

# Capitol Conservation District

418 Goff Mountain Rd. Suite 102

Cross Lanes, WV 25313

## January 24th, 2024, Board Meeting Minutes

### ATTENDANCE

Terry Hudson-Chairman

Jacob Lavender-Watershed

Clyde Bailey-Vice Chair

Nicole Mayberry-District Employee

Jenna Budd- District Conservationist

Natalie Salmon-Admin Specialist

Valerie Thaxton-Treasurer

Stephen Starcher-Watershed

Sally Shepherd-Supervisor

Dawn Lemle-District Employee

Rick Sams- Associate Supervisor

Diane Lumadue-Secretary

John David Johnson-WV State Ag Specialist

Levi Cyphers-Watershed

### CALL BOARD MEETING TO ORDER @ 9:01 a.m.

#### (M) Approval of December 20th, 2023, Board Meeting Minutes

- o Clyde Bailey made motion to accept the December 2023 Board Meeting Minutes
- o Sally Shepherd 2nd motion
- o All in favor. Motion carried

#### (M)-Approval of January 2024 Agenda

- o Valerie Thaxton made motion to accept the January 2024 Board Meeting Agenda
- o Sally Shepherd 2nd motion
- o 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 December Financial Report, Supervisor Per Diem & Travel. Bills to Be paid as funds permit and coordinated by office staff and filed for audit.

- o Valerie Thaxton made motion to accept the financials
- o Sally Shepherd 2nd motion
- o All in favor. Motion carried

### NEW BUSINESS

#### 1. (D/M)-Cooperator Approvals

- a. Herbert Thaxton III                      Kanawha County
- o Clyde Bailey made motion to approve new cooperator
- o Valerie Thaxton 2<sup>nd</sup> motion
- o All in favor. Motion carried

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

- a. Dustin Crites                              Urban Ag                              \$128.74
- b. Sally Shepherd                            Heavy Use                            \$2,000.00
- c. Sally Shepherd                            Pollination (Nucs)                    \$300.00
- d. Chris Figgatt                              Urban Ag                              \$487.31
- e. Matthew Adkins                            Urban Ag                              \$429.00

\$3,345.05

- o Clyde Bailey made motion to approve payments and send for processing

*Willcox 2-21-24*



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- Valerie Thaxton 2<sup>nd</sup> motion
- All in favor. Motion carried

### 3. (D/M)-AgEP Application Withdrawals

- |    |                 |                     |
|----|-----------------|---------------------|
| a. | William Hinamon | Urban Ag            |
| b. | Joyce Sherman   | Urban Ag            |
| c. | Mitzi Richmond  | Urban Ag            |
| d. | Kristen Fry     | Urban Ag            |
| e. | Cody Pauley     | Roof Runoff         |
| f. | Kevin Jones     | Roof Runoff         |
| g. | James Fisher    | Hay Reseeding       |
| h. | Austin Given    | Pasture Reseeding   |
| i. | Steve Cavender  | Pond Cleanout       |
| j. | William Hinamon | Pollinator Planting |
- Clyde Bailey made a motion to withdraw applications with the exception of Austin Given. This application was not approved therefore it cannot be withdrawn.
  - Sally Shepherd 2<sup>nd</sup> motion
  - All in favor. Motion carried

### 4. (D/M) John David Johnson – WV State University Extension

Mr. Johnson requested \$2,000.00 for a mobile grazing trailer project

- Valerie Thaxton made a motion to approve \$2,000.00 for mobile grazing trailer project
- Sally Shepherd 2<sup>nd</sup> motion
- All in favor. Motion carried

### 5. (D/M)-GAI Proposal for Elk Two Mile Creek Site 14 (Jacob)

Jacob Lavendar presented proposal from GAI. He prepared a counteroffer for the board to approve and for the chairman to sign

- Valerie Thaxton made a motion for Terry Hudson to sign and mail letter
- Diane Lumadue 2<sup>nd</sup> motion
- All in favor. Motion carried

### 6. (D/M)-National Association Convention – Sally Shepherd

- Sally Shepherd withdrew request

### 7. (D/M)-National Association Convention – Nicole Mayberry

- Clyde Bailey made a motion for the district to pay \$2,000.00 for Nicole to attend the convention. This includes an estimated cost of \$1,700.00 for the hotel and flight costs
- Diane Lumadue 2<sup>nd</sup> motion
- All in favor. Motion passed



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### **8. (D/M)-Appoint RC&D Representative**

