



Capitol Conservation District

418 Goff Mountain Rd. Suite 102

Cross Lanes, WV 25313

May 15th, 2024, Board Meeting Minutes

ATTENDANCE

Terry Hudson-Chairman

Sally Shepherd-Supervisor

Clyde Bailey-Vice Chair

Diane Lumadue-Secretary

Jenna Budd- District Conservationist

Natalie Salmon-Admin Specialist

Gene Saurborn-Watershed

Valerie Thaxton-Treasurer

Dawn Lemle-District Employee

Rick Sams- Associate Supervisor

Dylan Johnson- Conservation Specialist

Jeremy Salyer-WVCA Area Director

CALL BOARD MEETING TO ORDER at 9:08 a.m.

(M) Approval of April 17th, 2024, Board Meeting Minutes

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

(M)-Approval of May 2024 Agenda

- Clyde Bailey made motion to accept the April 2024 Board Meeting Agenda
- Valerie Thaxton 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 April 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 a motion to accept the financials apart from the Fifth Third CD balance. The district no longer has this account. Natalie will inform the accountant to remove it.
- Clyde Bailey 2nd motion
- All in favor. Motion carried

NEW BUSINESS

1. (D/M)- Annual Junior Conservation Camp Sponsorship (\$175.00 per camper)

- Motion dies on the floor

2. (D/M)-WV State Conservation Camp Sponsorship (\$230.00 per camper)

- Motion dies on the floor

3. (D/M)-Update on CCD Policy for FOIA requests

- Sally Shepherd made motion to update the CCD policy to reflect the state guidelines regarding FOIA requests
- Diane Lumadue 2nd motion
- All in favor. Motion carried



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4. (D/M)-Assurances Relating to Real Property Acquisition

- Clyde Bailey made motion to sign the Assurances Relating to Real Property Acquisition
- Diane Lumadue 2nd motion
- All in favor. Motion carried

5. (D/M)-Emergency Watershed Protection Project Research Invoice (\$2,000)

- Sally Shepherd made motion to pay invoice
- Clyde Bailey 2nd motion
- All in favor. Motion carried

6. (D/M)-Appoint Solid Waste Authority Representative

- Sally Shepherd made motion to appoint Terry Hudson
- Clyde Bailey 2nd motion
- All in favor. Motion carried

7. (D/M)-June 2024 Board Meeting Date (19th & 20th are holidays)

- Sally Shepherd made motion to hold the meeting on June 18th, 2024
- Diane Lumadue 2nd motion
- All in favor. Motion carried

8. (D)-Recent FOIA Request

The board was made aware of the recent FOIA request by Heather Connolly. The requested records were sent by Natalie Salmon on 05/09/2024. Natalie will reach out to Belinda Withrow regarding updating the Secretary of State's website.

9. (D/M)-CCD FY25 AgEP Agreement

- Clyde Bailey made motion to sign the FY25 AgEP Agreement
- Valerie Thaxton 2nd motion
- All in favor. Motion carried

10. (D)-Cooperative Agreement for AgEP between CCD & WVCA

Natalie Salmon Forwarded agreement to Dylan Johnson. Supervisors are taking time to review it.

11. (D/M)-AgEP Payment Approvals

a. Angela Robinson	Urban Ag	\$151.31
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- Clyde Bailey made motion to approve payment and send for processing
- Sally Shepherd 2nd motion
- All in favor. Motion carried



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REPORTS

- AgEP Report-Dylan Johnson:** AgEP Agreement completed; Will have FY25 applications to Natalie Salmon by the end of the week; Sent reminders to cooperators regarding completing practices & will follow up with phone calls; Funding for FY25 should remain the same
- NRCS Report-Jenna Budd:** Planning Status- As of today, 5 Conservation Plans have been written in April for the District. Completed Practices- Approximately \$1,372.11 Federal Program Dollars approved in the district since the last board meeting. Field Office Priorities- As of May 13th for FY24, seven CSP contracts have been obligated in Capitol, totaling \$176,976. Fourteen EQIP and AMA contracts have been obligated in Capitol, totaling \$142,101.
 - Obtain preapprovals and develop applicable contracts for Round 2 CSP & EQIP CPA-DIA-CEMA applications.
 - 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. Upcoming Events- I will be on leave June 3rd-7th. Katy McBride, District Conservationist of Southern Conservation District will be acting for me. Staffing Updates- NRCS-WVSU Extension Educator in Cross Lanes Field Office – Carter Taylor - start date was May 2nd in office.
 - General Clerk II in Point Pleasant Office – Dreama Howell – official start date was April 22nd. She will be assisting with administrative tasks in Capitol, Guyan, and Western.
 - Summer Student Trainee in Cross Lanes Field Office – Abigail Starks – official start date June 3rd.
- WVCA Report-Jeremy Salyer: Request to Conservation Districts-** The WVCA is encouraging Conservation Districts to review and update their 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. **Annual Work Plan-** Reminder - District annual work plans are due June 30 to Guthrie. A new template from NACD has been prepared and provided. **Conservation Farm Tour-** It is time for districts to think 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-** CDs are encouraged to continue to work with local sponsors for O&M funding. This process started last year 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 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.



