

Capitol Conservation District

418 Goff Mountain Rd. Suite 102

Cross Lanes, WV 25313

July 17th, 2024, Board Meeting Minutes

ATTENDANCE

Terry Hudson-Chairman

Clyde Bailey-Vice Chair

Diane Lumadue-Secretary

Jenna Budd- District Conservationist

Natalie Salmon-Admin Specialist

Jeremy Salyer- WVCA Area Director

Rick Sams- Associate Supervisor

Jacob Lavender-Watershed

Dawn Lemle-District Employee

Abigail Starks- USDA Student Trainee

Dylan Johnson- Conservation Specialist

Jon Bourdon- NRCS

Grace Fry- District Employee

Valerie Thaxton- Treasurer

CALL BOARD MEETING TO ORDER at 9:01 a.m.

(M) Approval of June 18th, 2024, Board Meeting Minutes

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

(M)-Approval of July 2024 Agenda

- Clyde Bailey made motion to accept the July 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 June 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 and file for audit
 - Diane Lumadue 2nd motion
 - All in favor. Motion carried

NEW BUSINESS

1. (D/M)-AgEP Application Payments

***Will need to be paid from the General Account due to delay in receiving receipts from cooperator**

- Jessica Woods Urban Ag \$40.27
- Valerie Thaxton made motion to approve payments and send for processing
- Diane Lumadue 2nd motion
- All in favor. Motion carried

2. (D/M) FY25 O&M Allocation LOR----(LOR is needing signature from Chairman for processing)

- LOR # 16170 for \$9,165.00
- Clyde Bailey made motion to approve LOR
- Valerie Thaxton 2nd motion

Valerie Thaxton 8-20-24



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- All in favor. Motion carried

3. (D/M)-GAI Invoice for Elk Two-mile Creek Site 14 Seep Collection Extension in the amount of \$1,710.00
 - Valerie Thaxton made a motion to pay invoice
 - Diane Lumadue 2nd motion
 - All in favor. Motion carried
4. (D/M)- Estimate for Elk Two-mile 12 Mowing in the amount of \$2,700.00
 - Clyde Bailey made a motion to accept estimate
 - Valerie Thaxton 2nd motion
 - All in favor. Motion carried
5. (D/M)-Estimate for Elk Two-mile 13 Mowing in the amount of \$3,300.00
 - Clyde Bailey made a motion to accept estimate
 - Diane Lumadue 2nd motion
 - All in favor. Motion carried
6. (D/M)-Estimate for Elk Two-mile 14 Mowing in the amount of \$5,000.00
 - Clyde Bailey made a motion to accept estimate
 - Diane Lumadue 2nd motion
 - All in favor. Motion carried
7. (D/M)- WVACD Nominations for Honorary Member & Member at Large
 - Natalie Salmon will forward the email to supervisors. Discuss at next board meeting.
8. (D)- State Fair Sign-Ups (Clyde Bailey)
 - Clyde Bailey is asking all that can, please sign up for a shift. There's several that need filled.

REPORTS

1. **AgEP Report-Dylan Johnson: Attended training in Lewisburg; Prepare for D-1;AgEP Applications have been corrected and added to website.**
2. **NRCS Report-Jenna Budd: Completed Practices:** Approximately \$9,105.85 Federal Program Dollars approved in the district since the last board meeting. **Field Office Priorities:** • 26 contracts have been obligated in the CCD for Fiscal Year 2024, 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:** • Complete Contract Reviews for all our active contracts by August 1st. **Upcoming Events:** • WV State Technical Committee Meeting – July 23rd at 10am (virtual) • WV State Fair – August 8-17th – Fairlea, WV • South Area Joint Employee Development Training on “Planning Grazing Systems” – August 13th at 10 am – Location TBD. • Nitro Sustainable Community Workshop: “Fall Bee Management & Their Environment” – August 17th at 10am – Nitro, WV. **Staffing Updates:** • The last day in office for Abigail Starks this summer, 1890’s Student Trainee in Cross Lanes, will be August 2nd.



