**ATTENDANCE**

**Terry Hudson-Chairman Kim Fisher-Area Director\***

**Clyde Bailey-Vice Chairman Heather Duncan-Executive Director-WVACD\***

**Valerie Thaxton-Treasure Anthony Winters-Conservation Specialist**

**Rick Sams-Secretary-Supervisor\* Mitchell King-**

**Sally Shepherd-Supervisor\* Lucie Law-NRCS**

**Dawn Lemle-District/NRCS Employee Sue Brand-Admin Specialist**

* **Indicates they called in or skyped**

***CALL BOARD MEETING TO ORDER: Chairman Hudson brought the meeting to order at 10:01am***

***APPROVAL OF OCTOBER 20TH & 26TH BOARD MEETING MINUTES:***

* *Sally Shepherd accepted the minutes from October 20 & 26th meetings & Valerie Thaxton 2nd motion to accept. All in favor. Motion passed.*

***FINANCIAL REPORTS/INVOICES:***

* ***financial reports and supervisor per diem and travel forwarded via email to the financial committee***
* ***Co-Administered Funds Report, District October Financial Report:***
* ***Motion for bills to be paid as funds permit and coordinated by office staff and filed for audit***

*Valerie Thaxton motion to accept the financial report & Clyde Bailey 2nd motion to accept. All in favor. Motion passed.*

***REPORTS***

* ***WVCA Report- Kim Fisher***

1. *WVCA employees will continue to telecommute status for the foreseeable future*
2. *AgEP Exigency Program deadline to submit practice proposals is November 15, 2021.*
3. *Ag Day at Legislature Meet & Greet is February 7. 2022.*
4. *Districts are asked to begin their Agreed Procedure audits.*
5. *WVCA Budget talks are looking good & anticipating that things stay the same.*
6. *2022 Dates for WVACD Quarterly Meetings:*
7. *January 18 & 19 TBD*
8. *April 18 & 19 Cacapon State Park*
9. *July 18 & 19 TBD*
10. *October 17 & 18 Days Inn, Flatwoods*
11. *Districts are asked to review and update their policy manuals, District Employee handbook, Plan of Work.*

* ***NRCS—Mitchell King***

1. *Working on CSP*
2. *Eqip Visits*

* ***NRCS—Lucie Law***

1. *No report*

* ***Watershed Report – Judith Lyons***

1. *CCR- None received*
2. *Request for assistance- None*
3. *O&M:*
4. *Blakes Armour #7-EAP-Current no udpates*
5. *Elk Two Mile #12-EAP- Approved by DEP on 11/4/21, distribution in progress*
6. *Elk Two Mile #13-EAP-Approved by DEP on 11/4/21, distribution in progress*
7. *Elk Two Mile #14-EAP-Current, Issue Date 2/8/21*
8. *Mowing on ETM 12&13 Ed Cox has sent the validation of the low bidder & instructions on the NTP.*
9. *Elk Two Mile #14 Seep Repair were not able to conduct the job showing due to the length of time to get the weir box fabricated. They take up to nine weeks for order and that would put us out of the time frame due to the winter weather. It will be done in the spring.*
10. *Annuals thanks to all who participated in the yearly annual inspections. The reports will be distributed out to the districts, WVDEP, NRCS & the sponsors when completed.*

* ***CCD AgEp -Anthony Winters-***

1. *Sent out surveys to cooperators & have received a few back.*
2. *Working between both districts*

* ***Solid Waste- Terry Hudson***

1. *Re-writing the “Master Plan”.*
2. *All recyclables are up in price.*

* ***Soil Conservationist Report -Dawn Lemle***

1. *Visited Campbells Creek project*
2. *Working on a new project with Ben Franklin*
3. *Cleaning out Community Gardens*
4. *Working on a High Tunnel at Nitro*

* ***Administrative Specialist Report-Sue Brand***

1. *Calendars for 2022 arrived on Tuesday*
2. *Farm of the year sign arrived for Soggy Bottom*
3. *Working on procedure audit with Rod Lowe*

* ***WVACD-Heather Duncan***

1. *Grant application due 11/30/2021*
2. *Check emails for other grant due dates*
3. *Room reservations for Stonewall Jackson meeting should be made by January 3rd.*

* ***Supervisors Reports-***

1. ***Rick Sams-***
2. *Attended Farm Bureau Meeting*
3. *Checked out Community Gardens*
4. *Attended organic growing conference n Mt. Hope*

* ***Sally Shepherd****-*

1. *Submitted a grant for Bio-Char*
2. *Forest Carbon credit*
3. *Clements still talking to people*

