

Capitol Conservation District

418 Goff Mountain Rd. Suite 102

Cross Lanes, WV 25313

March 20th, 2024, Board Meeting Minutes

ATTENDANCE

Terry Hudson-Chairman

Jacob Lavender-Watershed

Clyde Bailey-Vice Chair

Diane Lumadue-Secretary

Jenna Budd- District Conservationist

Natalie Salmon-Admin Specialist

Valerie Thaxton-Treasurer

Matt Harper-Watershed

Sally Shepherd-Supervisor

Dawn Lemle-District Employee

Rick Sams- Associate Supervisor

Dylan Johnson- Conservation Specialist

Jeremy Salyer-WVCA Area Director

CALL BOARD MEETING TO ORDER@ 9:02 a.m.

(M) Approval of February 21st, 2023, Board Meeting Minutes

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

(M)-Approval of March 2024 Agenda

- o Valerie Thaxton made motion to accept the March 2024 Board Meeting Agenda
- o Clyde Bailey 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 February 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. Stephen Starcher (Watershed)

(D/M)-GAI ETM#14 contract

Jacob Lavender spoke for Stephen Starcher; WVCA recommends accepting offer from GAI for \$18,700.00 for work on ETM#14. This funding will come from the state supplemental funds.

- o Clyde Bailey made motion to accept offer
- o Diane Lumadue 2nd motion
- o All in favor. Motion carried

2. (D/M)-Cooperator Approvals

- | | |
|--------------------|----------------|
| a. Tammy Wandling | Kanawha County |
| b. R. Donn Cyrus | Kanawha County |
| c. Donald McIntyre | Kanawha County |

Valerie Thaxton
4-17-24

Capitol Conservation District

418 Goff Mountain Rd. Suite 102

Cross Lanes, WV 25313

March 20th, 2024, Board Meeting Minutes

- d. Brad Nester Kanawha County
- e. Tori Walker Kanawha County
- f. Lisa Cyrus Kanawha County
- o Clyde Bailey made motion to approve new cooperators
- o Valerie Thaxton 2nd motion
- o All in favor. Motion carried

3. (D/M)-AgEP Application Approvals

a. Donald McIntyre	Urban Ag	\$500.00
b. Donald McIntyre	Pollination (Nucs)	\$300.00
c. Tammy Wandling	Lime	\$600.00
d. R. Donn Cyrus	Pollination (Nucs)	\$300.00
e. Tori Walker	Pollination (Nucs)	\$300.00
f. Brad Nester	Urban Ag	\$500.00
g. Jessica Woods	Urban Ag	\$500.00
h. Ben McMillan	Urban Ag	\$500.00
i. Mary Arbaugh	Urban Ag	\$500.00
j. Erin Listerman	Urban Ag	\$500.00
k. Terri Yates	Urban Ag	\$500.00
l. Rob Whittington	Invasive Species	\$1,000.00
m. Rob Whittington	Heavy Use	\$2,000.00
n. Richard Durham	Pollination (Nucs)	\$300.00
o. Sarah McClanahan	Pollination (Nucs)	\$300.00
p. Bryan Rawson	Nutrient Management	<u>\$926.00</u>
		<u>\$9,526.00</u>

* Tammy Wandling applied for Nutrient Management however soil test determined PH is too low.

- o Clyde Bailey made motion to accept the new applications pending funds available
- o Valerie Thaxton 2nd motion
- o All in favor. Motion carried

*Clyde Bailey made a recommendation to prepare LOR for funding

4. (D/M)-AgEP Payment Approvals

- | | | |
|----------------|-------------|------------|
| a. Kevin Jones | Roof Runoff | \$2,000.00 |
|----------------|-------------|------------|
- o Clyde Bailey made motion to approve payments and send for processing
 - o Valerie Thaxton 2nd motion
 - o All in favor. Motion carried

5. (D/M)- O&M Dam Mowings for 24 (Send Out to Contract)

