

Capitol Conservation District

418 Goff Mountain Rd. Suite 102
Cross Lanes, WV 25313

April 17th, 2024, Board Meeting Minutes

ATTENDANCE

Terry Hudson-Chairman
Brandon Duckworth-NRCS
Clyde Bailey-Vice Chair
Diane Lumadue-Secretary
Jenna Budd- District Conservationist
Natalie Salmon-Admin Specialist
Valerie Thaxton-Treasurer

Julie Simmons-WVACD Outreach
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 March 20th, 2023, Board Meeting Minutes

- Clyde Bailey made motion to accept the March 2024 Board Meeting Minutes
- Diane Lumadue 2nd motion
- All in favor. Motion carried

(M)-Approval of April 2024 Agenda

- Clyde Bailey made motion to accept the April 2024 Board Meeting Agenda
- Diane Lumadue 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 March 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
 - Diane Lumadue 2nd motion
 - All in favor. Motion carried

NEW BUSINESS

1. **(D/M)- 2025 RC&D Memorandum of Understanding**
 - Clyde Bailey made motion to accept and sign the memorandum
 - Diane Lumadue 2nd motion
 - All in favor. Motion carried
2. **(D/M)-CDO Budget for FY25**
 - Clyde Bailey made motion to accept the FY2025 budget
 - Diane Lumadue 2nd motion
 - All in favor. Motion carried
3. **(D/M)- Coal River Group Sponsorship (Diane Lumadue)**
 - Clyde Bailey made motion to sponsor in the amount of \$500.00


5-15-2024



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- Diane Lumadue 2nd motion
- All in favor. Motion carried

REPORTS

1. Administrative Report-Natalie Salmon:

- Supervisor Per Diem & Travel Forms/Spreadsheets
 - Natalie emailed the updated spreadsheets to use from this point on to record per diem and travel

2. NRCS Report-Jenna Budd: As of today, 2 Conservation Plans have been written in April for the District. Approximately \$425.95 Federal Program Dollars approved in the district since the last board meeting. As of April 15th for FY24, six CSP contracts have been obligated in Capitol, totaling \$156,976. Thirteen EQIP and AMA contracts have been obligated in Capitol, totaling \$138,420. Obtain preapprovals and develop applicable contracts for Round 2 CSP & EQIP CPA-DIA-CEMA applications. CCD has 8. Contract maintenance on new obligations and existing contracts. Complete field assessments for FY25 applications. Complete needed surveys/designs for recently obligated contracts. Complete tree marking and other needed forestry technical assistance. 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.). Upcoming Deadlines: Round 2 EQIP, CSP Classic Obligation Deadline – TBD, Annual Compliance Tract Validations – 4/30/24. Upcoming Events: Local Work Group Meeting – April 17th, 2pm. I will be on leave April 24-26th. Katy McBride, District Conservationist of Southern Conservation District, will be acting for me. South Area Joint Employee Development (JED) Training on Herbaceous and Woody Plantings – May 14th, 10am, Beckley Service Center. Staffing Updates: NRCS-WVSU Extension Educator in Cross Lanes Field Office – Carter Taylor - official start date May 2nd. General Clerk II in Point Pleasant Office – Dreama Howell – official start date April 22nd. She will be assisting with administrative tasks in Capitol, Guyan, and Western.

3. 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 Guthrie March 22. 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 22, so it can be presented to SCC in April. **Annual Work Plan:** Reminder - District annual work plans are due June 30 to Guthrie. **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. **O&M Agreements:** CD's 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. **Ag Enhancement Program Timeline:** 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**



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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.

4. **WVCA Watershed Report-Jacob Lavender:** Not present
5. **WVACD Report-Heather Duncan:** Julie Simmons, WVACD Outreach Specialist introduced herself
6. **Solid Waste Authority-Terry Hudson:** Signed contract for packing station
7. **GKRCD Report-Terry Hudson:** Working on grants
8. **District Employee shared/NRCS Report-Dawn Lemle:** Waiting on grants; working with National RC&D on projects
9. **AgEP Report-Dylan Johnson:** AgEP FY25 meeting immediately following the board meeting today
9. **Supervisor Reports:**
 - Clyde Bailey- March:** 25th- State Fair meeting; **April:** 1st- WVACD Ext; 4th- CCD Forestry Management workshop; 7th, 8th, 9th- WVACD Quarterly meeting; 11th- Picked up door prizes at Farm Credit; 17th- March CCD board meeting.
 - Valerie Thaxton-** Signed checks
 - Sally Shepherd-** continued to work on Biochar
 - Diane Lumadue- March:** 11th- Coal River Group monthly meeting was cancelled; 20th- Board meeting; **April** 17th- Board meeting & Partnership meeting
 - Terry Hudson- March:** 22nd- WVACD Area Meeting; 25th- State Fair Meeting; 28th- Operation Committee Meeting; 29th- WVACD Sutton prepare check and get paperwork ready for new employees; **April:** 1st- CCD office to onboard new NACD grant employee; 3rd- WVACD administrative work, new NACD grant employees; 7th, 8th, 9th: WVACD Quarterly meeting, Awards Council and SSC meeting Morgantown; 10th- GKRCD meeting Cross Lanes; 11th- CCD office Homesteading Conference meeting; 13th- Forestry Field Day Nitro; 16th- Kanawha County Solid Waste Meeting Charleston; 17th- CCD Board Meeting
 - Richard Sams-Associate-** Nothing to report
 - Carolyn Sue Young-Associate-** Not present

STANDING COMMITTEE REPORTS

- Homesteading-ish Conference planning is coming along

UNFINISHED BUSINESS

- None

Meeting Adjourns @ 11:12 a.m.

Finance Committee Meeting held at 8:30 am

Next Board Meeting will be May 15th, 2024, at 9:00 am