- Clyde Balley made a motion to appoint Terry Hudson as RC&D Representative
- Sally Shepherd 2<sup>nd</sup> motion
- All in favor. Motion passed

### **9. (D/M)-Appoint Solid Waste Representative**

- Clyde Balley made a motion to appoint Terry Hudson as Solid Waste Representative
- Sally Shepherd 2<sup>nd</sup> motion
- All in favor. Motion passed

### **10. (D/M)-Appoint Associate Supervisors**

- a. Rick Sams
- b. Carolyn Sue Young
- Sally Shepherd made a motion to appoint Rick Sams & Carolyn Sue Young as associate supervisors
- Valerie Thaxton 2<sup>nd</sup> motion
- All in favor. Motion passed

### **11. (D/M)-Registration for Winter Blues & Small Farms Conference**

- Clyde Bailey made a motion to register for both Winter Blues & Small Farms Conference
- Diane Lumadue 2<sup>nd</sup> motion
- All in favor. Motion passed

### **12. (D/M)-Spring Seed Give-A-Way**

- Clyde Bailey made a motion to proceed with the seed give-a-way and for Dawn Lemle to prepare a pick up schedule
- Valerie Thaxton 2<sup>nd</sup> motion
- All in favor. Motion passed

### **13. (D/M)-Logo Design (Dawn/Natalie)**

- Clyde Bailey made a motion for Terry to appoint a committee to vote on new logo design and to accept the chosen logo
- Valerie Thaxton 2<sup>nd</sup> motion
- All in favor. Motion passed

### **14. (D/M)-Additional Grant Opportunities (Dawn)**

- Sally Shepherd made a motion to submit a grant for water resources
- Valerie Thaxton 2<sup>nd</sup> motion
- All in favor. Motion carried

### **15. (D)-Homesteading Conference Update (Dawn)**



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- Conference will be held at Bible Center Church on Sept. 13-14, 2024. Several guest speakers will be in attendance. Websites have been created for the event: [www.homesteading-ish.com](http://www.homesteading-ish.com) and [www.homesteading-ish.org](http://www.homesteading-ish.org)

### 16. (D)-New Employee Update - COTA Funding (Dawn)

- The district has received several applications. Interviews will begin Wed., Jan. 31, 2024

### 17. (D) Dam trash pickup (Diane)

- Diane Lumadue will be sending dates before Spring for help

### 18. (D) Mileage increases from \$0.655 to \$0.67

- Update travel spreadsheets to reflect the increase

## REPORTS

1. **NRCS Report-Jenna Budd:** As of today, 6 Conservation Plans have been written in January for the District. Approximately \$68.79 Federal Program Dollars approved in the district since the last board meeting. Field Office Priorities:

- Complete last few field assessments & rankings for FY24 Round 1 EQIP/AMA/CSP 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.).
- Complete field assessments for FY24 Round 2 EQIP/AMA/CSP applications.
- Complete tree marking and other needed forestry technical assistance.
- Complete annual Contract Reviews.

#### Upcoming Deadlines

- Round 1 EQIP, CSP Classic, & AMA Application Assessment/Ranking/Cost Estimate Deadline – 2/2/24 (extended)
- Submit all approved Round 1 EQIP, CSP Classic, & AMA Applications for pre-obligation review – 2/23/24 (extended)
- Round 2 EQIP, CSP Classic, & AMA Application Batching Date – 3/15/24

#### Upcoming Events

- WV Grassland Evaluation Contest Committee Meeting – February 13th
- CCD Forestry Field Day Committee Meeting February 21st.

#### Staffing Updates

• WVSU Extension Educator, Agriculture and Natural Resources (ANR) position in Cross Lanes office – 2nd round interviews have been conducted & job offer will be sent.

NRCS Forester for Cross Lanes office – Ed Saksa started 1/16/24.

•WV NRCS Urban Conservationist – Dustin Adkins started 1/16/24.

•Jeff Barr is now acting as WV NRCS State Conservationist.

### 2. WVCA Report-Jeremy Salyer:

#### Conservation Day/Legislative Meet and Greet

Conservation Day will be held February 8th. WVCA will provide a shuttle service from/to Laidley Field and staff will be in attendance to assist supervisors.

#### February Quarterly Meeting

The February Quarterly Meeting will be held on February 7<sup>th</sup> at WVSU (the same location as last year).



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Special thank you to Capitol CD who has arranged the facility and will be providing breakfast and lunch.

