

Capitol Conservation District

MAY 2022 Meeting Minutes

Wednesday May 18, 2022 9:00 am

Cross Lanes USDA Service Center - 418 Goff Mountain Rd.

Cross Lanes, WV 25313 - Phone 304.759.0736/681-781-8378 or email: ccd@wvca.us

ATTENDANCE

Terry Hudson-Chairman

Clyde Bailey-Vice Chair

Rick Sams-Secretary

Valerie Thaxton-Treasurer

Sally Shepherd-Supervisor

Diane Lumadue-Associate

Dawn Lemle-NRCS/District Employee

Sue Brand-Admin Specialist

Kim Fisher-Area Director

Dylan Johnson-Conservation Specialist

Corrine Powell-USDA

Demetris Anderson-Soil Technician/NRCS

Derek Benner-Soil Conservationist

CALL BOARD MEETING TO ORDER— 9:00 am

APPROVAL OF APRIL 26th BOARD MEETING MINUTES –

- Valerie Thaxton made motion to accept the April meeting minutes & Clyde Bailey 2nd motion.
- All in favor. Motion passed

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

- Valerie Thaxton made motion to accept the financials & file for audit & Rick Sams 2nd motion.
- All in favor. Motion passed

REPORTS:

1. AgEp –Dylan Johnson

- Closing of FY2022
- Beginning of FY2023 and new programs are being updated
- Dylan spoke with few of the cooperators
- Couple of the cooperators have/will be bumped to FY23

2. NRCS – Corrine Powell/Derek Benner/Demetris Anderson

- High level of communication with cooperators and staff
- Met with a few landowners
- Equip has 7 contracts

3. Solid Waste --Terry Hudson

- No report until next month

Terrill
6-15-2022

Capitol Conservation District

May 2022 Meeting Minutes
Wednesday May 18, 2022 9:00 am

4. WVCA Report--Kim Fisher

- Conservation Law Change coming into effect
- Covid-19 update
- Conservation Farm Tour
- Request to Districts to review and update their District Policy & Employee Policy
- State Fair of WV Sign Ups

5. WVCA Watershed Report –Judith Lyons

- Projects-
- LOR requested for additional funding for ETM 14
- CCR's- Site 15873-T. Parsons Unknown Steam-Charleston Kanawha Co.- in progress
- Stream Permits-None
- Dams: Blake Armour #7-EAP, ETM #12, ETM #13, ETM-#14

6. Administrative Specialist Report-Sue Brand

- FY2020 Procedure Audit is completed, and the firm is paid.
- Explained the Procedure Audit to the board
- Gathering information for the FY2021 audit
- Mailed out a large amount of newsletters

7. District Employee/NRCS--Dawn Lemle

- Community gardens open ed up in Charleston
- Alban project is coming along
- Summer workshops are in the making
- Rain Barrel workshop has been rescheduled
- Ben Franklin project is moving forward
- Working on Envirothon with Shirley Hyre

8. Supervisors Report-

- Clyde Bailey-Rick Sams-Diane Lumadue-Valerie Thaxton-Sally Shepherd-Terry Hudson
- Reports on file.

NEW BUSINESS

1. (D/M)-AgEP New Cooperator

- a. Cynthia Kelly Urban Ag
- b. Jeanne Stevenson Urban Ag

- Clyde Bailey made motion to accept the new cooperator & Valerie Thaxton 2nd motion
- All in favor. Motion passed

Capitol Conservation District

May 2022 Meeting Minutes
Wednesday May 18, 2022 9:00 am

2. **(D/M) Approve for AgEp Payments:**

a. Dana Bryant	Pollination Planting	\$139.95
b. Amanda Mattix	Urban Ag	\$300.00

 - Rick Sams made motion to accept and pay the cooperators the amount providing all paperwork is in order & Valerie Thaxton 2nd motion. All in favor. Motion passed.

