

# Capitol Conservation District

418 Goff Mountain Rd. Suite 102

Cross Lanes, WV 25313

June 18th, 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

Clayton Scott- USDA

Jacob Lavender-Watershed

Sally Shepherd- Supervisor

Dawn Lemle-District Employee

Abigail Starks- USDA Student Trainee

Dylan Johnson- Conservation Specialist

Heather Duncan- WVACD Executive Director

## CALL BOARD MEETING TO ORDER at 9:06 a.m.

### (M) Approval of May 15th, 2024, Board Meeting Minutes

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

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

- Diane Lumadue made motion to accept the June 2024 Board Meeting Agenda
- Sally Shepherd 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 May Financial Report, Supervisor Per Diem & Travel. Bills to Be paid as funds permit and coordinated by office staff and filed for audit.
  - Diane Lumadue made a motion to accept the financials
  - Sally Shepherd 2nd motion
  - All in favor. Motion carried

## NEW BUSINESS

1. (D/M)-Signature Request for Coal River Watershed Plan-EA Agreement (Hannah Thacker)  
Clayton Scott was present for Hannah Thacker.

- Clyde Bailey made motion to sign the agreement
- Diane Lumadue 2nd motion
- All in favor. Motion carried

2. (D/M)-AgEP Payment Approvals

• Careasa Nichols	Urban Ag	\$500.00
• Brad Nester	Urban Ag	\$149.75
• Valerie Thaxton	Roof Runoff	\$2,000.00
• Valerie Thaxton	Heavy Use	\$600.00
• Shelia Trader	Pasture Reseeding	\$493.41
• Sheila Trader	Heavy Use	<u>\$2,000.00</u>

*Just Hoover 7/17/24*

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\$5,743.16

- Clyde Bailey made motion to approve payments and send for processing
- Sally Shepherd 2<sup>nd</sup> motion
- All in favor. Motion carried

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

#### a. Cody Pauley Roof Runoff

- Diane Lumadue made a motion to withdraw applications
- Sally Shepherd 2<sup>nd</sup> motion
- All in favor. Motion carried

#### b. Benjamin McMillan Urban Ag

#### c. Donald McIntyre Urban Ag

#### d. Jessica Woods Urban Ag

#### e. Brad Nester Urban Ag

#### f. Scott Ferris Urban Ag

#### g. Richard Durham Urban Ag

#### h. Zachary Boyko Urban Ag

#### i. Larry Garnes Urban Ag

#### j. Danny Saunders Invasive Species

#### k. Danny Saunders Pasture Reseeding

- Diane Lumadue made a motion that all pending applications become void at the end of the business day on June 28<sup>th</sup>, 2024.
- Sally Shepherd 2<sup>nd</sup> motion
- All in favor. Motion carried

### 4. (D/M) FY25 District Support Allotment LOR's----(All LORs are needing signatures from Chairman for processing)

- LOR # 15125 \$30,734.00
- LOR # 15126 \$15,016.00
- LOR # 15127 \$15,015.00
- LOR # 15128 \$11,662.00
- Diane Lumadue made motion to approve FY25 LORs
- Clyde Bailey 2<sup>nd</sup> motion
- All in favor. Motion carried

### 5. (D/M)- Bid for 2023-05-30 OMR CCD Elk Two Mile Dam Mowing

No bids were received. Jacob Lavender will look into possible options such as put the bid back out, ask Southern District for estimate or break the mowing up so bids would not be necessary

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6. **(D/M)-WVACD 2025 Annual Dues for \$5,000.00**
  - o Diane Lumadue made motion to submit payment
  - o Clyde Bailey 2nd motion
  - o All in favor. Motion carried
  
7. **(D/M)-GAI Invoice for Elk Two-mile Creek Site 14 Seep Collection Extension in the amount of \$3,145.00**
  - o Diane Lumadue made motion to submit payment
  - o Clyde Bailey 2nd motion
  - o All in favor. Motion carried
  
8. **(D/M)-Soil and Water Conservation Society Membership Renewal (\$230.00)**
  - o Sally Shepherd made motion to submit payment
  - o Diane Lumadue 2nd motion
  - o All in favor. Motion carried
  
9. **(D/M)-Women in Ag Conference Nov. 15<sup>th</sup>-16<sup>th</sup> at Blennerhassett Hotel Sponsorship**
  - o Diane Lumadue made motion to send 2 women costing up to \$550
  - o Clyde Bailey 2nd motion
  - o All in favor. Motion carried
  
10. **(D)-Elk Conservation District Summer Picnic at Webster Springs July 23<sup>rd</sup> at Noon**

Event is being held at Mike Smalley's Strawberry Farm. Please RSVP if attending.
  
