

Capitol Conservation District

418 Goff Mountain Rd. Suite 102

Cross Lanes, WV 25313

February 21st, 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

Judith Lyons-WVCA Executive Director

Sally Shepherd-Supervisor

Dawn Lemle-District Employee

Rick Sams- Associate Supervisor

Heather Duncan- WVACD Executive Director

Jeremy Salyer-WVCA Area Director

Dylan Johnson- Conservation Specialist

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

(M) Approval of January 24th, 2023, Board Meeting Minutes

- o Valerie Thaxton made motion to accept the January 2024 Board Meeting Minutes
- o Clyde Bailey 2nd motion
- o All in favor. Motion carried

(M)-Approval of February 2024 Agenda

- o Clyde Bailey made motion to accept the February 2024 Board Meeting Agenda
- o Valerie Thaxton 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 January 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 Clyde Bailey 2nd motion
- o All in favor. Motion carried

NEW BUSINESS

1. (D/M)-Cooperator Approvals

- o Scott Ferris Kanawha County
- o Larry Garnes Kanawha County
- o Clyde Bailey made motion to approve new cooperators
- o Valerie Thaxton 2nd motion
- o All in favor. Motion carried

2. (D/M)-AgEP Application Approvals

- | | | | |
|----|-----------------|-------------|------------|
| a. | Scott Ferris | Urban Ag | \$500.00 |
| b. | Kevin Jones | Roof Runoff | \$2,000.00 |
| c. | Richard Durham | Urban Ag | \$500.00 |
| d. | Zachary Boyko | Urban Ag | \$500.00 |
| e. | Caressa Nichols | Urban Ag | \$500.00 |
| f. | Angela Robinson | Urban Ag | \$500.00 |

Twitson
2-21-24

Capitol Conservation District

418 Goff Mountain Rd. Suite 102

Cross Lanes, WV 25313

February 21st, 2024, Board Meeting Minutes

g. Cody Pauley	Roof Runoff	\$2,000.00
h. Valerie Thaxton	Heavy Use	\$600.00
i. Valerie Thaxton	Roof Runoff	\$2,000.00
j. Sheila Trader	Pasture Reseeding	\$500.00
k. Sheila Trader	Heavy Use	\$2,000.00
l. Larry Garnes	Urban Ag	\$500.00
m. Danny Saunders	Frost Seeding	\$180.00
n. Danny Saunders	Invasive Species	\$1,000.00
o. Danny Saunders	Pasture Reseeding	<u>\$450.00</u>
		<u>\$13,730.00</u>

*Sheila Trader applied for Lime however soil test determined it is not needed.

*Danny Saunders applied for Lime however soil test determined it is not needed.

*Danny Saunders applied for Nutrient Management however soil test determined it was not needed.

*Dylan Johnson requested that line-item m. be removed due to time restraint and program guidelines that state a cooperator can only be enrolled in 2 programs at a time.

*Line-items h. & i. were tabled until WVCA approval letters are presented.

*Approval made for Valerie Thaxton Heavy Use & Roof Runoff by Jeremy Salyer on 2/22/24. Letter is attached.

- Clyde Bailey made motion to accept the new applications (line-items a.-g., j.-l., and n.-o.) & send letters of approval
 - Valerie Thaxton 2nd motion
 - All in favor. Motion carried
3. (D/M) Huntington National Bank Certificate of Deposit maturing February 27, 2024
- Clyde Bailey made motion for Chairman Terry Hudson to invest these funds for the best interest for the district
 - Valerie Thaxton 2nd motion
 - All in favor. Motion carried
4. (D/M) Great Kanawha RC&D Sponsorship Dues \$250.00
- Valerie Thaxton made motion to pay dues
 - Clyde Bailey 2nd motion
 - All in favor. Motion carried
5. (D/M) National Association of Conservation Districts Membership Dues
- These dues have already been paid. Died on floor.
6. (D/M) Coal River Dam Study (Diane)
- Clyde Bailey made a motion for Chairman Terry Hudson to sign letter and proceed.
 - Valerie Thaxton 2nd motion
 - All in favor. Motion carried

