



# Capitol Conservation District

August 2021 Meeting Minutes  
Wednesday August 18, 2021 9:00 am  
Meeting held at Camp Virgil Tate  
1400 Camp Virgil Tate Road  
Charleston, WV 25312

Phone 304.759.0736 email: [sbrand@wvca.com](mailto:sbrand@wvca.com) or [ccd@wvca.us](mailto:ccd@wvca.us)

## ATTENDANCE

Terry Hudson—Chairman  
Clyde Bailey---Vice Chair  
Valerie Thaxton-Treasurer  
Rick Sams-Secretary  
Sue Brand-Admin Specialist  
Mike McMunigal-Conservation Service Manager-South  
Anthony Winters-Conservation Specialist  
Judith Lyons-Watershed Manager  
Dawn Lemle-NRCS

Kim Fisher-Area Director\*  
Russell Young-Conservation Specialist 3\*  
Sally (Sarah) Shepherd-Supervisor\*

- Indicates virtual call in \*

## CALL BOARD MEETING TO ORDER-

- 9:02 am

## APPROVAL OF JULY 21, 2021 BOARD MEETING MINUTES-

- Clyde Bailey 1<sup>st</sup> motion & Valerie Thaxton 2<sup>nd</sup> motion to accept all the July 21, 2021 meeting minutes. 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 read and discussed the financial report and bank statements the board made the motion to accept the financial & file for audit.
- Clyde Bailey made 1<sup>st</sup> motion & Rick Sams 2<sup>nd</sup> motion. All in favor.

## REPORTS

1. Kanawha County Solid Waste Minutes-- Chairman Hudson
  - Public Comments given
  - Day to Day Operation & Safety Report
  - Schedule for Fall Cleanups is set for October 30<sup>th</sup>

Greater Kanawha RC&D Report--Chairman Hudson

- Report was given by Chairman Hudson on the Greater Kanawha RC&D Council
- Brochure was passed around
- Old Business discussed
- New Business discussed
- Meeting was adjourned

2. Agriculture Enhancement Programs --Russell Young/Anthony Winters

- Russell Young will be contacting each district to find out who is there representative to the AgEP State Committee
- Russell Young will then set up a virtual call meeting to get everyone ready for the FY23 AgEP process, hopefully sometime in September 2021.

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3. NRCS--Julie Stutler
  - **Environmental Quality Incentives Program (EQIP) and Agricultural Management Assistance (AMA) FY 21 contracts—10 Contracts have been obligated & 1 Forestry application was just approved**
  - **CSP Stewardship (5) five have been approved**
  - **(4) four field visits to New Participates**
  - **Assisting Ken Willis Community Park in Campbell's Creek**
  - **Met with Dawn Lemle and visited a couple of high tunnels**
  - **Next meeting for the Blakes Creek Armour Site 7 (Ridenour Lake) Watershed Planning Project Meeting**
  - **Soil Conservationist Position- new employee will start on October 12th**
4. WVCA August 2020 Report--Kim Fisher
  - **Carroll Greene nomination form is due 09-01/2021 to Belinda Withrow**
  - **CDO Budget Expenditure Report for FY20 due 09-01/2021**
  - **Procedure Audit asking each district to take steps in getting this completed**
  - **WVCA Operation for returning to work has been pushed back Area Director will keep us updated**
  - **Quarterly Meeting is scheduled October 18 & 19, 2021 @ Flatwoods**
5. WVCA Watershed Report--Judith Lyons
  - **Received a call for assistance for the blockage the Pocatalico stream will be taken care of with 7-1-3U Agreement with Kanawha County Commission & the District. Rodney Loftis (retained by Kanawha County Commission) will provide an estimate to remove the blockage & reclaim the site. Kanawha County will do the contracting.**
  - **Elk Two Mile #14 is being mowed currently by the Southern Conservation District work crew in preparation for a job showing to be held for the seep repair project for the dam as the comments are approved as addressed by GAI.**
  - **District decided on October 25, 2021 @ 9:00am Annual Dam Inspection the crew will meet at Top Shop**
6. Soil Conservationist--Dawn Lemle
  - **Sites visits with Julie Stutler-NRCS**
  - **Visited Sally Shepherd's Farm**
  - **Attended the Dam Mowing Demo**
  - **Attended the Envirothon Meeting**
  - **Newsletter coming out around the end of August/ first week of September**
  - **Working on campaign for programs**
  - **Working on various high tunnels with area schools**
  - **Working with outreach**
7. Administrative Assistant Report--Sue Brand
  - **Procedure Audit been conducted by Rod Lowe**
  - **Honorary Member/Member at Large forms are in your packets for appointing someone**
  - **Two invoices from Brody at Coal River Group with the same invoice number was sent back to Brody to resend corrected invoice numbers**