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4. **WVCA Watershed Report-Jacob Lavender: Site Visits Conducted: CCRs:** N/A; **CCR Flood/EWP Sites:** EW1026-N. McGraw-Second Review Approved, EW1068-M. Riley-Ineligible, EW1088-WV DOH-Ineligible, EW1091-D. Griffith-Second Review Approved, EW1092-J. Reed-Second Review Approved, EW1038-B. Hayes-Second Review Approved, EW1047-S. Olive-Ineligible, EW1050-W. Smith-Second Review Approved, EW1055-T. Yates-Ineligible, EW1056-L. Stover-Second Review Approved, EW1057-G. Newell-Second Review Approved, EW1058-D. Reynolds-Ineligible, EW1059-V. Mobley-Ineligible, EW1060-M. Murphy-Second Review Approved, EW1096-K. Ratliff-Ineligible, EW1093-S. Jones-Second Review Approved, EW1075-R. Thomas-Ineligible, EW1076-E. Hernandez-Ineligible, EW1077-N. Salmon-Ineligible, EW1110-E. Massey Jr.-In Progress, EW1115-R. Cavender-In Progress, EW1116-D. Laxton-In Progress, EW1090-L. Cox-Second Review Approved, EW1097-J. Walker-Ineligible; **Stream Permits:** Site 16002-C. Hughart-Chapps Fork-Charleston-Kanawha Co.-In Progress, Site 17073-J. Walker-2&3/4 Mile Ck.-St. Albans-Kanawha Co.-In Progress; **Dams:** Blakes Armour #7-EAP-Current, Issue Date: 06/2/23, Elk Two Mile #12-EAP-Current, Issue Date: 11/4/21, Elk Two Mile #13-EAP-Current, Issue Date: 11/4/21, Elk Two Mile #14-EAP-Current, Issue Date: 1/19/23
5. **WVACD Report-Heather Duncan:** Not present
6. **Solid Waste Authority-Terry Hudson:** Will be accepting tires and plastic grocery bags soon; Macy's donated a bailer
7. **GKRCD Report-Terry Hudson:** Spent time working on grants for the council; \$8,500.00 worth of grants funded for Kanawha County
8. **District Employee shared/NRCS Report-Dawn Lemle:** Working on Community Gardens; Charleston garden needs reopened and volunteers are needed to do so; Dawn Lemle will be sending out dates to meet and help; Several upcoming workshops; Still looking to fill 2 positions; Sept. 13th-14th is the Homesteading Conference- Volunteers needed
9. **Supervisor Reports:**
 - Clyde Bailey- April:** 19th WVACD Grazing Land Steering Committee Meeting, 25th WVFB Directors Meeting, 29th 2024 WVACD State Fair Meeting; **May:** 6th WVACD Extension Board Meeting, 15th CCD Board Meeting
 - Valerie Thaxton-** May Board Meeting
 - Sally Shepherd-** Biochar & Clements
 - Diane Lumadue- April:** 17th CCD Board Meeting, NACD Partnership Meeting, Flood/ Tornado Damage Meeting, Alum Creek Community Center, V. Mobley Site Visit; **May:** 15th CCD Board Meeting, 16th Coal River Group Meeting
 - Terry Hudson- April:** 18th, 19th Envirothon at Cedar Lakes, 21st WVACD Sutton Envirothon wrap up with Financials, 22nd CCD office Homestead-ish grant Julie, GKRCD MOU, AGC close out budget, 25th CCD FOIA response, WVACD Sutton 990, checks, 26th Ben Franklin high Tunnel, 29th State Fair meeting, FOIA response sent; **May:** 6th, WVACD Ex Board meeting, 8th Great Kanawha RCD Meeting Chapmanville, 9th Sent out FOIA report, 15th CCD board meeting
 - Richard Sams-Associate-** Partnership Meeting in Nitro; Board Meeting
 - Carolyn Sue Young-Associate-** Not present



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STANDING COMMITTEE REPORTS

Nothing to Report

UNFINISHED BUSINESS

NA

Meeting Adjourns @

11:29 am

Finance Committee Meeting held at 8:30 am

Next Board Meeting Will Be Held June 18th, 2024, at 9:00 am