Capitol Conservation District

418 Goff Mountain Rd. Suite 102

Cross Lanes, WV 25313

February 21st, 2024, Board Meeting Minutes

7. (D/M) WV State University 10th Annual Black & Gold Gala April 12, 2024
 - o Motion died on floor
8. (D) Grazing Conference 2024
 - o The district will be paying for the registration for: Terry Hudson, Clyde Bailey, Sally Shepherd, Kevin Jones and Jon Vernon

REPORTS

1. NRCS Report-Jenna Budd:

Planning Status, As of today, 7 Conservation Plans have been written in February for the District. Completed Practices, Approximately \$38.08 Federal Program Dollars approved in the district since the last board meeting. Field Office Priorities: Develop contracts for preapproved EQIP, AMA, CSP Round 1 application. Complete annual Contract Reviews and contract maintenance. Complete field assessments for FY24 Round 2 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 tree marking and other needed forestry technical assistance. Upcoming Deadlines, Round 2 EQIP, CSP Classic, & AMA Application Batching Date – 3/15/24 Round 1 EQIP, CSP Classic, & AMA Applications Obligation Deadline – 4/15/24. Upcoming Events, CCD Forestry Field Day Committee Meeting – February 21, 20th Annual WV Small Farm Conference – February 21-24 Appalachian Grazing Conference – March 7-9. Staffing Updates, Jeff Barr is Acting WV NRCS State Conservationist until Jon Bourdon returns (~March). Program Priorities, Our Field Staff is currently working on assessing and ranking CSP Classic and EQIP applications from the first round (sign up cutoff of Oct 20) and obligate ActNow contracts (sign up cutoff of Dec 29). We have a second application batching period for CSP, AMA, and EQIP set for March 15th, 2024. Please work with your District Conservationist to see how you can assist with promoting programs and gathering more applications. We are still waiting on the passage of a new Farm Bill and full FY24 Budget. Cultural Resources, NRCS -WV has made significant strides in addressing the backlog of cultural resource reviews thanks to NRCS - Tennessee. They were able to complete several of the reviews without field visits and set up a tribal consultation process, so we anticipate having the signed reviews back to the field in late February. Those that need to have site visits will be scheduled on a case-by-case basis until a new archaeologist is hired. We anticipate having a contract in place for projects that require fieldwork so that work can be completed by a private company once we are no longer under a continuing resolution. The archeologist position was advertised in late January- we hope to have someone in place in the next few months. Staffing, NRCS WV is continuing to add staff to the field. We recently selected Soil Conservationists in Franklin, Petersburg, Lewisburg, and Huntington. We're also working on hiring Soil Conservation Technicians in Middlebourne, Keyser, Weston, Kingwood, Ranson, Summersville, and Huntington. Several other positions (Civil Engineering Technicians, Forester, District Conservationists in White Hall and Mount Clare) will be announced in the coming months through USA Jobs. We've also added administrative assistance in several field offices through a contractor. These positions will help our staff administer programs and provide clerical assistance. Staffing Changes, Jeff Barr will serve as Acting State Conservationist until Jon Bourdon returns to West Virginia, which we aim to happen in March. Dustin Adkins, Urban Conservationist, will serve as acting State Resource Conservationist, while Jeff is detailed to the State Conservationist position. The Assistant State Conservationist for Management and

Capitol Conservation District

418 Goff Mountain Rd. Suite 102

Cross Lanes, WV 25313

February 21st, 2024, Board Meeting Minutes

Strategy position was advertised in early January, and we are currently scheduling interviews. Ben Collier, Resource Conservationist, will continue to serve in the role until the position is filled. State Technical Committee Meeting, This year's State Technical Committee meetings will be held via Teams on March 5th and July 23rd. Subcommittees for Agriculture, Easements, Forestry, Soils, Urban Ag, Watersheds, and Wildlife will meet prior. Please contact Nanette.Kimble@usda.gov to be added to the meeting invite(s).