3. **AgEP Application Approvals:**

a. Jeremy Grant	Nutrient Management	\$700.00
b. Cynthia Kelly	Urban Ag	\$300.00
c. Jeanne Stevenson	Urban Ag	\$300.00

 - Clyde Bailey made motion to approve applications & Clyde Bailey 2nd the motion. All in favor.
 - Motion passed.

4. **(D/M) GAI Invoice # 2174181 (Professional Personnel Hours) \$ 860.00 for Construction Administration**
 - Rick Sams made motion to pay vendor & Sally Shepherd 2nd motion.
 - All in favor. Motion passed.

5. **(D/M) Coal River Group Invoice #44 \$1,860.00 (Feb, Mar & April 2022 Volunteers Hours)**
 - Valerie Thaxton made motion to pay the invoice to CRG & Sally Shepherd 2nd motion.

6. **(D/M) ALS Environmental Services Invoice # HEAP-009 \$345.00 (Water Samplings)**
 - Rick Sams made motion to pay HEAP invoice & Valerie Thaxton 2nd motion.
 - All in favor. Motion passed.

7. **D/M) LOR # 13823 \$125,000.00 to add to the Supplemental Account for the Elk Two Mile 14 Seep Repairs**
 - Clyde Bailey made motion to submit the LOR for \$125,000.00 & Sally Shepherd 2nd motion
 - All in favor.

8. **LOR'S Approvals:**
 - a. **(D/M) LOR #13766 \$ 30,734.00 (FY 2023 CD Operating & Supervisor Support)**
 - b. **(D/M) LOR #13767 \$ 15,016.00 (FY 2023 CD Operating & Supervisor Support)**
 - c. **(D/M) LOR #13768 \$ 15,015.00 (FY 2023 CD Operating & Supervisor Support)**
 - d. **(D/M) LOR #13769 \$ 11,662.00 (FY 2023 CD Operating & Supervisor Support)**
 - Clyde Bailey made motion to submit LOR's for FY23 & Valerie Thaxton 2nd motion.
 - All in favor. Motion passed.

Capitol Conservation District

May 2022 Meeting Minutes
Wednesday May 18,2022 9:00 am

9. (D/M) LOR #13822 \$ 36,000.00 (NPS1724 BROWN'S CREEK SEPTIC PH II)

- Valerie Thaxton made motion to submit LOR & Rick Sams 2nd motion.
- All in favor. Motion passed

10. (D/M) McVay's Invoice #46 \$ 12,500.00 (Jon Vernon's Septic Replacement)

- Clyde Bailey made motion to accept and pay invoice & Valerie Thaxton 2nd motion.
- All in favor. Motion passed

11. (D/M) CCD Birthday May 25, 2022

- Making note of the District Birthday

12. (D/M) Additional Funding Request to WVCA

- Tabled till June board meeting

13. (D/M) West Virginia State Conservation Camp (Camp Fees is \$230.00 per camper)

- Valerie Thaxton made motion to donate funds for (2) campers & Rick Sams 2nd motion
- All in favor. Motion passed.

14. (D/M) Ravenswood High School FFA (State Contest requesting funds for expenses)

- Valerie Thaxton made motion to donate to \$400.00 toward the trip for the students at RHS & Clyde Bailey 2nd motion. All in favor. Motion passed.
- Asking Western Conservation District to match what Capitol is donating up to but not to exceed \$400.00

15. (D/M) Lowe & Associates "Proposal Letter" to remain the Procedure Auditor for the CCD.

- Valerie Thaxton made motion & Clyde Bailey 2nd motion.
- All in favor. Motion passed

16. (D)-Foundation of the Association

- One person from each district will be there representative.
- CCD Board elected Terry Hudson to represent CCD.

UNFINISHED BUSINESS

a. (D/M) AgEP Administration Agreement Approval & Exigency

- Valerie Thaxton made motion to sign and accept the AgEP Admin Agreement & Exigency
- Clyde Bailey 2nd motion. All in favor. Motion passed.

CORRESPONDENCE: none

Adjourned: 11:00am

Finance Committee meets @ 8:30 am

Next Board Meeting June 15,2022 @ 9:00 am