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• I'll be going on maternity leave before the next board meeting (date TBD). Katy McBride will be acting District Conservationist for Cross Lanes until I return. Brandon Duckworth & Matt Murphy plan to fill in in-office duties as needed.

3. WVCA Report-Jeremy Salyer: Items to be thinking about and placed on your agendas in the coming month:

Carroll Greene Nomination – form is due to Belinda Withrow by September 1, WVACD Honorary Member At Large WVACD Lifetime Honorary Member; **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; **Agreed Procedures Engagement (Audit):** Conservation Districts are asked to begin the Agreed Procedures Engagement (APE) (audit) soon after the close of the fiscal year on June 30th. It is important that each district read their audit, and then take steps to correct any findings noted by the auditors. If you have questions, ask Kim, Devon or Jeremy. **Conservation Farm Tour:** Timelines: 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 15th; **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.

4. **WVCA Watershed Report-Jacob Lavender:** Will send work order for dam mowing; **GAI Update:** Draft design of seeps together; **City of Nitro Invoice:** Can't get in touch with anyone. Because the correct process wasn't followed by Nitro, WVCA cannot authorize payment from the co-administered account. Terry Hudson volunteered to reach out to Judith Lyons regarding payment.

5. **WVACD Report-Heather Duncan:** Not present

6. **Solid Waste Authority-Terry Hudson:** Meeting next week; Showing of new building last week; Bids will be out by Tuesday

7. **GKRCD Report-Terry Hudson:** Didn't have state association meeting this month; Local RC&D is making progress with community grants

8. **District Employee shared/NRCS Report-Dawn Lemle:** Canning, Forest and Mushroom Workshops are coming up; Bee and Pollinator Workshop next month

9. **UA Outreach: Grace Fry:** Made headway with vendors & guest speakers for the Homesteading-ish Conference

10. **WVCA Administrative Specialist: Natalie Salmon:** Will be covering the Elk District while the AS will be on maternity leave

11. **NRCS: Jon Bourdon: Program Priorities:** Our staff is currently working on obligating approved applications for the Conservation Stewardship Program (CSP) Classic, Agriculture Management Assistance (AMA), and the Environmental Quality Incentives Program (EQIP). So far, we've obligated over 980 contracts on over 81,000 acres across all programs for \$29 million. We have approximately \$1 million remaining to obligate, with most work units having completed this task and now are focused on practice implementation and conservation planning through