2. WVCA Report-Jeremy Salyer:

2024 Dates for WVACD Quarterly Meetings

April 8 MCD Morgantown

April 9 SCC Morgantown

July 15 & 16 EPCD Harpers Ferry

October ? Days Inn, Flatwoods

Conservation Farm Contest

It is time for the districts to be thinking about the conservation farm families to be awarded this year. District winners are due to the District Operations Manager by June 15. A copy of the new Conservation Award Program is attached. Agricultural Enhancement Program (AgEP) Administrative Review

To comply with the requirements from the program documentation, including the Legislative Rule, the traditional AgEP spot check procedure has been reevaluated and is now referred to as the 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.

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.

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

Back from medical leave; Appalachian Grazing Conference; FY25 AgEP Meeting coming up

4. WVCA Watershed Report-Jacob Lavender

Work orders at next meeting; GAI letter was sent

5. WVACD Report-Heather Duncan

Capitol Conservation District

418 Goff Mountain Rd. Suite 102

Cross Lanes, WV 25313

February 21st, 2024, Board Meeting Minutes

Urban & Community Grant applications open through 04/01/2024; Gary Blair president elect; Newsletter going up soon so please send any upcoming workshops asap

6. Solid Waste Authority-Terry Hudson

Made a breakthrough with recyclables; meeting with legislators to keep tipping fee

7. GKRCDC Report-Terry Hudson

Grant application open for FY25 RC&D

8. District Employee shared/NRCS Report-Dawn Lemle/Nicole Mayberry

Attended NACD Conference last week; planning new workshops for Spring; Additional funding for schools; Winter Blues this weekend

9. Supervisor Reports:

Clyde Bailey-Jan: 25th App Grazing planning committee; 26th WVACD central meeting, 29th Ag Day at the Capitol & dinner, 30th WVCA comm call-in/interviews for TA job. Feb: 1st CCD's TA grant review for job selection, 5th CCD office new employee/WVACD ext meeting, 7th WVACD Quarterly Meeting, 8th Conservation Day at the Capitol & dinner, 13th WVACD Grasslands Evaluation contest planning, 14th attended the National Farm Mach Show, 15th App Grazing planning meeting, 21st CCD Feb Board Meeting

Richard Sams-Associate-Feb: 4th Tree ID Workshop, 15th Elk Winter Ed Meeting

Valerie Thaxton-nothing to report

Sally Shepherd-Clements gaining steam using American chestnuts, working on portable water supply for biochar

Diane Lumadue-not present

Terry Hudson-January: 26th WVACD Area Meeting Beckley, 30th CCD State Fair Meeting, 31st 5th/3rd Kanawha City to move Certificate of Deposit to cover Supervisor Fund Shortage; February: 5th WVACD Ex Board Meeting, 7th WVACD Quarterly Meeting CCD hosted at WVSU, 8th Conservation Day at the State Capitol, 9th CCD Office /City National to open Homestead Conference Account/ WVACD Office to do Administrative duties, 12th CCD Office worked with Natalie on collecting info for SCC additional funding requests, 14th GKRCDC Board meeting Cross Lanes, 16th Administrative duties, SCC report, check for contract employee, 20th KCSWA Board Meeting, 21st CCD monthly Board Meeting

STANDING COMMITTEE REPORTS

UNFINISHED BUSINESS

1. (D/M) Forestry Management Workshop \$1,500.00
 - o Clyde Bailey made a motion to approve amount
 - o Valerie Thaxton 2nd motion
 - o All in favor. Motion carried
2. (D) District Personnel Plan due to SCC in March
 - o Need number of employees/potential employees

A decorative border of small red hearts surrounds the entire page content.

Capitol Conservation District

418 Goff Mountain Rd. Suite 102

Cross Lanes, WV 25313

February 21st, 2024, Board Meeting Minutes

Meeting Adjourns @11:33 A.M.

Finance Committee Meeting held at 8:30 am

Next Board Meeting will be March 20th, 2024, at 9:00 am