

Capitol Conservation District

418 Goff Mountain Rd. Suite 102

Cross Lanes, WV 25313

November 15th 18thth, 2023, Board Meeting Minutes

ATTENDANCE

Terry Hudson-Chairman

Jacob Lavender-Watershed

Clyde Bailey-Vice Chair

Nicole Mayberry-District Employee

Jenna Budd- District Conservationist

Dylan Johnson-Conservation Specialist

Valerie Thaxton-Treasurer

Jeremy Salyer-Area Director

Carolyn Sue Young-Associate

Brandon Duckworth-Natural Resource Specialist

Kim Fisher-Area Director

Sally Shepherd-Supervisor

Dawn Lemle-District Employee

Rick Sams- Associate Supervisor

Diane Lumadue-Secretary

Natalie Salmon-Admin Specialist

Heather Duncan-WVACD Executive Director

Davin White-Communications Specialist

Levi Cyphers-Watershed

CALL BOARD MEETING TO ORDER AT 9:03 A.M.

(M) Approval of October 18th, 2023, Board Meeting Minutes

1. Valerie Thaxton made motion to accept the October 2023 Board Meeting Minutes
2. Clyde Bailey 2nd motion
3. All in favor. Motion carried

(M)-Approval of November 2023 Agenda

1. Clyde Bailey made motion to accept the October 2023 Board Meeting Minutes
2. Valerie Thaxton 2nd motion
3. All in favor. Motion carried

FINANCIAL REPORTS/INVOICES

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

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

1. Valerie Thaxton made motion to accept the financials
2. Diane Lumadue 2nd motion.
3. All in favor. Motion carried

REPORTS

1. **Communications Specialist-Davin White:** Discussed Conservation Day; will be forwarding questions for the board to review; New banners are available
2. **NRCS Report-Jenna Budd:** Field Visits; As of today, 2 Conservation Plans have been completed and 2 have been written in November for the District. Approximately \$74446.52 Federal Program Dollars approved in the District. Complete annual CSP payments on existing CSP contracts. Obligate CSP Renewals – CCD has 2 applications. Obtain Environmental Quality Incentives Program (EQIP), Conservation Stewardship Program (CSP), and Agricultural Management Assistance (AMA) applications for FY24. Accepting applications for any available practices (high tunnel, urban agriculture, grazing, forestry, etc.). Assess/rank/obligate ACT NOW applications – CCD currently has 2, but that number could fluctuate. Obtain eligibility documentation from FY24 Round 1 EQIP/AMA/CSP applications. CCD currently has the following Round 1 applications: 25 EQIP, 9 AMA, 5 CSP. Complete field assessments for FY24 Round 1 EQIP/AMA/CSP applications. Upcoming Deadlines- CSP Renewal Obligation Deadline – 12/15/23 Approve CSP annual payment requests by 12/15/23. ACT NOW Application Obligation Deadline – within 30 days of application

16/11/2023
12-20-23

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preapproval (60-day process with final batching date 12/29/23) Round 1 EQIP, CSP Classic, & AMA Application Assessment/Ranking/Cost Estimate Deadline – 1/12/24 Round 2 EQIP, CSP Classic, & AMA Application Batching Date – 3/15/24 Upcoming Events- WV NRCS North Area Joint Employee Development (JED) Training on Nutrient Management/Soils – November 21, 2023

