

Capitol Conservation District

Wednesday July 21,2021 9:00 am

Cross Lanes USDA Service Center - 418 Goff Mountain Rd.
Cross Lanes, WV 25313 - Phone 304.759.0736 email: ccd@wvca.us

Attendance

*Terry Hudson-Chairman
*Clyde Bailey-Vice Chairman
*Valerie Thaxton-Treasurer
*Rick Sams-Secretary
Sally Shepherd-Supervisor

Kim Fisher-Area Director
Judith Lyons-Watershed Manager
Russell Young-Conservation Specialist 3
*Julie Stutler-NRCS
*Dawn Lemle- Urban Ag Soil Conservationist

*Sue Brand-Administrative Assistant

* Indicates in person attendance

CALL BOARD MEETING TO ORDER-----9:05am

APPROVAL OF JUNE 17,2021 BOARD MEETING MINUTES

- Valerie Thaxton made motion & Sally Shepherd 2nd motion to accept the June minutes. All in favor

FINANCIAL REPORTS/INVOICES

** Financial reports and supervisor per diem and travel forwarded via email to the financial committee.*

Co-Administered Funds Report, District February Financial Report, Supervisor Per Diem & Travel (M) Bills to be paid as funds permit and coordinated by office staff.

- Clyde Bailey made motion to accept the financials from the bookkeeper & accounting department at Guthrie & file for audit, Sally Shepherd 2nd motion to accept the same. All in favor

REPORTS

1. NRCS-Julie Stutler

- FY21 obligated 21 contracts
- 5 eligible applications in the district have been assessed & ranked
- Field visit to Don & Patty Drake
- Completed practices
- Assisting Ken Ellis Community Park in Campbell's Creek
- Heap- MOUs signed by all stables
- Next meeting for the Blake Creek Armour Site #7 is August 5th
- Attended the Quarterly meeting
- Soil Conservationist Position-selection has been made, waiting on final paperwork.

2. Russell Young

- Has been doing rankings
- Working on upgrades for the entire state
- Updating the end of the year FY21
- Annual Report is due out soon
- Attended the quarterly meeting
- Toured the Dixie Street Gardens

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3. Kanawha County Solid Waste Authority -Terry Hudson

- No report was given due to Chairman Hudson attending the quarterly meeting

4. WVCA Report – Kim Fisher

- Districts should be wrapping up procedure audits
- “WVCA Operations will resume Tuesday September 7, 2021 (employees will return to offices)
- State Fair Sign Ups-Volunteers are needed
- WVACD Quarterly Meeting is scheduled for (10-18 & 19-2021) Flatwoods
- Reviewed the calendar of events

5. Watershed Report – Judith Lyons

- Citizen Contract Reports -none received
- Request for assistant- none received
- O&M-EAP/SOR
 - Blake Armour #7- Current and up to date
 - Elk Two Mile #12-Current and up to date
 - Elk Two Mile #13- Current and up to date
 - Elk Two Mile #14- Current and up to date
- Request a motion to conduct a pre-bid showing for the seep repair in August
- Need the board to appoint a supervisor that will oversee/attend to the contract issues:
- Invoice for GAI has been verified for payment.

6. Dawn Lemle report

- NRCS Conservation Planning
- 3rd Quarter newsletter will go out mid-August
- Out with the Soil trailer
- Visited Flynn Elementary
- Will visit Shoals Elementary
- Communicating with Julie & Terry
- Due to the miscommunications on the name of the East End Community Gardens the name was changed to Dixie Street Community Gardens
- Clendenin Community Gardens is up and running
- Several other community gardens are in conversation for future work
- Spoke with someone from Kanawha State Forest
- Attended the Quarterly Meeting at the Four Points Hotel in Charleston hosted by CCD

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7. Supervisor Reports:

A. Clyde Bailey-

- No longer hauling for the HEAP program
- Attended the State Fair Meeting in June and July
- Visited Mt. Hope Ohio for a Machinery Event
- In the process of picking up supplies for the State Fair
- Skyped in on the Communication call with Davin White
- Attended the Farm Bureau Meeting on 07/17/21
- Will be on the communication call next week
- Will attend the Farm Bureau meeting

B. Valerie Thaxton-

- Came to the office and signed checks
- Attended the Quarterly meeting & dinner
- Attended the board meeting 7/21/21

C. Sally Shepherd-

- Skyped in on the 06/16/2021 Board meeting
- Worked on the Clemson Tree Nursery
- Working on the Bio-Char project.