11. **(D)-Thank You from Coal River Group**

Natalie Salmon read Thank You Letter from the Coal River Group
  
12. **(D)-Reread CCD Policy Changes Regarding FOIA Requests**

Natalie Salmon read the updated policy regarding FOIA requests
  
13. **(D)-Shipping for Soil/Forge Samples**

Clyde Bailey discussed soil and hay samples and the process for submitting them
  
14. **(D/M)-Election of Officers:**
  - **Chair-** Terry Hudson
  - **Vice Chair-** Clyde Bailey
  - **Secretary-** Diane Lumadue
  - **Treasurer-** Valerie Thaxton
  - **Board Member-** Sally Shepherd
    - o Diane Lumadue made motion to appoint officers
    - o Sally Shepherd 2nd motion
    - o All in favor. Motion carried
  
15. **(D/M)-Election of Representatives for the Following Committees:**
  - **Water Resources Committee-** Diane Lumadue

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- **Education Committee-** Diane Lumadue, Sally Shepherd & Valerie Thaxton
- **Natural Resources Committee-** Clyde Bailey
- **District Operations Committee-** Terry Hudson
- **Legislative Committee-** Clyde Bailey
- **AgEP Committee-** Clyde Bailey
- **WVACD Officers-** Terry Hudson, Clyde Bailey
  - Diane Lumadue made motion to appoint officers
  - Sally Shepherd 2<sup>nd</sup> motion
  - All in favor. Motion carried

### REPORTS

1. **AgEP Report-Dylan Johnson:** New applications for FY25 are ready; working on the outstanding AgEP applications
2. **NRCS Report-Jenna Budd:** Planning Status- As of today, 3 Conservation Plans have been written in June for the District and 1 was completed. Completed Practices- Approximately \$21,801.33 Federal Program Dollars approved in the district since the last board meeting. Field Office Priorities- As of June 14th for Fiscal Year 2024, 26 contracts have been obligated in the CCD, totaling around \$394,428.00. 10 contracts are CSP, and 16 are EQIP or AMA. Contract maintenance on new obligations and existing contracts. Complete field assessments for FY25 applications. Complete needed engineering 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 was June 7th. Complete Contract Reviews by August 1st. Upcoming Events- Juneteenth, Federal Holiday – June 19th. South Area Joint Employee Development Training on Small Scale/Urban Practices – Hamlin, WV – June 25<sup>th</sup>, Business Tools Training – Beckley, WV – June 26<sup>th</sup>, Independence Day, Federal Holiday – July 4<sup>th</sup>, South Area Joint Employee Development Training on Biosecurity – Greenbrier Co. – July 9<sup>th</sup>. Staffing Updates- NRCS-WVSU Extension Educator in Cross Lanes Field Office – Carter Taylor – official NRCS start date was June 17th. Summer Student Trainee in Cross Lanes Field Office – Abigail Starks – official start date was June 3rd.
3. **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. **CDO Budget** CDO budget closeout needs submitted to Guthrie by August 1. **Conservation Farm Tour** 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). AgEP data base needs closed out by July 15 **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:** Dam inspections, Flooding calls are now CCRs & RFAs
5. **WVACD Report-Heather Duncan:** See printout; Room blocks have now been extended to June 21st
6. **Solid Waste Authority-Terry Hudson:** Meeting this afternoon
7. **GKRCD Report-Terry Hudson:** Don't have grant approvals yet; Was approved for Youth Ambassadorship for \$64,000 a year to help with education and internships; Working on grant to help with Homesteading-ish Conference; Looking at a remote intern; Will vote on appointing someone to the National Counsel at next meeting
8. **District Employee shared/NRCS Report-Dawn Lemle:** Bringing in lots of funding to the district; Took Grace around to area projects and cleanup; Tree planting & signage up; Planning summer workshops
9. **UA Outreach- Grace Fry:** Not present
10. **Supervisor Reports:**
  - Clyde Bailey- May 20<sup>th</sup>:** State Fair Committee Meeting
  - Valerie Thaxton-** Not Present
  - Sally Shepherd-** No Longer Present
  - Diane Lumadue- May: 15<sup>th</sup>-** CCD Board Meeting; **16<sup>th</sup>-** CRG Monthly Meeting; **June: 3<sup>rd</sup>-** CCD Meeting with NRCS Coal River Study; **15<sup>th</sup>-** Tour de Coal Volunteer 6:00 a.m. to Noon; **17<sup>th</sup>-** CCD Meeting with NRCS Coal River Study; **18<sup>th</sup>-** CCD Monthly Board Meeting
  - Terry Hudson- May: 20<sup>th</sup>-** State Fair Meeting; **June: 3<sup>rd</sup>-** CCD Meeting with NRCS Coal River Study, WVACD Executive Meeting; **7<sup>th</sup>-** Dam mowing Job Showing; **13<sup>th</sup>-** GKRCD Meeting; **15<sup>th</sup>-** High Tunnel Workshop in Boone County; **17<sup>th</sup>-** - CCD Meeting with NRCS Coal River Study; **18<sup>th</sup>-** CCD Board Meeting
  - Richard Sams-Associate-** Not Present
  - Carolyn Sue Young-Associate-** Not Present

### STANDING COMMITTEE REPORTS

### UNFINISHED BUSINESS

#### Meeting Adjourns at 10:37 a.m.

Finance Committee Meeting held at 8:30 am

Next Board Meeting will be held Wednesday, July 17<sup>th</sup>, 2024