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- Informed the Board of my absentee from my position starting August 26, 2021, undetermined what day will return to work, also let the board know that Kim Fisher will let me know further details on/if anyone is filling in for me and will discuss with them soon.
  
- 8. Supervisors Reports-Clyde Bailey, Terry Hudson, Valerie Thaxton, Rick Sams & Sally Shepherd
- A. Clyde Bailey-
  - **07/27/21-Called in to Communication Call**
  - **07/30/21-State Fair Work**
  - **08/03/21-Office and met new Conservation Specialist Anthony Winters & Signed checks**
  - **08/04/21-Completed more State Fair work**
  - **08/06/21-Grass Demo on Dam Site #14**
  - **08/09/21-Loaded trailer for State Fair**
  - **08/10/21-Transported trailer & set up booth at State Fair**
  - **08/11/21-Office and signed checks**
  - **08/12/21-Worked State Fair all day**
  - **08/14/21-Worked State Fair all day (due to having people who were sick not able to work their lotted time)**
  - **08/15/21- Worked State Fair all day (due to having people who were sick not able to work their lotted time)**
  - **08/16/21-Attended the Job Showing for the HEAP Project**
  - **08/18/21-Attended the Board Meeting at Camp Virgil Tate**
- B. Valerie Thaxton-
  - **Signed checks**
  - **Worked the State Fair**
  - **Attended the Board Meeting 8/18/21**
- C. Rick Sams-
  - **07/31/21 Visited the Clendenin Community Gardens**
  - **08/16/21 Attended the Job Showing at Tyler Mt & Camp Virgil Tate**
  - **08/18/21 Attended the Board Meeting today**
- D. Sally Shepherd
  - **No comments**
- E. Terry Hudson
  - **07/26 thru 30- High Tunnel Workshop Prichard Elementary School**
  - **08/02/21-Call with the Legislative Committee**
  - **08/03/21-Flatwoods to attend the interviewing for the Executive Director of WVACD**
  - **08/04/21-Envirothon Meeting at Cacapon State Park**
  - **08/06/21-Demo at Dam #14 with Bobcat to demo Spider mower**
  - **08/09/21-Area Meeting Flatwoods**

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- 08/10/21-Went to Clyde Bailey to set up WVACD fair booth
- 08/11/21-Office to Sign Checks & paperwork
- 08/13/21-Went with Mike McMunigal & Anthony Winters to flag the contract site
- 08/14 & 15/21- Worked the State Fair Booth
- 08/16/21-HEAP Job Showing
- 08/18/21-Attended CCD Board Meeting

**NEW BUSINESS**

**1. (D/M)-AgEP Application Approval**

- |                        |                     |           |
|------------------------|---------------------|-----------|
| a. Michael/Erin Kearns | Urban Ag            | \$ 300.00 |
| b. Marinda Lanham      | Urban Ag            | \$ 300.00 |
| c. Bryan Rawson        | Nutrient Management | \$ 137.26 |
| d. Robert White        | Pond Clean Out      | \$ 750.00 |

- Valerie Thaxton made 1<sup>st</sup> motion & Rick Sams 2<sup>nd</sup> motion. All in favor.