### Request to Conservation Districts

The WVCA is encouraging Conservation Districts to review and update your District Policy Manuals. In addition to your policy manual, you are encouraged to review your CD Employee Manual (if you have one) and your CD Plan of Work. If you are already doing the reviews, please disregard this request. However, please let us know with a written response that you are already reviewing or will be reviewing the documents.

**The district personnel plan is due to SCC in March**, so please add to your February agenda for review and approval.

Conservation Districts are asked to begin the **Agreed Procedures Engagement (APE) audit** if you haven't already.

Please check your current agreement to make sure it is valid.

### Agricultural Enhancement Program (AgEP) Administrative Review

Each District's Administrative Specialist will conduct a review of 10% or a minimum of 3 files with applications that fiscal year and submit the Administrative Review Form to their District Operations Manager by January 31st. By completing this review halfway through a fiscal year, staff will have time to find possible procedural errors and take steps to prevent them from happening in the future. The Administrative Review process will allow WVCA to ensure that all proper documentation is physically accessible in the district cooperator file, and that the districts' online database records system is in agreement with WVCA financial records system.

### Ag Enhancement Program Timeline FY24\**timeline may be adjusted*

- 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)

### O&M Agreements

- CDs are encouraged to continue to work with local sponsors for O&M funding. The change will be that these agreements will not be matched dollar for dollar as they were in the past. The WVCA will be allocating funds on a watershed basis moving forward to help with O&M costs.

3. **AgEP Report-Dylan Johnson:** Not present; No report

4. **WVCA Watershed Report-Jacob Lavender:** worked on a new budget for Elk Two Mile Creek Site 14

5. **WVACD Report-Heather Duncan:** not present; no report

6. **Solid Waste Authority-Terry Hudson:** Pick up station is located where the landfill is now

7. **GKRC Report-Terry Hudson:** Don McCrosky passed away. Grant funding is happening. State meeting will be discussed and a new date a new date set due to weather

8. **District Employee shared/NRCS Report-Dawn Lemle/Nicole Mayberry:** One workshop was cancelled due to weather and another was conducted virtually. Had a successful workday at the bee yard in Nitro

### 9. **Supervisor Reports:**

**Clyde Bailey-** Jan.: 3<sup>rd</sup> Legislative meeting; 8<sup>th</sup> WV Association District Executive Committee Meeting; 9<sup>th</sup> State Committee Meeting; 12<sup>th</sup> Grasslands Meeting in Sutton and came in the office to sign checks; 22<sup>nd</sup> Field Day planning; 23<sup>rd</sup> Natural Resource Meeting; 24<sup>th</sup> CCD board meeting



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**Richard Sams**-Associate- Attended the Farm Bureau Meeting

**Valerie Thaxton**- Switched the main account to a money market account. Came to office to sign checks

**Sally Shepherd**- Doing work with Clements

**Diane Lumadue**- Jan. 11<sup>th</sup>: Coal River Group Meeting; Jan. 24<sup>th</sup>: CCD board meeting & NRCS meeting

**Terry Hudson**- December 2023: 29th CCD office worked on Grants for Dawn and Nicole; January: 2nd Administrative work met with Brian at Messer and Messer on 1099-W-4 issues; 3rd WVACD grant funding report for AGC; 5th WVACD Administrative/ Employee payroll; 8th WVACD monthly Ex call; 9th State Committee meeting Guthrie; 10th GKRC meeting Cross Lanes; 11th WVACD City National to wire payroll Flatwoods; 16th Kanawha County Solid Waste board meeting; 19th Homesteader-ISH Meeting; 24th CCD monthly board meeting

### STANDING COMMITTEE REPORTS

#### UNFINISHED BUSINESS

1. (D/M) Sponsorship of farmers to attend Grazing Conference
  - o Valerie Thaxton made a motion to approve 5 farmers to attend Grazing Conference (registration only)
  - o Diane Lumadue 2<sup>nd</sup> motion
  - o All in favor. Motion carried
2. (D/M) Sponsorship for the 2024 National Farm Viability Conference
  - o Motion died on the floor
3. (D/M) Move funds from a certificate of deposit to supervisors' account
  - o Diane Lumadue made a motion to move funds
  - o Valerie Thaxton 2<sup>nd</sup> motion
  - o All in favor. Motion carried

**Meeting Adjourns @ 11:38 a.m.**

Finance Committee Meeting held at 8:30 am

Next Board Meeting will be February 21st, 2024, at 9:00 am