 ******Capitol Conservation District**

 **Meeting Minutes**

**Wednesday, September 15, 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 or ccd@wvca.us

**ATTENDANCE (In Person)**

**Terry Hudson – CCD Chairman**

**Clyde Bailey – CCD Vice Chairman**

**Valerie Thaxton – CCD Treasurer**

**Rick Sams – CCD Secretary**

**Suzie Steele – WVCA Administrative Specialist**

**Anthony Winters – WVCA Conservation Specialist**

**ATTENDANCE (Via Call In)**

**Sally Shephard – CCD Supervisor**

**Kim Fisher – WVCA Area Director**

**Russell Young – WVCA Conservation Specialist**

**Dawn Lemle – NRCS Soil Conservationist**

**Julie Stutler - NRCS**

**CALL BOARD MEETING TO ORDER – 9:00 am by Chairman Hudson**

**APPROVAL OF AUGUST 18, 2021, BOARD MEETING MINUTES**

* Valerie Thaxton moved to accept the meeting minutes; Sally Shephard seconded; motion passed.

**FINANCIAL REPORTS/INVOICES (M) Co-Administered, Grant, District Funds, Supervisor Per Diem & Travel, and bills to be paid as funds permit; coordinated by office staff and filed for audit**

* Valerie Thaxton read and discussed the financial report and bank statements for the Co-admin funds accounts.
* Suzie Steele reported on the statements from the district bookkeeper. They will be forwarded to the supervisors as soon as they are completed.
* Valerie Thaxton moved to accept the Co-admin financial reports and file for audit; Sally Shephard seconded; motion passed.

**REPORTS**

**September WVCA Report - Kim Fisher**

* CDO Budget Expenditure Report for FY21 - This report was due to Guthrie by September 1.
* Agreed Procedures Engagement (Audit) - Conservation Districts are asked to begin the Agreed Procedures Engagement (APE) (audit) soon after the close of the fiscal year on June 30th. It is important that each district read their audit, and then take steps to correct any findings noted by the auditors. If you have questions, ask Kim or Jeremy.
* O&M Sponsorship Agreements - Don’t forget to review your local sponsorship agreements and send to your local government partners for the FY22 budget year. These agreements must be renewed annually to comply with constitutional budget provisions regarding fiscal years.
* WVCA Operations - The WVCA is continuing to telework and is encouraging its employees and district supervisors to follow COVID protocols, continue wearing masks and practice social distancing. The WVCA also encourages the continued use of telecommunication as much as possible. WVCA staff will continue to work from home until December. Situation will be reevaluated at that time.
* 2021 Dates for the WVACD Quarterly Meeting - October 18, 19 & 20 at Flatwoods Days Inn. The annual banquet has been cancelled by the association this year.
* Supervisor Directory - Davin White is working on finalizing a new version of the supervisor directory. Please review your district’s information and update. If you need a photo or would like to update your photo, please

have your AS take a new headshot photograph and send to Davin. Submit photos and updates by Oct. 1.

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* 2021 Calendar of Events – Deadlines

If you have meetings/events that need to be included, let your Area Director know.

September 6 Labor Day – Holiday

October 11 Columbus Day – Holiday

October 12 WV State Conservation Committee Meeting. Will be a teleconference meeting.

**Watershed Report - Judith Lyons**

* Flood Hurricane Ida (CCR): None received
* Request for Assistance (RFA)-Stream Permits: None received
* O&M/EAP/SOR:
* Blakes Armour #7-EAP-Current, Issue Date: 11/15/20
* Elk Two Mile #12-EAP-Current, Issue Date: 10/5/18-EAP will be ready for signature at Oct. board meeting.
* Elk Two Mile #13- EAP-Current, Issue Date:10/5/18-EAP will be ready for signature at Oct. board meeting.
* Elk Two Mile #14-EAP-Current, Issue Date: 2/8/21
* Elk Two Mile 14 Seep repair
* GAI has revised the design according to the comments from Ft. Worth national review of the NRCS. Those revisions will now go to the state NRCS engineer and staff for approval of the comments and revisions addressed.
* Annual Inspections scheduled for October 25

**NRCS – Julie Stutler**

* Environmental Quality Incentives Program (EQIP), Agricultural Management Assistance (AMA), and Conservation Stewardship Program (CSP) FY2021 Obligations Completed
	+ 13 contracts
	+ 1,625 acres
	+ $ 173,206.00
* Field Visits to New Participants
* Making field visits over the next several weeks to catch up on planning and program signups. If you know of anyone that may be interested in a planning visit or interested in signing up for a program, please have them call me.
* Ken Ellis Community Park in Campbell’s Creek drainage design completed and sent to park leaders.
* Blakes Creek Armour Creek Site 7 (Ridenour Lake) Watershed Planning Project Meeting - September 2nd.
* Soil Conservationist Position - new employee will start on October 12th.
* Office staff has been reduced to 25%, masking is mandatory, and no visitors are allowed at this time.