**• SUPERVISOR PARTICIPATION:**

- |                   |           |           |
|-------------------|-----------|-----------|
| a. Sally Shepherd | Heavy Use | \$1000.00 |
|-------------------|-----------|-----------|

- Supervisor Shepherd application was approved and ranked by WVCA (Kim Fisher-Area Director)
- Sally Shepherd rescued herself from the board meeting while the board voted on the approval & amount of her application for Heavy Use
- Valerie Thaxton 1<sup>st</sup> motion & Rick Sams 2<sup>nd</sup> motion. All in favor.

**1. (D)- "CCD Report and Trends for FY21-Russell Y.**

- Russell Young will have a report in September 2021 meeting

**2. (D/M)-Coal River Group Invoice #32- \$6600.00 (Candice Rubio Pump & Septic Clean out)**

- Valerie Thaxton 1<sup>st</sup> motion & Rick Sams 2<sup>nd</sup> motion. All in favor.

**3. (D/M)-Coal River Group Invoice #35 \$ 197.67 (June Water Sampling)**

- Valerie Thaxton 1<sup>st</sup> motion & Rick Sams 2<sup>nd</sup> motion. All in favor.

**4. (D/M)-LOR ID#12679-\$6,000.00 for FY22 Annual Contribution O&M Kanawha County Commission**

- Valerie Thaxton 1<sup>st</sup> motion & Rick Sams 2<sup>nd</sup> motion. All in favor.

**5. (D/M)-LOR ID#12680- \$15,000.00 for NPS1646 HEAP AgEP- Demo/Nutrient Management**

- Rick Sams 1<sup>st</sup> motion & Valerie Thaxton 2<sup>nd</sup> motion. All in favor.

**6. (D/M)-LOR ID#12664-\$24,000.00 for FY22 AgEP – Allocation**

- Rick Sams 1<sup>st</sup> motion & Valerie Thaxton 2<sup>nd</sup> motion. All in favor.

**7. (D/M)-\$1,000.00 to donate to the WVACD Education Fund**

- Valerie Thaxton 1<sup>st</sup> motion & Rick Sams 2<sup>nd</sup> motion. All in favor.

**8. (D/M)-Per Proposal Rent/Purchases of Slop Mower and possible match any funds**

- Valerie Thaxton 1<sup>st</sup> motion & Sally Shepherd 2<sup>nd</sup> motion was approved for further research and later a discussion on the findings.

**9. (D/M)-FY2022 District Annual Banquet**

- Valerie Thaxton 1<sup>st</sup> motion & Terry Hudson 2<sup>nd</sup> motion to share the banquet with Farm Bureau.
- All in favor.

**10. (D/M)-2021 Awards Banquet Registration Form**

- Farmer of the year will be attending the Awards Banquet they are the Shelia Trader & Tony Ledbeter of Soggy Bottom Farms
- CCD will pay for the charge of dinner and mileage & not to exceed \$500.00
- All in favor.

**11. (D&M)-Reimbursement will be made to CCD from the HEAP funds per the receipts. \$6,772.93**

- Valerie Thaxton 1<sup>st</sup> motion & Rick Sams 2<sup>nd</sup> motion. All in favor.
- UNFINISHED BUSINESS:
  - a. Chairman Hudson asked for prayers and to send sympathy card to Jim Nester.
  - b. Rick Sams thanked everyone for the cards and flowers that he received during the death of his mom.
- CORRSPONDENCE:
  - A. New Life Nursey, Inc. Flyer
  - B. DEP Letter dated 08/02/2021

**Adjourned: 10:30am**

***Financial Committee Meeting at 8:30am & Regular Board Meeting will be held starting at 9:00 am 9-15-2021***