Capitol Conservation District

418 Goff Mountain Rd. Suite 102

Cross Lanes, WV 25313

March 20th, 2024, Board Meeting Minutes

- Clyde Bailey made motion to send out contract
 - Valerie Thaxton 2nd motion
 - All in favor. Motion carried
- 6. (D/M)-Direct Deposit (Supervisors)**
- Valerie Thaxton made motion to change supervisors' per diem and travel expenses to direct deposit
 - Clyde Bailey 2nd motion
 - All in favor. Motion carried
- 7. (D/M)-WVU Soils Teram Contribution**
- Clyde Bailey made motion to send letter stating we cannot contribute this year due to lack of funding
 - Valerie Thaxton 2nd motion
 - All in favor. Motion carried
- 8. (D/M)-Schedule Workgroup Prior to June 1st**
- Discussion was made that due to lack of funding the district will not hold workgroups like what has been done in the past. Jenna Budd recommended holding the workgroup on April 17th, 2024, at 2:00 p.m.
- Valerie Thaxton made motion to accept Jenna Budd's recommendation
 - Clyde Bailey 2nd motion
 - All in favor. Motion carried
- 9. (D/M)-Revised Long-Range Plan**
- Clyde Bailey made motion to accept the revised Long-Range Plan
 - Diane Lumadue 2nd motion
 - All in favor. Motion carried
- 10. (D/M)-CD Personnel Forms for FY25**
- Valerie Thaxton made motion to accept the Personnel Forms for FY25
 - Clyde Bailey 2nd motion
 - All in favor. Motion carried
- 11. (D/M)-CDO Budget for FY25**
- Discussion was made by Chairman Terry Hudson that the district will prepare the FY25 Budget after the State Committee Meeting on April 9th, 2024

REPORTS

- 1. NRCS Report-Jenna Budd: Planning Status** - As of today, 7 Conservation Plans have been written and 1 has been completed in March for the District. **Completed Practices**- Approximately \$6350.40 Federal Program Dollars approved in the district since the last board meeting. **Field Office Priorities**- • Develop contracts for preapproved EQIP & AMA Round 1 applications. • Complete assessments and rankings of CSP Round 2 Applications. CCD has 7.

Capitol Conservation District

418 Goff Mountain Rd. Suite 102

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March 20th, 2024, Board Meeting Minutes

- Complete annual Contract Reviews and contract maintenance.
 - Complete field assessments for FY24 Round 2 EQIP/AMA/CSP applications. Fund pools to be considered for funding as of today: all of Round 2 CSP, CPA-DIA-CEMA, On-Farm Energy DIA, Northern Bobwhite, and Golden Winged Warbler.
 - Obtain Environmental Quality Incentives Program (EQIP), Conservation Stewardship Program (CSP), and Agricultural Management Assistance (AMA) applications for FY25. 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 1 EQIP, CSP Classic, & AMA Applications Obligation Deadline – 4/5/24
 - Round 2 EQIP, CSP Classic Application Assessment/Ranking Deadline – 4/12/24
 - Complete Contract Reviews – 3/31/24
- Upcoming Events**
- CCD Forestry Field Day Committee Meeting – April 4
 - Grassland Evaluation Contest – April 12
 - CCD Forest Management Field Day – April 13.
- Staffing Updates**
- NRCS-WVSU Extension Educator – tentative start date of April 1 (Cross Lanes).
 - Jeff Barr – Acting State Conservationist until Jon Bourdon returns (~April).
- 2. WVCA Report-Jeremy Salyer: 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 these reviews, please disregard this request. **District Personnel Plan** District Personnel Plans are due to the SCC in March. Failure to meet the deadline may cause a delay in approving the district's personnel plan and the release of state funds for those positions. **Conservation District Operation (CDO) Grant Funds** Districts are asked to prepare your CDO budget report. The budget is to be submitted to Fiscal Services and your Area Director by March 30, so it can be presented to SCC in April. **Conservation Farm Tour** It is time for districts to be thinking about the conservation farm families to be awarded. CDs should have their district farm selection to their Area Directors by May 31. **Timelines:** May 31 - County and District judging. July - Area judging. August - Statewide judging. October – Presentation of Area and State awards at WV Conservation Partnership Annual Conference. **County and District winners at local Conservation District annual banquets.** **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. **AgEP Timeline:** March - State AgEP committee meeting to finalize upcoming FY AgEP April - 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) **WV State Fair Sign Ups** The schedule for state fair volunteers is now available under the WVCA admin webpage. If you would like to schedule a time frame to work at the fair, please contact your Administrative Specialist.
 - 3. AgEP Report-Dylan Johnson:** Attended the Appalachian Grazing Conference; AgEP Applications; Site visits
 - 4. WVCA Watershed Report-Jacob Lavender:** GAI Contract
 - 5. WVACD Report-Heather Duncan:** Not present
 - 6. Solid Waste Authority-Terry Hudson:** Met with John Yonce from Clean Seas; Applied for a grant to take used tires; Feed stock coming from OH & NC
 - 7. GKRC Report-Terry Hudson:** State Meeting last week; Terry Hudson was appointed Treasurer; 2 interns possibly
 - 8. District Employee shared/NRCS Report-Dawn Lemle:** Homesteading-ish registration is now open; Need help executing; Letters are going out to other districts to sponsor or speak; Ben Franklin bee yard is coming along; Several upcoming workshops