3. **WVCA Report-Kim Fisher/Jeremy Salyer:** October Quarterly Meeting – Awards Program WV Conservation Farm winner: 1st Place - MCD Mountain Harvest Farm, Runner Up – WCD Finley Farm, Carrol Greene---- Donnie Tenney TVCD; Agricultural Enhancement Program (AgEP) Administrative Review; Ag Enhancement Program Timeline FY24**timeline may be adjusted*: November - Comments reviewed and forms revised. December - State AgEP committee meeting to finalize upcoming FY program. January - Presentation of upcoming FY AgEP to SCC May/June/July – CDs to finalize upcoming FY program, update AgEP agreement addendums, take action to approve LORs June 15 – Deadline for CDs submit final practice list to WVCA (CDs can submit final list any time after SCC approval of practice list)
4. **AgEP Report-Dylan Johnson:** 3 AgEP payment approvals this month; Mike McMunigal is leaving 12/1/23. Jennifer Skaggs is covering until someone is hired
5. **WVCA Watershed Report-Jacob Lavender:** the CCD to send to GAI in regard to a new design on ETM14
6. **WVACD Report-Heather Duncan:** HIGHLY encourage district boards to look at their current travel P&P manuals and make those solid. This is where it should be indicated what is and is not allowable for district expenses to be captured; The February Quarterly Meeting will be held on February 7th at WVSU (the same location as last year). Special thank you to Capitol CD who has arranged the facility and will be providing lunch. The following day will be Ag & Conservation Day at the Capitol. More information will be forthcoming in January for both events; The NACD Annual Meeting is fast approaching! It will be held in San Diego, CA February 10-14, 2024; WVACD has posted a Request for Quote on their website for an Architect-Engineer. This is to evaluate and award Indefinite Delivery Indefinite Quantity (IDIQ) Architect-Engineer (A-E) services contract(s) for streams, flood prevention, earth and rock fill dams, and roller compacted concrete dams located in West Virginia; Upcoming Dates: January 2, 2024: Eastern Area Meeting @ TVCD, 10 am, January 9, 2024: Awards Council and SCC Meeting, January 26, 2024: Central Area Meeting @ SCD, 10 am, January 31, 2024: Western Area Meeting @ LKCD, 10 am, February 7, 2024: Quarterly Meeting @ WVSU, February 8, 2024: Ag & Conservation Day at the Capitol
7. **Solid Waste Authority-Terry Hudson:** nothing to report due meeting is later this month on the 28th
8. **GKRCD Report-Terry Hudson:** Terry Hudson is the new RC&D President; Received reimbursement for Colton Buckley Qtlly Meeting attendance
9. **District Employee shared/NRCS Report-Dawn Lemle/Nicole Mayberry:** received \$10,000.00 from RC&D to fund outreach & education; Woman in Ag Conference & workshops this weekend
10. **Supervisor Reports:**
 - Clyde Bailey-October:** 19th WVACD / DEP / Everthon, 21st KCFB, 25th conference call, 26th Appalachian Grazing, November: 2nd CCD Meeting, 12th WVFB Annual Meeting, 15th CCD board meeting
 - Richard Sams-Associate-Farm Bureau Meeting/Organic Farm Conference**
 - Valerie Thaxton-** bank & CCD office to sign checks
 - Sally Shepherd-**Getting individuals signed up for NRCS; Currently working to get loads of "Biocharge"(biochar/manure) delivered to Biochar Grant trial participant including Manna Meal, Patriot Gardens, and master gardeners.

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Preparing for next on-farm biochar burn demonstration.

Contacting neighbors and county/state landowners encouraging NRCS signups (and Family Forest Carbon where applicable).

Promoting applications by farmers to a carbon farming program recently offered in WV and surrounding states funded by the ARC.

Conversing with District partner agencies in how that program's carbon farming protocol of guidance, incentives, implementation and resulting CDR payment could be adapted into the AgEP program to promote the NRCS climate-smart soil and agroforestry practices. This would be in keeping with CCD Plan of Work adopted action to develop a program providing for per acre payments to WV Small Farms and Woodlots for carbon drawdown

Diane Lumadue-October: 19th Coal River Monthly Meeting; November: 9th Coal nRiver Monthly Meeting, 15th CCD Monthly Meeting

Terry Hudson- October: 25th Nitro High Tunnel plastic installed, 26th CCD office administrative, 27th WVACD Sutton administrative, 31st CCD meeting with Troy McClung about homestead conference; November: 2nd CCD office meeting with Judith Lyons concerning rehab work on Dam #14, 6th WVACD monthly Ex Board meeting, 6th City National to sign annual statement to meet State code for governmental bank accounts and CCD office for administrative duties, 8th GKRCD Board meeting I was reelected as Chairman, 15th CCD monthly Board Meeting

NEW BUSINESS

(D/M)-AgEP Payment Approvals

1.	Tim King	Hay Reseeding	\$500.00
2.	Tim King	Lime	\$195.00
3.	James Fisher	Lime	<u>\$495.00</u>
			<u>\$1,190.00</u>

- Clyde Bailey made motion to approve payments and send for processing
- Diane Lumadue 2nd motion
- All in favor. Motion carried

4. (D/M) L.D. Hanna & Son Invoice for \$88,855.04

- Clyde Bailey made motion to pay invoice pending receipts
- Valerie Thaxton 2nd motion
- All in favor. Motion carried

5. (D/M) WV Farm Bureau Annual Dues of \$52.00 & Contribution of \$2.00

- Diane Lumadue made motion to pay annual dues & contribution
- Valerie Thaxton 2nd motion
- All in favor. Motion carried

6. (D/M) Northeast Association of Conservation District Employees Donation

- Clyde Bailey made motion to donate \$100.00

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- Valerie Thaxton 2nd motion
 - All in favor. Motion carried
7. (D) Constant Contact Enrollment

STANDING COMMITTEE REPORTS

1. Dunbar Christmas Parade on Dec 1st at 7pm: Clyde Bailey will attend as supervisor
2. St. Albans Christmas Parade on Saturday Dec 2nd at 3pm: Diane Lumadue will attend as supervisor
3. Nitro Christmas Parade (also on Saturday) at 5pm: Clyde Bailey will attend as supervisor

UNFINISHED BUSINESS

None

Meeting Adjourns @ 10:48 a.m.

Finance Committee Meeting held at 8:30 am

Next Board Meeting will be December 20th, 2023, at 9:00 am