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September. Thank you to the Conservation Districts for their efforts and participation in Local Work Group meetings, and for helping to target conservation funding where it is most needed. We are reviewing all comments and suggestions gathered at those meetings and will present recommendations at the State Technical Committee meeting on July 23, 2024. **Staffing Updates:** NRCS WV is continuing to add staff to the field. Over the last two months we added Soil Conservationists in Huntington and Ranson, a Natural Resource Specialist in Weston, and Soil Conservation Technicians in Huntington and Princeton. We've also made a selection for a Soil Conservationist in Lewisburg. We anticipate filling the following vacancies in the coming months: Forester (North Area), Civil Engineer (North Area), Soil Conservationists, Natural Resource Specialists, and Soil Conservation Technicians. We're also working on several agreements to add staff to the field through partnerships. We've partnered with West Virginia Department of Agriculture, West Virginia Conservation Agency, Pheasants Forever, American Bird Conservancy, and Fish & Wildlife Service for Biologists, Foresters, Nutrient Management Planners, and a GIS Specialist. Our Pathways interns have returned for the summer to assist field offices and to gain knowledge that will aid them in their future careers with NRCS. We have converted one Soil Scientist Pathways student who will be working out of the Morgantown State Office. We're also bringing on an 1890's Scholar this summer and made selections for two more to come onboard next summer from West Virginia State University. We've onboarded a total of six Administrative Assistants in several field offices throughout the state. These positions are helping our staff administer programs and provide clerical support. We've also added State Office staff in our Soils and Watershed Operations divisions. We've made selections for a Cartographer and a Biologist that will start later this summer. Unfortunately, our selected candidate for the Archeologist position declined the final job offer, so we will be readvertising very soon. **Staffing Changes:** Kristopher Ellis started on May 20, as our new Assistant State Conservationist for Management and Strategy. Kris comes to us from the Bureau of Land Management in California and has a background in the oil & gas industry and environmental law. Christopher Toothman was selected as District Conservationist for the Monongahela Conservation District. Chris previously worked for NRCS WV as a Soil Conservationist in the West Fork District. Chris started his new role May 6, 2024. Kelby Fetter was selected as the District Conservationist for the West Fork District. Kelby comes to us from NRCS Ohio where he served as a Soil Conservationist. Kelby will join us in West Virginia on July 15, 2024. **Soil Science Priorities:** The soil sampling and monitoring project is still underway. Monitoring sensors for soil water tables, moisture and temperature have been placed in the following counties: Berkeley, Greenbrier, Hampshire, Hancock, Harrison, Jackson, Jefferson, Marion, Monongalia, and Morgan. Additional sites are planned for installation in Hardy and Pendleton Counties. Additional sites are planned across the state in all districts as a first step in establishing a statewide soil moisture monitoring network. Approximately 113 weather stations have been set up across the state by FSA staff. These stations will provide data to the U.S. Drought Monitoring system. **Composting & Food Waste Reduction Cooperative Agreements:** \$9.5 million is available for composting and food waste projects as part of USDA 's efforts to support urban agriculture. USDA's Office of Urban Agriculture and Innovative Production (OUAIP) will accept applications on Grants.gov until September 4, 2024. Tribal organizations, county and city governments, independent school districts, public housing authorities, and other special district governments are eligible to apply. To learn more about Composting and Food Waste Reduction Cooperative Agreements at usda.gov/urban or contact NRCS WV Urban Conservationist, Dustin Adkins, at dustin.adkins@usda.gov. **Watershed Operations:** NRCS WV is committed to working with our local sponsors and partners on watershed efforts in the state. Please encourage your District Conservationists or Conservation District



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Supervisors to reach out to us with any flooding concerns, watershed protection, or any issues related to watersheds the districts you serve to see if we can assist!

12. Supervisor Reports:

Clyde Bailey- June: 21st App. Grazing Conference Meeting; 25th State Fair Meeting & Office Visit; 28th Central Meeting at Elk (call-in); **July:** 3rd Office to sign checks; 14th, 15th, 16th WVACD Meeting; 17th CCD Board Meeting
Valerie Thaxton- Signed checks

Sally Shepherd- Not present

Diane Lumadue- July: 11th Coal River Group Monthly Meeting; 17th CCD Board Meeting

Terry Hudson- June: KCSWA board meeting; 19th WVACD office to sign check and grants /Larry Garnes High Tunnel; 21st AGC committee meeting told to invest 50k in a CD; 25th State Fair meeting / Belinda Withrow to pick up blank checks for WVCAC; 28th Area meeting Sutton. **July:** 1st WVACD Ex Board meeting; 5th CCD grants and checks/WVACD budget redo; 9th Awards council meeting /SCC meeting; 10th Great Kanawha RCD Meeting Chapmanville; 14th,15th,16th Harpers Ferry WVACD meeting; 17th CCD board meeting

Richard Sams-Associate- Helping Dawn with Community Gardens

Carolyn Sue Young-Associate- Not present

STANDING COMMITTEE REPORTS

- **Holiday Gathering meeting on Monday, July 22nd at 10:00 a.m.**

UNFINISHED BUSINESS

- N/A

Meeting Adjourns @ 11:30 a.m.

Finance Committee Meeting held at 8:30 am

Next Board Meeting will be held Wednesday, August 21st, 2024