D. Rick Sams-

- Attended board meeting 06/16/21
- Attended the Quarterly meeting
- Attended board meeting on 7/21/21

E. Terry Hudson-

- June-
- 17th Camp Virgil Tate to sign contract for HEAP program
- 18th Awards Committee Meeting by phone
- 19th East End Community Garden Rain Barrel workshop
- 21st J Q Dickenson salt works contract for WVACD meeting
- 22nd State Fairs Committee meeting
- 23rd Office to sign checks and Awards Committee call
- 25th day long Interviews with WVCA for new Conservation Specialist
- 29th Office to sign checks
- 30th WVACD Executive board meeting Flatwoods and Awards Committee meeting

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Terry Hudson:

- **July**
- 5th Call with Wayne McKeever about Legislative Committee meet and new Executive Director advertisement
- 6th Call Shirley Hyre about agenda for Area Meeting
- 7th Legislative Meeting in Parkersburg
- 8th Went with Clyde and Julie to Sunday stables to get contract signed for HEAP
- 9th Area Meeting Flatwoods
- 12th Talked to Sue, Clyde, Judith about dams mowing
- 13th States Awards Committee Meeting and State Committee Meeting
- 14th GKRC meeting at Chapmanville and went to Four Points Hotel to finalize WVACD meeting plans
- 15th went to LaBell movie Theater and dropped off movie for the WVACD meeting and to the office to sign reimbursement forms for NRCS Ag Specialist
- 16th State Fair Committee Call
- 18th WVACD EX Board meeting
- 19th 20th WVACD Quarterly
- 20th CCD board Meeting.

NEW BUSINESS

- a. **(D/M) Coal River Group-Invoice #31--\$300.00(Cindy Holley septic system pump-out)**
 - Valerie Thaxton made 1st motion to pay invoice #31 & Rick Sams 2nd motion. All in favor. Motion passed.
- b. **(D/M) GAI Consultants-Invoice #2163747-\$5,220.00 (Engineering Services on Elk Two Mile #14 Seep Repairs)**
 - Clyde Bailey 1st motion to pay GAI Invoice #2163747 & Valerie Thaxton 2nd motion. All in favor. Motion passed
- c. **(D/M) Glen (Buck) Chestnut approve payment for \$39.99-Invasive Species.**
 - Sally Shepherd made 1st motion to pay Glen Buck Chestnut for the Invasive Species program from the general fund account for \$39.99 & Valerie Thaxton 2nd motion. All in favor. Motion passed.
- d. **(D/M) Elk Two Mile 14 Project-Job Showing, contracting for August 2021.**
 - Valerie Thaxton made 1st motion to elect Rick Sams as the supervisor to oversee the pre-bid project showing for the seep repair in August & Clyde Bailey 2nd motion. All in favor. Motion passed. Rick Sams accepted.
- e. **(D/M) OM&R Work Orders for mowing Site #12,13 &14, Elk Two Mile to be reviewed/or signed.**
 - OM&R work orders were tabled till the August meeting due to the amount of the mowing on Dams 12, 13 & 14 were over the limit which the district policy states that anything over the amount of \$10,000.00 must go out for bids sealed.
- f. **(D/M) Annual Dues \$4000.00 due to WVACD**
 - Clyde Bailey made motion to pay the \$4000.00 membership fee to WVACD & Rick Sams 2nd the motion. All in favor. Motion passed.

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- g. **(D/M) Election of officers of CCD for FY22-**
 - **Election of officers will remain the same:**
Terry Hudson-Chairman
Clyde Bailey-Vice Chairman
Rick Sams-Secretary
Valerie Thaxton-Treasurer
 - Rick Sams nominated Terry Hudson-Chairman—Clyde Bailey-Vice Chairman & Valerie Thaxton-Treasurer- Sally Shepherd 2nd the motion. All in favor. Motion passed for FY2022.
 - Clyde Bailey made motion to nominate Rick Sams as Secretary & Sally Shepherd 2nd motion. All in favor. Motion passed.

AgEP Application Approvals

- a. **Nicole Jones** **Urban Ag**
- b. **Donna Koontz** **Pollination**
- c. **Donna Koontz** **Urban Ag**
- d. **Joe Messer** **Nutrient Management**
- e. **Joe Messer** **Hay Reseeding**
- f. **Nikki Parker** **Urban Ag**
- Sally Shepherd made motion to approve all applications and the amounts listed below:
 - a. Nicole Jones Urban Ag \$300.00
 - b. Donna Koontz Urban Ag \$300.00
 - c. Donna Koontz Pollination \$225.00
 - d. Nikki Parker Urban Ag \$300.00
 - e. Joe Messer NM \$950.14
 - f. Joe Messer Hay Reseeding \$375.00
- Clyde Bailey 2nd motion to approve all applications and amounts. All in favor. Motion passed.

UNFINISHED BUSINESS:

- a. **CCD Conservation Farm of the Year**
Shelia Trader Soggy Bottom Farm will be the Farm of the Year.
- Clyde Bailey made 1st motion & Sally Shepherd 2nd motion. All in favor. Motion passed.
- b. Update on the FY2021 Quarterly Meeting
- FY2021- Quarterly Meeting was a success, everyone that attended seem to have been pleased.

Meeting Adjourned @ 12:07pm

Financial Committee Meeting August 18, 2021 @ 8:30am

Next Board Meeting August 18, 2021 @ 9:00am

Terry Hudson
Chairman
8-18-2021
DATE