**Capitol Conservation District**

April Meeting Agenda

**Tuesday April 26, 2022, 9:00am**

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 Sue Brand-Administrative Specialist

Clyde Bailey-Vice Chair Dylan Johnson-Conservation Specialist\*\*\*

Rick Sams-Secretary Mike McMunigal-South Service Manager\*\*\*

Valerie Thaxton-Treasurer Heather Duncan-Executive Director-WVACD\*\*\*

Diane Lumadue-Associate Julie Stutler-NRCS

Dawn Lemle-District Employee Carolyn Smith-Conservation Legacy-Visitor

 \*\*\*Call in\*\*\*

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

**APPROVAL OF MARCH BOARD MEETING MINUTES –**

* Valerie Thaxton made motion to accept minutes & Clyde Bailey 2nd motion. All in favor.
* Motion passed.

**FINANCIAL REPORTS/INVOICES**

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

1. **Co-Administered Funds Report, District February Financial Report, Supervisor Per Diem & Travel**
2. **(M) Bills to be paid as funds permit and coordinated by office staff and file for audit.**
* Valerie Thaxton made motion to accept the financials and file for audit.
* Clyde Bailey 2nd motion. All in favor. Motion passed.
* Chairman Hudson discussed the procedure audit with the board and the board approved the signature and date of the audit and send back to auditor.

**AgEP Report:**

1. AgEP Report-Dylan Johnson
* Dylan Johnson CCD new Conservation Specialist discussed the payments that would be made Application Approvals, Cooperator Approvals and Site Visits.

**Special Report:**

1. **Conservation Legacy Presentation**
* Caroline Smith was a visitor to our board meeting with information on the nonprofit organization that helps with the communities.
* Cost varies for the various jobs that they offer, 50% replacement.
* Currently jobs are offered through this organization in the Eastern Panhandle, with the hope of coming to the Charleston area.
* Website is how one may apply for the numerous of jobs offered.

**REPORTS**

1. **WVCA Report – Kim Fisher**
* Conservation Legislative Agenda-SB264 passed and has been signed by the Governor
* COVID-19 update to office personnel-May 11,2022 is return to the office full time.
* Conservation Farm Tour time to plan
* State Fair of WV sign up volunteers need to sign up to work the fair August
* 2022 Dates for the WVACD Quarterly Meetings-July 18-19 TBD—October 17-18 Days Inn Flatwoods, WV

**Capitol Conservation District**

**April 26,2022 Board Meeting Minutes**

1. **Watershed Report –Judith Lyons**
* Job Bib Reading to be held Thursday, April 28,2022 at 10:30 am
1. **NRCS-Julie Stutler**
* **Julie discussed the various:**
1. Contracts
2. 10 contracts approved, totaling $93,446
3. Forestry Conservation Activity Plan
4. 2 High Tunnel
5. 3 Forestry
6. 2 Wildlife
7. 2 Grazing
* Upcoming Deadlines
1. April 29, 2022
2. April 4,2022 thru May 13,2022
* Discussed upcoming events-Local work group/Annual Planning Meeting

Guyan Conservation District High Tunnel Workshop May 14,2022 Lincoln County

* Staffing Updates
1. Julie Stutler will start her new position on May 9th,2022 as a Outreach Coordinator
2. **Solid Waste-Terry Hudson**
* No Report available
1. **Soil Conservationist Report-Dawn Lemle**
* Doing Outreach, Attending Career Fairs, Attended Western District Board Meeting, attended Envirothon meeting at Cacapon, working on new contents, high tunnel at Nitro High School, Alban school gettinga face lift, RC&D submitted 5 grants, will be attending Putman County Meeting
1. **Administrative Specialist-Sue Brand**
* Return to the office full time May 11,2022
* Sent out reminder letters to all approved cooperators
* Working on Fy21 Procedure Audit
1. **Supervisors Report:**
2. **Clyde Bailey-Attended the following:**
* Heap @NRCS, attended WV Construction Expo, CCD’s Plan of work, Post 2022 Appalachian Grazing conference, Heap meeting with St. Albans, WVACD Grassland evaluation contest, Heap Meeting with St. Albans council, CCD/AgEP Plan for FY23, Heap cease & desist at CVT/WVACD Post evaluation contest, WVACD Natural Resources work for WVACD meeting, WVACD Quarterly meeting, Returned home, CVT Heap Compost Day, April’s CCD’s meeting
1. **Terry** **Hudson-Attended the following:**
* Office to sign checks, Heap meeting at Clyde’s with Julie and Dawn, Plan of work meeting, meeting at Ben Franklin on outdoor classroom with Dawn, Jason Hughes, Liz Moses WVSU/City of St. Albans Heap, New State Employee meeting with Mike, Russell, and Dylan Johnson, WVACD Executive Committee call, Area meeting in Flatwoods, WV, WV Awards
* Council meeting/State Committee meeting/CCD office, AgEP meeting at CCD office, Job showing at Dam 14, attended Quarterly meeting at Cacapon, attended board meeting