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March 20th, 2024, Board Meeting Minutes

9. Supervisor Reports:

Clyde Bailey- Feb: 26th State Fair Meeting; 28th Communication Call; 29th Grazing Conference Planning;

March: 6th-9th Grazing Conference; 12th Plan of Work Meeting, Forestry Meeting, Policy Meeting; 20th Board Meeting

Richard Sams-Associate- Nothing to report

Valerie Thaxton- Nothing to report

Sally Shepherd- visited Lavalette Landscape in Wayne County and Marshall U in-vessel food waste compost facility in Huntington; continuing efforts with USDA Forest Service, American Chestnut foundation and others to secure and expand the existing Clements State Tree Nursery seed orchard; Delivered the kiln to Lavalette Landscape for a demonstration burn with WVSU, attended by Bill Stewart of Guyan District and officials of Marshall U; Attended and presented Biochar Production and Use at WV Small Farms Conference; Worked to develop a remote burn portable water/quench system which successfully quenched an on-farm "remote" kiln burn; Coordinating with WVU Parkersburg, WVSU, Marshall U, WV Compost, Patriot Gardens to develop a protocol for routine small farm production of biochar and composts exceeding the standard organic soil amendment analysis requirements; Delivered Bio charge for trialing to master gardeners, gardeners, and Patriot Gardens; Working with national organizations to devise a system of per acre CDR payments for WV Small Farm /Forest Carbon Farmers

Diane Lumadue- March: 12th CCD Plan of Work Meeting & Policy Meeting; 14th Coal River Monthly Meeting; 20th CCD Board Meeting

Terry Hudson- Feb: 24th WV Small Farms Winter Blues; 26th State Fair Meeting; 28th Homesteading Conference meeting / Letter for Funding; 29th Huntington bank to Move CD /KCSWA Meeting, meeting with Waste Management; **March 1st-2nd** High Tunnel workshop with Patriot Guard; 7th-9th Appalachian Grazing Conference; 11th Homesteading conference meeting; 12th CCD planning and Policy meeting; 13th GKRCD meeting; 14th KCSWA audit committee meeting; 15th State RCD meeting elected treasurer; 19th KCSWA board meeting; 20th CCD board meeting

STANDING COMMITTEE REPORTS

Nothing to Report

UNFINISHED BUSINESS

* 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 practice & letter prepared by Jeremy Salyer
- Diane Lumadue 2nd motion
- All in favor. Motion carried

Meeting Adjourns @ 12:05 p.m.

Finance Committee Meeting held at 8:30 am

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