



GREENBRIER VALLEY

Conservation District

USDA Service Center ♦ 179 Northridge Drive ♦ Lewisburg, WV 24901
Phone: (304) 645-6173

Serving Greenbrier, Monroe, and Pocahontas Counties

Minutes of the GVCD Regular Board Meeting April 16, 2019

The Greenbrier Valley Conservation District Board of Supervisors met on Tuesday, April 16, 2019 in the conference room of the Lewisburg USDA Service Center. Those attending were:

Supervisors:

Timothy VanReenen (by skype)
Gary Sawyers
Gary Truex
Jerry Clifton
Avery Atkins
Carolyn Miller

Others:

Linda Ortiz (NRCS)
Jeremy Salyer

Lynn Woods

Call to Order

Chairman Gary Sawyers called the meeting to order at 7:06pm.

Approval of Minutes

Motion was made by Jerry Clifton and seconded by Gary Truex to approve the minutes of the March 21, 2019 regular board meeting. Motion passed.

Guests

- Kevin Miller (for Brian Wickline) and the Monroe 4-H Soils Team of Seth Goodwin (GEHS), Gavin Taylor (JMHS), and A.J. Chernauskas (STCA) gave a presentation about Land Judging and Homesite Evaluation. This impressive team has won the statewide competition and will be competing in the national competition the end of next week. Travel expenses will exceed \$7,000.00 and they have raised about half of that amount. They thanked the GVCD for past support and requested any current financial assistance the District could provide. Gary Sawyers introduced the Board members and shared some information about the GVCD.

District Manager Report

- Lynn Woods submitted a written report and reviewed highlights and dates. She reported that steps have been taken to accommodate equipment renters when no office staff is available and the office is closed. Forms will be made available with instructions and contact information on the office door. Discussion ensued regarding the potential need for a full-time equipment coordinator, which appeared further down the agenda. That discussion also led to the subject of the Re-vegetation Program which appeared further down the agenda. Jeremy Salyer reported that districts have the option whether to participate in the program or not. It was noted that the AgEP

committee has recommended going forward with the program. At that point it was noted that further discussion and any action would take place when the respective agenda items were reached.

Funding Requests

- **Avery Atkins moved and Timothy VanReenen seconded the motion to donate \$1,000.00 toward the travel expenses for the Monroe 4-H Soils Team to attend the national competition in Oklahoma. Motion passed.**

Cooperating Agency Reports

- *NRCS* – Linda Ortiz reported on the status of NRCS applications and submitted a written report (copy attached). She noted that they have a new staff member, Mark Pontius, who will be helping with administrative duties and contract management.
- *WV Division of Forestry* – Not present
- *FSA* – not present

- *WVCA* - Jeremy Salyer submitted a written report which is attached. He deferred his time to the end of the meeting as much would be covered by the agenda.

Unfinished Business

- Lynn Woods reported that Land Judging with SCD will take place May 8, 2019 at the PMC in Alderson. Setup begins at 8:30am and registration at 9am. Anyone helping should be there at 8:30am.
- Jeremy Salyer reported that AgEP lead Jennifer Skaggs is leading a committee that has been formed to complete necessary legislative rules and set program guidelines for a program change that will change will include grant opportunities for AgEP and SSRP. Timothy VanReenen and Jeremy Salyer are on the committee and they meet next on April 29, 2019. The grant for AgEP practices would be in addition to the AgEP we already have. Information will be forthcoming as it becomes available. See Jeremy's written report regarding SB655 for more information.
- Gary Truex reported that the Ronceverte River Festival is the same day as the Farmers Day Parade. The potential conflict was noted and plans may need to be adjusted depending on availability of Supervisors.
- No new developments in banquet planning.
- Monroe and Greenbrier County Supervisors will make arrangements to visit and select the Conservation Farm winner for their respective counties. Once determined, an itinerary will be set for the District level farm tour which is scheduled for May 16.

