 ******Capitol Conservation District**

 **Meeting Minutes**

**Wednesday, October 20, 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**

**Terry Hudson-CCD Chairman Valerie Thaxton-CCD Treasurer**

**Clyde Bailey-CCD Vice Chairman Sue Brand- WVCA Administrative Specialist**

**Rick Sams-CCD Secretary Anthony Winters-WVCA Conservation Specialist**

**Mitchell King-NRCS Lucie Law-NRCS Soil Conservationist**

**Dawn Lemle-NRCS Soil Conservation Specialist Sally Shepherd-CCD Supervisor (Via Call In)**

**CALL BOARD MEETING TO ORDER –** 9:01am by Chairman Hudson

**APPROVAL OF September 15,2021 BOARD MEETING MINUTES-**

* Clyde Bailey moved to accept the meeting minutes; Valerie Thaxton 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 & bank statements for the Co-admin funds accounts.
* Valerie Thaxton moved to accept the Co-admin financial reports and file for audit; Clyde Bailey seconded; motion passed.

**REPORTS**

1. **NRCS – Mitchell King-**
* Mitchell King is the acting District Conservationist while Julie Stutler is doing her detail. Currently NRCS is working on CSP Renewals & EQIP/AMA applications. We’re in the process of completing the rest of our field visits for QUIP & AMA signups. The dealine for application signups for the EQIP & AMA is November 5th, 2021. Lucie & Mitchell are completing CSP renewal assessments which are due on November 12th. Mitchell is looking forward to getting to know everyone & having the opportunity to work with all. If there is anything that Mitchell can do to help or assist, please let him know.
1. **New Soil Conservationist-NRCS- Lucie Law**
* Originally from WV but has not lived in the state since she was an eight grader. Earned her bachelor’s degree in Environmental from Virginia Tech & am finishing up my studies in Oregon State University’s Sustainable Forest Management master’s program. Worked at Canaan Valley Institute in Southwest Virginia& for Forest Service, mostly in Utah & Montana. She has experience in freshwater mussels & enjoys outdoors with her fiance’ Bradley & adventure-dog Zoola. She also owns a large cat named Coop. Her hobbies are mountain biking, try to ID mushrooms, camp, hike, & go to live music concerts. She is looking forward to cross country skiing this winter**.**
1. **CCD AgEp - Anthony Winters**
* Updated applications
* Started receiving receipts & have them & have updated the HEAP Invoice.
1. **Solid Waste - Terry Hudson-No report**
2. **Soil Conservation Report - Dawn Lemle**
* Working on Community Gardens.
* Close out the Clendenin Community Gardens
* Looked at the Campbells Creek Community Gardens
* New High Tunnel in Nitro perhaps by spring.
* Working on Educational projects
* Meeting at the Ben Franklin Career Center about an Envirothon Team
* Will be working with Davin White on video
1. **October WVCA Report - Kim Fisher**
* All employees still teleworking at home.
* Quarterly meeting was held October 18 & 19, 2021.
* AgEP Admin Review spot check procedure has been reevaluated & is ow referred to as the Administrative Review.
* Supervisor Directory Davin White is working on finalizing a new version of the supervisor directory. Pease send Davin any new information or updates on the district supervisors.

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* Agreed Procedures Engagement (Audit)-Conservation Districts are asked to begin 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 take steps to correct any findings noted by the auditors.
1. **Watershed Report - Judith Lyons**
* CCR; Site 1090 Danny Good-Cross Lanes past Dempsey Drive tree in stream.
* 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 October board meeting.

* + Elk Two Mile #13-EAP-Current, Issue Fate: 10/5/18-EAP will be ready for signature at October board meeting.
	+ Elk Two Mile #14-EAP-Current, Issue Date 2/8/21
* Elk Two Mile 14 Seep repair:
	+ Nothing new to report for this month.
* Annual
	+ Scheduled for October 25. We will meet at the Top Shop on Rutledge Road at 9:00 a.m. as usual & go to ETM 14, then 13 and end up with 12. We can meet at Blakes Armour in the afternoon or go straight there as soon as we are finished with the ELK Two Mile---Boards preference.
1. **Administrative Specialist Report – Sue Brand**
* Shared the Farm of the Year (signage) information with board price and location.
1. **Supervisor and Committee Reports - All Supervisors**
* **Clyde Bailey**

September

* 22nd Traveled to London Ohio
* 27th State Enhancement AGEP
* 29thCommunication call with Davin White

