



Capitol Conservation District

December 2021 Board Meeting Minutes

Wednesday December 15th, 10:00 am

Camp Virgil Tate--1400 Camp Virgil Tate Road Charleston, WV 25312

Phone 304.759.0736

email: ccd@wvca.us

ATTENDANCE

Terry Hudson-Chairman
Clyde Bailey- Vice Chair
Valerie Thaxton-Treasurer
Rick Sams-Secretary
Sally Shepherd-Supervisor*
Dawn Lemle-Soil Conversationist

Sue Brand-Admin Specialist
Kim Fisher-Area Director*
Judith Lyons-Watershed Manager
Anthony Winters-Conservation Specialist
Mitchell King-NRCS
Davin White-Communication Specialist

Virtual

CALL BOARD MEETING TO ORDER:

- Meeting was called to order by Chairman Hudson at 10:00am

APPROVAL OF NOVEMBER BOARD MEETING MINUTES:

- Motion was made by Sally Shepherd and seconded by Clyde Bailey to approve and accept the meeting minutes from November.
- All in favor & motion passed

FINANCIAL REPORTS/INVOICES

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

1. (M) Co-Administered Funds Report, District September Financial Report, Supervisor Per Diem & Travel. Bills to be paid as funds permit and coordinated by office staff and filed for audit
- CD was rolled over by Treasurer-Valerie Thaxton at request by the board
- Account #1041 at City National Bank be closed & Valerie Thaxton-Treasurer has provided the board with that information
- Motion was made by Valerie Thaxton and seconded by Clyde Bailey to approve and accept the financials providing all paperwork is in order and file for audit.

REPORTS

1. **Solid Waste Terry Hudson:**
 - Public Comments
 - Day to Day Operations
 - Financial Report given
 - Old Business discussed
 - New Business discussed
 - Looking into hiring an Executive Director & meeting adjourned
2. **NRCS – Mitchell King:**
 - CSP Renewals
 - Site visits
3. **AgEp – Anthony Winters:**
 - 5 Verifications
 - 2 new applications
 - Met with Sally Shepherd and discussed Heavy Use application

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4. **WVCA Report - Kim Fisher:**

- Monitoring COVID-19 situation & returning to office decision is expected by early 2022
- Meet/Greet dinner at the Ag Day/Legislature
- Agreed Procedures needs to be completed for FY2020
- WVCA Budget everything the same
- **2022 Dates**
 - a. January 18, 19 & 20 Stonewall Resort
 - b. April 18 & 19 Cacapon State Park
 - c. July 18 & 19 TBD
 - d. October 17 & 18 Days Inn-Flatwoods
- **Request to Conservation Districts**
 - a. Review the District Policy Manual Employee Manual and the Plan of Work.

5. **WVCA Watershed Report-Judith Lyons**

- **CCR:**
 - a. Site 1090- Danny Good-4942 West Washington St. Cross Lanes, WV Site visit 12/08/21-Ineligible
 - b. Site 14715-Matt Adkins-502 Kanawha Avenue Nitro WV -Site visit 12/08/21-Ineligible
- **RFA-Stream Permits**
 - a. None received
- **O&M:**
- **EAP/SOR:**
 - a. Blakes Armour #7-EAP-Current, Issue Date: 11/15/20
 - b. Elk Two Mile #12-EAP Current, Issue Date: 11/4/21
 - c. Elk Two Mile #13-EAP Current, Issue Date: 11/4/21
 - d. Elk Two Mile #14-EAP-Current, Issue Date: 2/8/21
- **Reports**
 - a. Delbert Shriver with DEP has sent out their yearly inspections for ETM 12, 14 and the ETM 13 is forthcoming. I did make note to Delbert that the report of ETM 14 stated that NRCS and WVCA had installed the piezometers and I asked him to change it as NRCS is not involved with funding for the seep repair, only the review process.
- **Mowing Contract ETM 12, 13**
 - a. Contractor completed the mowing/weed-eating/brush/woody debris from the dams. I have verified the invoice for payment after reviewing the work completed.
- **ETM 13-guard rail installation.**
 - a. DOH replied that they we had missed the construction schedule for this period and apologized for not getting back earlier. The next period would be in February. I asked them to let us know when they were scheduled to go out there to measure.
- **Elk Two Mile 14 Seep repair:**
 - a. No updates at this time. Construction will be for year 2022.
- **Soil Conservationist Report-Dawn Lemle**
 - a. Completing the community gardens
 - b. Getting ready for spring
 - c. Working on winter facebook content
 - d. Working on school high tunnels
 - e. Newsletter