Committee Reports

Finance Committee:

Financial Report:

- ***General and CDO Funds Report* – Carolyn Miller moved to accept the General and CDO Funds Reports and file for audit. Seconded by Timothy VanReenen. Motion passed.**
- ***WVCA Restricted Funds Report* – Timothy VanReenen moved to accept the WVCA Restricted Funds Reports and file for audit. Seconded by Carolyn Miller. There was discussion on the amount for the SPRP fund which was resolved. Motion passed.**

- **Payment of all General Funds bills— Jerry Clifton moved to pay all General Funds bills, per payables list, as presented. Seconded by Gary Truex. Motion passed. List is attached.**

Agricultural Enhancement Program Committee:

- Timothy VanReenen presented two AgEP invoices for payment:
 - Eric Shamblen – Lime - \$1,407.75
 - Sam Warren – Lime \$2,690.25
 - Total Lime Payments - \$4,098.00**Timothy VanReenen moved on behalf of the committee and Gary Truex seconded the motion to pay the AgEP invoices totaling \$4,098.00. Motion passed.**
- Timothy VanReenen presented one AgEP contract for cancellation:
 - John Humphreys – Lime - \$1,306.50**Timothy VanReenen moved on behalf of the committee and Avery Atkins seconded the motion to approve the cancellation. Motion passed.**
- Timothy VanReenen moved on behalf of the committee to approve deadlines and extensions for FY19 AgEP contracts as recommended by the committee. Motion passed.

Grassland Committee:

- **Gary Truex moved on behalf of the committee and Avery Atkins seconded the motion to accept and adopt the AgEP Emergency Assistance for Re-vegetation of Feeding Areas Spring 2019 as recommended by the committee, to submit an LOR for allocated amount upon determination of said amount, and to delegate authority to the Grassland committee to approve matters related to the program between board meetings with Supervisors having authority for their respective counties. Motion passed. Any actions between board meetings will be reported and entered into the minutes of the next regular board meeting.**

Building/Equipment Committee:

- Sewer service application is on hold until bathroom facilities are installed. The PSD will not charge for service until such time and has offered to waive the security deposit. It will be the GVCD's responsibility to notify them when facilities are installed. Miss Utility has been contacted to mark the utilities prior to installation of sewer line.
- Lynn Woods reported that the water leak was repaired. A leak adjustment will be requested.
- There was a lengthy discussion about the potential for making the equipment coordinator position a full-time position. This will be considered and discussed with the coordinator and placed on a future agenda.

Other Committees

- No other reports.

Watershed Reports

- *WVCA O, M & R Report* - Judith Lyon – no report

- Jeremy Salyer reported that SCD or TVCD work crews will be visiting all of the districts to provide quotes on OMR work. Techs will review the quotes to see if they are in line with estimated costs. Consensus of the Board was that they are open to this so long as quotes are in line with the estimates set forth by WVCA technical staff.
- **Gary Truex moved and Avery Atkins seconded the motion to approve and sign the revised OMR agreement with the Greenbrier County Commission and WVCA with annual contribution amounts of \$2,200.00 each. Motion passed.** This reflects a 10% increase each in sponsor's share and matching state funds. A revised agreement with the City of White Sulphur Springs will be on the May agenda.

319 Committee:

- Jerry Clifton presented the following invoices for payment:
 - Ronnie Glover – Indian Creek – \$8,445.00
 - Ben Preston – Indian Creek - \$3,450.00

Jerry Clifton moved on behalf of the committee and Avery Atkins seconded the motion to pay the listed invoices. Motion passed.

- There were no new contracts or LORs.
- **Jerry Clifton moved on behalf of the committee and Carolyn Miller seconded the motion to appoint Gary Truex to accept or reject the bid upon validation for 2019-04-16 GVCD CS319 Wades Ck SS&R Phase 1 and Phase 2. Motion passed.** Gary Truex has requested that cost estimates be available for comparison at the bid opening.
- Lynn Woods reported that Dennis Burns may request a Special Board meeting for approval of an outreach project with the Conservation Fund.

