	Jackelyn Johnson	Urban Ag	\$144.62
o.	Kenneth Jones	Urban Ag	\$273.80
p.	Adrienne Kastan	Urban Ag	\$100.28
q.	Rebecca Linger	Urban Ag	\$300.00
r.	Kevin Linhart	Lime	\$585.00
s.	Terri Massie	Urban Ag	\$267.91
t.	James Miller	Lime	\$229.22
u.	Sarah McClanahan	Urban Ag	\$176.24
v.	Jennifer McDonald	Urban Ag	\$239.65
w.	Domenica Queen	Urban Ag	\$286.19
x.	Michael Scarberry	Urban Ag	\$165.51
y.	Russell Scott	Pollination	\$152.55
z.	Betty Shaffer	Urban Ag	\$212.48
aa.	Sally Shepherd	Roof Runoff	\$361.47
bb.	John Shipley	Urban Ag	\$ 70.00
cc.	Tonna Smalley	Urban Ag	\$300.00
dd.	Valerie Thaxton	Heavy Use	\$1000.00
ee.	Emily Vealey	Urban Ag	\$160.35
ff.	Jon Vernon	Pond Cleanout	\$2000.00

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AgEP Payment Approvals-

gg. Tye Ward	Urban Ag	\$201.56
hh. David Whanger	Urban Ag	\$51.42
ii. Robert White	Invasive Species	\$164.89
jj. Terri Yates	Urban Ag	\$149.43

- Valerie Thaxton 1st made motion & Sally Shepherd 2nd motion to pay all corporators omitting Sally Shepherd & Valerie Thaxton. All in favor.
- Rick Sams 1st motion & Clyde Bailey 2nd motion to pay supervisors Valerie Thaxton & Sally Shepherd for the programs they participated in. All in favor.

Late AgEP Payments:

a.Heather Connolly	Urban Ag	\$291.92
b.Eryn VanMeter	Urban Ag	\$230.04

- * Clyde Bailey made 1st motion & Valerie Thaxton 2nd motion to pay payments to the two corporators that had legit reasoning for the late (by 2 days) due to emergency issues. All in favor. Copies of “why” are available to review.

AgEP Payment for Cooperator Purchasing the Wrong Material

a.Careasa Nichols	LIME	\$ 3.81
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- * The board canceled this application due to corporator purchasing pelletized lime
- * Clyde Bailey 1st motion & Sally Shepherd 2nd motion. All in favor.

3. (D/M) GAI Invoice #2162120 --\$5185.00.00 (Professional Personnel Hours)

- Clyde Bailey 1st motion & Sally Shepherd 2nd motion to pay invoice in the amount \$ 5,185.00
- All in favor

4. (D/M) Coal River Group Invoice #29-\$ 197.67 (Water Sampling for May)

- Rick Sams 1st motion to pay invoice & Valerie Thaxton 2nd motion to pay invoice #29
- All in favor

5. (D/M) Coal River Group Invoice #30 \$ 620.00 (Admin for May & Volunteer Hours)

- Valerie Thaxton 1st motion & Sally Shepherd 2nd motion to pay invoice # 30 \$ 620.00
- All in favor.

6. (D/M) Review & Update CCD Plan of Work

- Add Dawn Lemle on page 2 as part of the planning committee
- Page 8 delete “make state tree order forms available”
- Page 5 Patriot Gardens is misspelled
- Page 10 dates changed to 2021
- Clyde Bailey 1st motion & Sally Shepherd 2nd motion to amend the changes. All in favor

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7. (D/M) Review & makes changes to CCD District Policy

- Add the ability to electronically transfer funds to our district employee.
- Page 10 under electronic banking.
- District Manager needs changed to Administrative Specialist throughout policy
- Motion for Chairman to have term limits—Clyde Bailey made motion /motion died, no 2nd motion.
- All in favor.
- Page 9 Reimbursements for supervisors-#4 Clyde Bailey motion to strike and insert portion of the **state code** that speaks to that. Valerie Thaxton 2nd motion. All in favor.
- **STATE CODE:**
- **ARTICLE 21A. CONSERVATION DISTRICTS {19-21A-1 TITLE OF article**
- ***© A supervisor is entitled to reasonable and necessary expenses & a per diem of not more than \$150.00 nor less than \$ 30.00 when engaged in the performance of his/her duties. The expense & per diem rate shall be established by the state committee based on availability of funds.***
- Page 11 Revised/Clyde Bailey 1st motion & Valerie Thaxton 2nd motion to accept revised policy. All in favor

8. (D/M) Nominations for FY2021 CCD Farmer of the Year

- Nomination—Soggy Bottom Farms
- Clyde Bailey 1st motion & Valerie Thaxton 2nd motion
- Urban Ag Nomination tabled to next month board meeting.

9. (D/M) MOU for the HEAP Agreement Update for the following below:

- a. Camp Virgil Tate
 - b. Sunday's Stables
 - c. Big Tyler Mountain Stables
 - d. Glen Lucas Stables
- Sally Shepherd 1st motion & Valerie Thaxton 2nd motion to accept the MOU Agreement.
 - Camp Virgil Tate / Clyde Bailey 1st made motion & Sally Shepherd 2nd motion to accept the MOU Agreement.
 - Sunday Stables, Tyler Mtn Stables & Glen Lucas Stables/ Valerie Thaxton 1st motion & Rick Sams 2nd motion to accept the MOU Agreement. All in favor.

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10. (D/M) Carroll Greene Award Nomination (Supervisor of the Year)

- Nomination for Carroll Greene Award was Terry Hudson Chairman
- Clyde Bailey made 1st motion & Rick Sams 2nd motion. All in favor.

Unfinished Business:

a.Update on the FY2022 Quarterly Meeting

- * July 19 & 20 held at the Four Points Hotel in Charleston, WV
- * Block of Rooms under the WVACD

Correspondence: None

Adjourned: 11:20 am

Financial Committee Meeting July 21, 2021 @ 8:30 am

Next CCD Board of Supervisors Meeting July 21,2021 @ 9:00am