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- **Administrative Specialist-Sue Brand**
 - a. Working with Rod Lowe on FY2020 Procedure Audit completion
 - b. Gathering banking information for the upcoming FY 2021 procedure audit
- **Supervisor and Committee Reports**
 - A. **Clyde Bailey-**
 - a. 11/18/21 Appalachian Grazing committee
 - b. 11/29/21 WVCA Communication call
 - c. 11/30/21 WVACD Legislation meeting
 - d. 12/02/21 CCD Awards/KCFB Christmas Banquet
 - e. 12/5 thru 12/10/21 8th National GLC meeting in Myrtle Beach
 - f. 12/07/21 State AgEP Meeting at 9am
 - g. 12/15/21 CCD's December board meeting at Camp Virgil Tate
 - B. **Valerie Thaxton-**
 - a. 11/17/21 Attended board meeting at Camp Virgil Tate
 - b. 11/23/21 Met with City National Bank on information for auditor on CD
 - c. 12/08/21 Met with Sue and signed checks
 - d. 12/15/21 Attended board meeting at Camp Virgil Tate
 - C. **Sally Shepherd-**
 - a. Working on the Clements Nursery project
 - b. 11/17/21 Attended Board meeting virtual
 - c. 12/15/21 Attended Board meeting virtual
 - D. **Rick Sams-**
 - a. 11/17/21 Attended Board meeting virtual
 - b. 12/02/21 Attended Farm Bureau/CCD Christmas Party
 - c. 12/15/21 Attended Board meeting at Camp Virgil Tate
 - E. **Terry Hudson-**
 - a. 11/22/21 Mowing dam contract 12 & 13
 - b. 11/23/21 Met with farmer Patrick Carney at Winfred farm
 - c. 11/30/21 Legislative meeting at Flatwoods
 - d. 12/01/21 Envirothon meeting at Flatwoods
 - e. 12/02/21 CCD/Farm Bureau Christmas Party
 - f. 12/03/21 Legislative call & call with Mike McMunigal about CCD Ag Specialist
 - g. 12/07/21 Proxy for Clyde Bailey for the AgEP call about Exigency plan (Clyde appointed to sub committee
 - h. 12/08/21 RCD meeting at Chapmanville
 - i. 12/09/21 Checked mowing on dam's 12 & 13. Contractor has done a good job
 - j. 12/10/21 Inspected pad at Lucas Stables, pad complete will begin hauling to CVT
 - k. 12/14/21 KCSWA board meeting
 - l. 12/15/21 Attended CCD board meeting

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NEW BUSINESS:

1. (D/M)-AgEP Application Approvals

- | | | | |
|----|-------------|-------------|-----------|
| a. | Kristen Fry | Urban Ag | \$ 300.00 |
| b. | Kristen Fry | Pollination | \$ 225.00 |

- Rick Sams made motion to approve applications, Clyde Bailey seconded motion
- All in favor. Motion passed

2. (M/D) AgEP Payment Approvals

- | | | | |
|----|-------------------|---------------|-----------|
| a. | Joe Messer | Hay Reseeding | \$ 280.00 |
| b. | Donna Koontz | Urban Ag | \$ 282.78 |
| c. | Scott Thomas | LIME | \$ 772.80 |
| d. | Michael Kearns | Urban Ag | \$ 213.74 |
| e. | Warren Mark Kelly | Urban Ag | \$ 81.88 |

- Clyde Bailey made motion to approve payments above, Rick Sams seconded motion
- All in favor. Motion passed

3. (D/M) AgEP Applications/Payments

- | | | |
|----|--------------|---------------|
| a. | Nicole Jones | Urban Ag |
| b. | Robert White | Pond Cleanout |

- Tabled for discussion at a January meeting

4. (D/M)- NRCS-MOA-Mitchell King

- NRCS and Districts have a common objective: continuing support of customer service delivery, recognize conservation planning as foundational to our joint efforts.
- Using local connections and agree to facilitate cooperation, collaboration, and agreement
- Sharing information may take place to allow for technical assistance provided by the district

5. (D/M)-New Tablecloth for CCD

- Clyde Bailey made motion to purchase a new tablecloth "not" to exceed the amount of \$150.00 to \$200.00
- Valerie Thaxton seconded motion
- All in favor. Motion passed.

6. (D/M) Dandy's Lawn Service Invoice #2194 \$4900.00 for payment

- Rick Sams made motion to pay invoice of \$4900.00
- Valerie Thaxton seconded motion
- All in favor. Motion passed

UNFINISHED BUSINESS:

7. April 20, 2022- Board Meeting Date to be rescheduled

- Board approved to move the April meeting date from April 20 to the 26th of April
- Clyde Bailey made motion to change the date
- Valerie Thaxton seconded motion
- All in favor. Motion passed

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CORRESPONDENCE:

a. Rack Cards –Davin White

1. Davin discussed the rack cards for board and they will be used to display at the Day at the Legislature

b. Update on the Farm Bureau/CCD Christmas Party (12/02/2021)-Clyde Bailey

c. Received a Christmas Card from CVT-Jason, Emily and Staff

Meeting Adjourns @ 11:40 am

“Next Board Meeting will be held January 25, 2022

“MERRY CHRISTMAS AND HAPPY NEW YEAR 2021!”

Signature: Jerry White

Date: 1-25-2022