**Capitol Conservation District**

**April 26,2022 Board Meeting Minutes**

1. **Diane Lumadue-Attended the following:**

Attended March board meeting at CCD, met with Dawn to discuss making a master list of cooperators, water testing with Coal River Group, toured De Coal River Group meeting, attended CCD April board meeting, Little Coal River clean up at Madison to Danville

1. **Rick Sams-Attended the following:**
* Farm Bureau meeting, meeting at CCD’s office to meet the new Conservation Specialist Dylan Johnson, Conference call Central Meeting, Office at CCD to sign checks, Dam clean up, attended meeting at CCD to discuss the Plan of Work, job showing for Seep repairs on Dam #14, Farm Bureau meeting, CCD Board meeting
1. **Valerie Thaxton-Completed the following:**
* Office at CCD to sign checks, Envirothon, City National Bank to transfer funds and attended the CCD Board meeting
1. **Sally Shepherd-No Report**

**NEW BUSINESS**

1. **(D/M) AgEP New Cooperator Approvals**
2. **Joyce Andrew Urban Ag**
3. **~~Jeremy Grant Nutrient Management~~**
4. **Michael Rizzo Urban Ag**
5. **Hannah Stone Urban Ag**
* Clyde Bailey made motion to approve the new cooperators
* Valerie Thaxton 2nd motion. All in favor. Motion passed.
1. **(D/M) AgEP Application Approvals**
2. **Joyce Andrews Urban Ag $300.00**
3. **Kimberly Harper Urban Ag $300.00**
4. **Michael Rizzo Urban Ag $300.00**
5. **Hannah Stone Pollination $225.00**
6. **Susan Sunday Heavy Use $1000.00**
7. **Rob Whittington Pond Cleanout $750.00**
* Valerie Thaxton made motion to approve all applications list above
* Rick Sams 2nd motion. All in favor. Motion passed.
1. **(D/M) AgEP Payment Approval**
2. **Terri Massie Urban Ag $273.00**
* Clyde Bailey made motion to approve payment
* Rick Sams 2nd motion. All in favor. Motion passed.
1. **(D/M) ALS Invoice # HEAP-800 $345.00 FOR Fecal Coliform Water Sampling**
* Valerie Thaxton made motion to pay ALS invoice for $345.00
* Clyde Bailey 2nd motion. All in favor. Motion passed.

**Capitol Conservation District**

**April 26,2022 Board Meeting Minutes**

1. **(D/M) ~~LOR~~ for cost of (3) HEAP Trailers $ 27,798.00 (Reimbursement)**
* Clyde Bailey made motion to submit the invoices & checks that total the cost of 3 HEAP Trailers
* Valerie Thaxton 2nd motion. All in favor. Motion passed. (Copies will be submitted to Mike & Dylan Johnson for processing.
1. **(D/M) Charleston Regatta-**
* Returning to the Charleston area this year, Regatta will be busing children to visit
* Dates of operation June 30,2022 thru July 4, 2022
* Chairman suggested a subcommittee to come up with a budget and cost for CCD to participate
* Subcommittee list: Dawn Lemle, Rick Sams & Diane Lumadue
1. **(D/M) Rain Barrels-**
* Workshop set for Saturday, April 30,2022
* Dawn is asking CCD to purchase 20 rain barrels cost will be $500.00
* Clyde Bailey made motion to purchase the 20 rain barrels
* Valerie Thaxton 2nd motion. All in favor. Motion passed**.**
1. **(D/M) SWAG-**
* Has asked the board of supervisors for funds to cover items for giveaway for this project
* The board chose to allow/but not to exceed $500.00 for various items to be purchased
* Dawn is to report back to the board with an update.
* Clyde Bailey made motion & Valerie Thaxton 2nd motion. All in favor. Motion passed.
1. **(D/M) AgEP FY23 Agreement (For Approval & Signature)**
* Clyde Bailey made motion to approve part 1 of the agreement & return to Russell
* Valerie Thaxton 2nd motion. All in favor. Motion passed.

1. **(D/M) WV Dept Environnemental Protections 42nd Annual Jr. Conservation Camp**
* Valerie Thaxton made motion to pay for two campers from Kanawha County
* Clyde Bailey 2nd motion. All in favor. Motion passed.

**UNFINISHED BUSINESS:**

1. **(D/M) GSA Mileage Rate $0.585 (Tabled on the March 16,2022 minutes)**

Tabled to the May agenda.

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

\*Next Board Meeting May 18,2022 at 9:00am\*