**CCD AgEp - Anthony Winters**

* Worked on CCD, ECD, & GCD rankings and field visits
* Reviewed applications and did rankings. Waiting on soil tests for other applications.
* Discussion about the AgEP forms being online.

**Solid Waste - Terry Hudson**

* They will be meeting next week

**Soil Conservation Report - Dawn Lemle**

**Administrative Specialist Report - Suzie Steele**

* No report
* Happy to assist the board. Please contact her with any questions or concerns

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**Supervisor and Committee Reports - All Supervisors**

* Valerie Thaxton – No report
* Sally Shephard – No report
* Rick Sams
* Inspected mowing at watershed 14
* Attended the WV State Fair
* Clyde Bailey
* Attended WV State Fair. The rack cards for districts were well utilized.
* He cleaned the WVACD state fair trailer and inventoried its contents.
* He attended the Appalachian Grazing Conference planning committee meeting on August 19. The conference is planned for March 10-12, 2022. He presented additional information on the conference.
* Attended the HEAP job showing on August 23 and bid opening on August 30
* Signed checks on September 2
* Worked with a cooperator on September 3
* Informed the board of the maintenance needing performed on the dump trailer
* Terry Hudson

July

* + 23rd HEAP job showing
	+ 24th Communication call
	+ 25th Office to sign checks, and talked with Julie and Dawn about Sue being off
	+ 26th Code Meeting by phone
	+ 30th Special meeting to approve HEAP contract

August

* + 1st Envirothon meeting Flatwoods
	+ 2nd CCD office sign checks
	+ 8th RCD meeting Chapmanville/ Saint Albans to look over high tunnel
	+ 11th Saint Albans community garden to put plastic on high tunnel
	+ 13th Lucas Farm to help with HEAP
	+ 14th Dorsey Stable contractor was a no show
	+ 15th CCD Board meeting

**NEW BUSINESS**

1. **Mowing of Dams 12 & 13** – Clyde Bailey moved to accept the quote from Ryan Environmental in the amount of $5,000.00; Valerie Thaxton seconded; motion passed. Options are being pursued for next year’s mowing.
2. **Reimbursement to Julie Stutler for display** – Julie expressed that she does not want to be reimbursed. After discussion, Clyde Bailey moved for the district to get her a $100.00 gift card; Valerie Thaxton seconded; motion passed.
3. **Clements State Tree Nursery** – Sally Shephard presented information on the nursery and the need for keeping it open. She asked the district to support her, and the efforts being made to assure this happens. The board expressed their understanding of the importance of the nursery. Clyde Bailey moved that the board support Sally Shephard and her involvement in the actions to keep the nursey open; Rick Sams seconded; motion passed.
4. **FY21 CDO Supplemental Funds Report** – Report was discussed. Clyde Bailey moved to submit the report if it hasn’t already been submitted; Valerie Thaxton seconded; motion passed.
5. **Coal River Group Invoices (#33 - $9,500; #34 - $300; #36 - $9,800; #37 - $9,800)** – Suzie Steele reviewed the invoices. Clyde Bailey moved to approve payment of the invoices; Valerie Thaxton seconded; motion passed.
6. **GAI Invoice #2164841 - $2,880.00** – Rick Sams moved to approve payment of the invoice; Valerie Thaxton seconded; motion passed.

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**UNFINISHED BUSINESS**

None

**AGEP APPLICATIONS**

* Steven Arbogast – Lime – 10 Acres – 20 Ton - $400.00: Clyde Bailey moved to approve the application; Rick Sams seconded; motion passed.
* Scott Thomas – Lime – 28 Acres – 56 Ton - $1,120.00: Rick Sams moved to approve the application; Clyde Bailey seconded; motion passed.

**CORROSPONDENCE:**

1. **WV Extension Services-Women in Agriculture (Sponsorship Opportunity)** – Clyde Bailey moved to sponsor the attendance of two individuals for the conference on October 22-23 at the cost of $115.00 each; Rick Sams seconded; motion passed.

Adjourned: \_\_\_9:53 am\_\_\_\_\_\_\_\_

**Next Board Meeting will be held October 26, 2021**