October

* Attended Quarterly meeting
* Checked HEAP trailer & serviced them
* Some damages on the trailer that was at the Sunday Stables
* Worked on the agenda for Natural Resources
* Attended the Job Showing at CVT for CCD
* Attended by virtual the Steering Committee meeting
* Attended the award ceremony & was awarded the 15 year pin and certificate
* Attended the Natural Resource Committee meeting
* CCD Board meeting
* Thursday will attend the Appalachian Grazing meeting

**Valerie Thaxton**

October

* Made a trip to City National Bank to discuss

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**Continue from Valerie Thaxton:**

* **Office to sign checks**

**Rick Sams**

 **October**

**Attended the Farm Bureau meeting**

* Worked at CVT
* Virtual Teleconference meeting
* Attended the Job Showing
* Visited with Cooperators

**Sally Shepherd**

October

* Wants the board to consider working with Western district on the Clements Nursery to keep it alive.
* Working on the Carbon Down Program

**Terry Hudson**

September

* 23rd Met with Dr. Chuck Talbot on Urban Ag
* 25th High Tunnel at Teays Valley Elementary
* 27th Bids on the Job Showing
* 29th Communication call

October

* 7th Office sign checks
* 8th Hosted the Area meeting
* 10th High Tunnel workshop in Ravenswood
* 12th State Committee meeting
* 13th Pre-bid on Dams 12 & 13
* 15th Spring Hill High Tunnel workshop
* 18th Quarterly meeting
* 18th Quarterly meeting
* 20th CCD Board meeting at CVT

**NEW BUSINESS-**

**AgEP Applications Approvals:**

1. **(D/M)-Warren Mark Kelly- Urban Ag $ 300.00**
2. **(D/M)-George Ross- Hay Reseeding $ 225.00**
3. **(D/M)-James Ross- Hay Reseeding $ 88.00**
4. **(D/M)-James Ross- Heavy Use $1000.00**
5. **(D/M)-Scott Shapero- Pollination $ 50.00**
6. **(D/M)-Scott Shapero- Urban Ag $ 300.00**
* Rick Sams moved to approve the cooperators listed above; Sally Shepherd seconded., motion passed

**AgEP Payment Approvals:**

1. **(D/M)-Joe Messer- Nutrient Management $ 750.37**
2. **(D/M)-Bryan Rawson Nutrient Management $ 137.26**
* Clyde Bailey made the motion to accept & pay the amounts for the cooperators that completed their practice; Rick Sams seconded; motion passed

**Invoices that need approved to pay:**

1. **(D/M)-GAI Consultants Invoice #2167033--$ 4360.00-Professional Services through September 11,2021**
* Rick Sams made motion to pay the invoice; Clyde Bailey seconded; motion passed.

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1. **(D/M)-Coal River Group Invoice #39--$620.00-June 2021 Volunteers hours**
* Clyde Bailey made motion to pay invoice; Rick Sams seconded; motion passed.
1. **(D/M)-Coal River Group Invoice #40--$620.00-August 2021 Volunteer hour**
* Rick Sams made motion to accept and pay the invoice; Clyde Bailey seconded; motion passed.
1. **(D/M)- Reimbursement will be made to CCD from the HEAP funds per the Invoice # HEAP-002 $32.00**

 **(water sampling)**

* Clyde Bailey made motion to approve the reimbursement from the Heap funds of $32.00; Rick Sams seconded; motion passed.
1. **(D/M)-Elk Two Mile 12 & 13 for review & signatures-Kimberly Neal/Judith Lyons**
* Rick Sams made motion for Chairman to sign and date the Monitoring & Emergency Action Plans on ETM 12 & 13; Clyde Bailey seconded; motion passed.
1. (D/M)-LOR #12704 for $5000.00 for OM&R ELK Two Mile Dam #14 Additional Mowing
* Sally Shepherd made motion to authorize the LOR on 10-20-2021; Valerie Thaxton seconded; motion passed.

**Events Update:**

1. **(D/M)-Christmas Banquet 2021 will be held December 2 at CVT-Volunteers needed to plan**
* Clyde Bailey made motion not to exceed $500.00 toward Christmas Party; Rick Sams seconded; motion passed
* Dawn Lemle & Sue Brand volunteered to assist in any way.
1. **(D/M)-2022 Appalachian Grazing sponsorship to farmers.**
* CCD will sponsor 5 per from the district; no room cost only registration fee only
1. **(D/M)-Signage for our CCD’s farm of the year recognition.**
* Sign will be purchased from Kenton Ohio

 (Parkersburg district office deals with them on their signs)

**UNFINISHED BUSINESS: WV Extension Services-Women in Agriculture Update**

* Dawn Lemle & Valerie Thaxton will be attending.

**CORROSPONDENCE:**

Adjourned: \_\_\_\_10:39am\_\_\_\_\_\_

**Next Board Meeting will be held November 17, 2021**