Actions Between Board Meetings

None

Correspondence

- Greenbrier County PSD – confirmation of agreement to waive charges for sewer service until such time as facilities are installed and waiver of security deposit.
- Giggenbach Law – on behalf of Erma McKinney. Dennis Burns has reported that Brian Farkas is handling this matter. Jeremy Salyer will confirm.
- State Conservation Camp – Request for sponsorship for 2019 camp June 10-15 at Camp Caesar. **Avery Atkins moved and Carolyn Miller seconded the motion to sponsor two campers from each County in the district on a first come, first serve basis, with unclaimed sponsorships for any county being made available to the other two counties if needed, up to a maximum of six sponsorships or \$1,200.00 for the district.** Discussion ensued about how to recruit campers. **Motion passed.**

New Business

- There was a lengthy discussion about the EOI process and the standard template provided by the WVCA for approval. It was noted that Districts can still set their own ranking criteria for the selection process. **Gary Truex moved and Avery Atkins seconded the motion to delegate authority to an appointed committee to take care of the EOI process from start to finish and make a recommendation for selection to the full Board.** Discussion

ensued. It was clarified that “start to finish” would entail approval of the template, advertisement, determining ranking criteria, reviewing EOI packages, interviewing firms, and making a recommendation for selection to the full board. It was also noted that selection is made based on ranking criteria prior to discussion any rates for service. **Motion passed. Chairman Gary Sawyers appointed Carolyn Miller and Timothy VanReenen to this committee and will also serve on the committee himself.**

- **Avery Atkins moved and Gary Truex seconded the motion to participate in and pay the \$50 vendor fee, if required, for the WV Farm Show. Discussion ensued. Motion passed.**
- Linda Ortiz volunteered to convene a judging panel for the poster contest. She and Lynn will set a time.

Approval of Conservation Agreements & Terminations

- None

Approval of Conservation Plans

- None

CREP

- None

Other Business

- The floor was given to Jeremy Salyer to complete his report. He said most everything had been covered. He pointed out the dates for the April quarterly WVACD meeting at Pipestem and also pointed out that there is a new section for “district news” in his monthly report where districts can share news with other districts.
- He noted that new ID cards can be made for Supervisors who need them.
- He said that mileage reimbursement rates (i.e. follow GSA, etc.) for Supervisors should be in our policy and if not we should put on an agenda to add to policy.
- He reported that the SCC has approved an increase in supervisor support for travel and per diem of \$1,000.00 per year, per supervisor, effective 7/1/2019.

Adjournment

With no further business, the meeting adjourned by consensus at 10:17pm.

