

# Capitol Conservation District

418 Goff Mountain Rd. Suite 102

Cross Lanes, WV 25313

December 20th, 2023, Board Meeting Minutes

## ATTENDANCE

Terry Hudson-Chairman

Clyde Bailey-Vice Chair

Nicole Mayberry-District Employee

Jenna Budd- District Conservationist

Dylan Johnson-Conservation Specialist

Valerie Thaxton-Treasurer

Jeremy Salyer-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

Carolyn Sue Young-Associate

## CALL BOARD MEETING TO ORDER @ 9:01 A.M.

### (M) Approval of November 15th, 2023, Board Meeting Minutes

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

### (M)-Approval of December 2023 Agenda

- Diane Lumadue made motion to accept the December 2023 Board Meeting Agenda
- Clyde Bailey 2nd motion
- All in favor. Motion carried

## 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 November Financial 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
- Sally Shepherd 2nd motion
- All in favor. Motion carried

## NEW BUSINESS

### 1. (D/M)-AgEP Payment Approvals

• Lisa Jordan	Heavy Use	\$2,000.00
• Lisa Jordan	Roof Runoff	\$1,707.82
• Cody Pauley	Urban Ag	\$500.00
• Nicole Jones	Urban Ag	\$339.27
• Michael Kearns	Urban Ag	\$452.62
• Keith Wallace	Invasive Species	<u>\$240.00</u>
		<u>\$5,239.71</u>

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

### 2. (D/M) Participation in SMART Farms WV Grant (Heather Duncan)

- Clyde Bailey made motion to participate

*Just Horton*  
1-24-2024

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- Sally Shepherd 2nd motion
  - All in favor. Motion carried
- 3. (D/M) \$1,000.00 Donation for the 2024 Appalachian Grazing Conference**
- Clyde Bailey made motion to table until April 2024
  - Sally Shepherd 2nd motion
  - All in favor. Motion carried
- 4. (D/M) District Supervisors to help with set-up of facilities and preparation of handouts for the 2024 Appalachian Grazing Conference**
- Upon discussion, several supervisors will already be in attendance. Jeremy Salyer suggested that the district prepare a formal request to Judith Lyons if AS assistance is needed; Add sponsorship of farmers to attend Grazing Conference on January's agenda
- 5. (D/M) Resignation of CCD Supervisor, Diane Lumadue**
- Diane Lumadue withdrew her resignation
- 6. (D) Constant Contact Enrollment price increase of 16% per month**
- 7. (D/M) Sponsorship for the 2024 National Farm Viability Conference**
- Clyde Bailey made motion to table until January 2025 Board Meeting
  - Sally Shepherd 2nd motion
  - All in favor. Motion carried

## REPORTS

- 1. NRCS Report-Jenna Budd-** As of today, 1 Conservation Plan has been completed and 3 have been written in December for the District. Approximately \$8239.16 Federal Program Dollars approved in the district since the last board meeting. Priorities: ● Complete field assessments for FY24 Round 1 EQIP/AMA/CSP applications. ● 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. ● 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 3, but that number could fluctuate. ● Complete annual Contract Reviews after January 1st. Upcoming Deadlines: ● ACT NOW Application Obligation Deadline – within 30 days of application preapproval (60-day process with final batching date 12/29/23) ● Round 1 EQIP, CSP Classic, & AMA Application Assessment/Ranking/Cost Estimate Deadline – 2/2/24 (extended) ● Round 2 EQIP, CSP Classic, & AMA Application Batching Date – 3/15/24 Upcoming Events: ● I will be on leave December 22 through January 1st. I will return on January 2nd. Staffing Updates: ● WVSVU Extension Educator, Agriculture and Natural Resources (ANR) position in Cross Lanes office was posted & first round of interviews was conducted. ● NRCS Forester for Cross Lanes office – interviews were conducted, selection made – waiting on background check/Tentative Job Offer (no start date yet).
- 2. WVCA Report-Jeremy Salyer-** The WVCA is encouraging Conservation Districts to review and update your District Policy Manuals; The district personnel plan is due to SCC in March, so please add to your February agenda for review and approval; Working with A.S. on the Agricultural Enhancement Program (AgEP) Administrative Review;

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Ag Enhancement Program Timeline FY24\*timeline may be adjusted: December 18 10:00 - 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)

3. **AgEP Report-Dylan Johnson-** Farm visits; NRCS Training; Will be out of the office from 1/5/2024-1/30/24
4. **WVCA Watershed Report-Jacob Lavender-** Not present; No report given
5. **WVACD Report-Heather Duncan-** Qtlly Meeting at WV State coming up; Legislative Meeting coming up; Wildlife Control Fencing being voted on for Northeastern Region; Central Area Meeting in January
6. **Solid Waste Authority-Terry Hudson-** Two meetings have been held since our last board meeting; Working to move operation from Sissonville; Prices of cardboard have increased significantly
7. **GKRCD Report-Terry Hudson-** RC&D Meeting held last week; Secured funds from National Agency
8. **District Employee shared/NRCS Report-Dawn Lemle/Nicole Mayberry-** Held Holiday Gathering on 12/8/23; Hosted Winter Herb Workshop; Winter Tree Workshop at Kanawha State Forest coming up; Homesteading Conference in September; School gardens; Nitro Christmas parade was a success; Beehive Workshop coming up in Nitro
9. **Supervisor Reports:**
  - Clyde Bailey-** November: 29<sup>th</sup> CCD Office; 30<sup>th</sup> Appalachian Grazing; December: 2<sup>nd</sup> CCD Parade; 5<sup>th</sup> WVACD Ext Board Meeting; 8<sup>th</sup> CCD Holiday Gathering; 18<sup>th</sup> State AgEP/Report; 20<sup>th</sup> CCD Board Meeting
  - Richard Sams-Associate-** December: 8<sup>th</sup> Holiday Gathering; 20<sup>th</sup> Board Meeting
  - Valerie Thaxton-** December: 8<sup>th</sup> Holiday Gathering; 20<sup>th</sup> Board Meeting
  - Sally Shepherd-** December: Holiday Gathering; Biochar outreach
  - Diane Lumadue-** December: 2<sup>nd</sup> St Albans Parade with Coal River Group; 3<sup>rd</sup> CCD Medicinal Workshop; 7<sup>th</sup> Farm Bureau Meeting; 7<sup>th</sup> CCD Holiday Gathering Prep; 8<sup>th</sup> CCD Holiday Gathering Prep & Holiday Gathering; 20<sup>th</sup> Board Meeting
  - Terry Hudson-** November: 21<sup>st</sup> CCD Office City National, and sign checks, 25<sup>th</sup> WVACD administrative work, 28<sup>th</sup> KCSWA board meeting; December: 1<sup>st</sup> WVACD administrative work, 5<sup>th</sup> WVACD Monthly board call in/CCD administrative work, 8<sup>th</sup> CCD setup for CCD yearly banquet, 13<sup>th</sup> GKRCD meeting, 18<sup>th</sup> WVACD AgEP meeting/WVACD administrative work, 19<sup>th</sup> KCSWA board meeting, 20<sup>th</sup> CCD Board meeting
  - Carolyn Sue Young-Associate-** New associate; Ready to learn

**UNFINISHED BUSINESS** None

**Meeting Adjourns @** 10:54 A.M.

Finance Committee Meeting held at 8:30 am

Next Board Meeting will be January 17th, 2024, at 9:00 am