* ***Valerie Thaxton-***

1. *Attended special meeting*
2. *Attended regular board meeting*
3. *Attended the Camo Virgil Tate meeting for manure pile project*

* ***Clyde Bailey-***

1. *Appalachian grazing conference meeting (5 people attending the Myrtle Beach meeting)*
2. *Attended Dam Inspection*
3. *Attended special meeting*
4. *Communication call*
5. *Looked at damages to the TMS dump trailer*
6. *NRCS did training at Clyde’s farm*
7. *WV Farm Bureau annual meeting*

* ***Terry Hudson-***

1. *Opened bids for mowing project showing*
2. *Attended dam inspection*
3. *Attended special board meeting*
4. *Attended the Kanawha County Commissioner*
5. *Communication call*
6. *Attended the WVACD Executive board meeting*
7. *Attended the RC&D meeting*
8. *Attended the Legislature sub-committee meeting*
9. *Attended the Solid Waste meeting*

***New Business***

* ***(D/M) -January 2022 Board Meeting Date needs changed***

1. *Motion made by Clyde Bailey to change the January board meeting date from January 19, 22 to the conflict with other meetings. The date of the January board meeting will be 25th, 2022.*
2. *Tentative date for the April meeting because of conflict of interest of meeting will be brought will be on the December agenda.*

* ***(D/M)-NACD- February 12,13 & 14, 2022 attendees-***

1. *Clyde Bailey made motion for the district to pay the other half of Chairman Hudson trip to Orlando.*
2. *Motion made by Clyde Bailey to send Dawn Lemle to attend meeting and Sally Shepherd 2nd motion. All in favor. Motion passed.*
3. *Sally Shepherd 2nd motion. All in favor. Motion passed.*

* ***(D/M)-Close out the Receiving Account #1041***

1. *Request came from Andrew Riffe (Accounting Department at Guthrie) to asked board to close the Receiving account at CNB.*
2. *Clyde Bailey made motion to accept the request and close the account*
3. *Valerie Thaxton 2nd motion to accept and proceed with closing the account at CNB.*
4. *All in favor. Motion passed.*

* ***(D/M)-CCD Mower letter & Slope Mower Lease***

1. *Discussion will continue next at the next meeting****.***

* ***(D/M)- SGS Invoice # HEAP-003 $96.00 for Environmental Analysis September 2021***

1. *Valerie Thaxton made motion to accept the invoice #HEAP-003 for $96.00 and pay*
2. *Rick Sams 2nd motion to pay. All in favor. Motion passed*

* ***(D/M)- New Lab Services Invoice # HEAP-004 $ 225.00***

1. *Valerie Thaxton motion to accept and pay invoice for lab services.*
2. *Sally Shepherd 2nd motion. All in favor. Motion passed.*

* ***(D/M)-Messer & Associates Invoice #2317-$500.00***

1. *Clyde Bailey motion to pay invoice for accounting services*
2. *Valerie Thaxton 2nd motion. All in favor. Motion passed*

* ***(D/M)-Compton Office Machine Invoice #10707-$795.00 for yearly contract***

1. *Clyde Bailey made motion to accept the invoice and pay*
2. *Valerie Thaxton 2nd motion to accept and pay.*
3. *All in favor. Motion passed.*

* ***(D)-Exigency AgEP Program-Clyde Bailey***

1. *Came to the floor for open discussion and Clyde Bailey is checking into this.*

* ***(D/X)-Conservation Specialist Vacancy***

1. *Discussion was taken on this-the chairman or vice chairman will have the decision*

*to only set in on the interviews****.***

* *(D/M)****-Membership for the Kanawha County Farm Bureau fee $52.00 a year***

1. *Valerie Thaxton made motion to pay the yearly fee.*
2. *Rick Sams 2nd motion. All in favor. Motion passed.*

* ***(D/M)-Email from John Sencindiver on 2022 Century Farm***

1. *Tracy Cunningham’s farm was brought to the table for further discussion.*
2. *Application is due by April 1, 2022*
3. *Need to get Cunningham’s to apply for Farm of the year*

* ***(D/M)-Email from Belinda Withrow on the Supervisors Term ending dates***

1. *Discussion only on the upcoming terms for existing supervisors*
2. *File for election in May*
3. *Everyone but Clyde Bailey is up for election*

***UNFINISHED BUSINESS***

* ***Future Newsletter updates***

1. *Dawn Lemle gave an earlier update to Clyde Bailey who was inquiring for further information.*

***Meeting Adjourns @*** *\_\_\_\_\_11:30am****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Finance Meeting @ 8:30 am***

***Next board meeting is December 15 2021@ 9:00 am***