Respectfully submitted,



Gary Sawyers
Chairman



Carolyn Miller

Secretary/Treasurer

GS/CM/lw

Recorded by Lynn Woods, District Manager

GVCD District Manager Report

April 16, 2019

- Sealed Bids have been submitted to EPCD and receipt confirmed by email. Bid opening will be attended by Avery Atkins and John Nelson via Skype at 6:30pm April 17, 2019.
- Job showing for 2019-04-16 GVCD CS319 Wades Ck SS&R Phases 1 & 2 was held today. Gary Truex will open bids April 23, 2019 at 9am. Supervisor will need to be appointed to accept or reject the low bid once validated.
- Emergency Assistance for Re-vegetation program is on agenda for approval. There has been a significant amount of interest in the program so far.
- New agreement for OMR with Greenbrier County Commission is on agenda for approval.
- New agreement for OMR with City of White Sulphur Springs will be on May agenda for approval (received after April agenda deadline).
- Judith Lyons addressing a report/request for assistance from Town of Marlinton regarding a washed-out embankment that has exposed a section of sewer line.
- GVCD/SCD Land Judging contest will be May 8, 2019 at the Plant Materials Center in Alderson. Registration will begin at 9am with contest beginning at 9:30am. Anyone who wishes to help set up should be there at 8:30am.
- Outreach event with the Conservation Fund is being planned for May. This will be targeted to high school students age students (FFA, 4-H, etc.) and teachers, leaders, etc. Dennis Burns noted that he may ask for a special meeting to approve the program and budget if needed.
- WV Farm Show will take place on May 3-5, 2019. GVCD will participate with a booth.
- Century Farm names have been submitted to John Sencindiver.
- Water leak at Clearview Drive was repaired today. A waiver of charges or "leak adjustment" will be requested from the City of Lewisburg upon receipt of all repair information.
- Miss Utility was contacted on 4/16/2019 to mark the utility lines prior to construction beginning on the sewer line at Clearview Drive. They will notify Frontier, Greenbrier County PSD, City of Lewisburg, Mountaineer Gas, First Energy, and Suddenlink. Confirmation #191062667.
- EOI for engineering firms is on hold per Brian Farkas; however, a standardized EOI template has been issued for use by districts and needs to be approved. See agenda.
- There will be no standing committee meetings on May 8, 2019 due to the GVCD/SCD Land Judging contest.
- Promotional pens have been received and are available for outreach activities.
- NRCS is willing to participate with us in Farmers Day activities. Avery Atkins has talked to Todd Belcher about a set up near the flag pole.
- Banquet date has been set for 9/26 and WVU Building has been reserved. Soil Tunnel Trailer will be on site for social hour. "Save the Date" emails have been sent to Legislators and other key attendees.
- DM participated in Excel training at SCD on April 4.
- Grass Tech assisted with Grassland Evaluation Contest on 4/12.
- DM and Grass Tech will assist with Envirothon April 17 & 18.
- Aaron Helmick was sponsored from Monroe County to the AGC.
- Layla Pence from Greenbrier County will be sponsored for Junior Conservation Camp.
- Sponsorship has been requested for the State Conservation Camp (senior camp.)
- Posters have been received for the poster contest and are ready for judging. Winners will be announced in May and awards delivered to schools.
- Deadline for Photo Contest is May 15.
- Reminder to close non-interest bearing account.
- Efforts are being made to accommodate equipment renters in the absence of office personnel. Contracts will be made available outside the office and at the lot for times when all office personnel are unavailable. Renters will still need to have prior approval from the Equipment Coordinator. Efforts are also being made to limit calls to

the Equipment Coordinator to the hours of 8am-4pm as he is currently getting calls at all hours with the expectation of immediate attention. With this being a part-time position he cannot possibly be on call 24/7.

Dates to Note:

April 16	Job Showing 2019-04-16 GVCD CS319 Wades Ck SS&R Phases 1 & 2
April 16-18	Envirothon
April 22-23	WVACD Quarterly Meeting at Pipestem State Park
April 23	Bid opening for 2019-04-16 GVCD CS319 Wades Ck SS&R Phases 1 & 2 (Gary Truex)
May 3-5	WV Farm Show
May 8	GVCD/SCD Land Judging at PMC Alderson
May 8	NO COMMITTEE MEETINGS
May 16	District Level Conservation Farm Tour
May 16	Regular Board Meeting
May 27	Memorial Day Holiday (Office Closed)
June 8	Farmers Day Parade (and display-all hands on deck)
June 12	Committee Meetings
June 18	Regular Board meeting (Rescheduled due to WV Day holiday)
June 20	WV Day (Office Closed)



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Greenbrier Valley Board Meeting April 16th, 2019

NRCS Progress Report: Linda Ortiz- District Conservationist

Farm Bill Programs Applications, Obligations and Deadlines:

- Contacting/Following-up with active contract holders to check on the status of planned/contracted practices.
- A total of 11 applications under Sign-up #1 (AERI, NWQI, Forestry) are now being review for obligation.
- 10-EQIP & 3-AMA were pre-approved under Sign-up #2 (FCAs, Beginning Farmers, Socially Disadvantage, etc.), are now being review for obligation.
 - o Deadline for obligation is at the end of April.

Farm Bill Programs and Staff Activities:

- Area Office team completed a Quality Assurance review for the Lewisburg Field Office on March 28th, 2019.
- Field staff participated of the AutoCAD training two days (April 1st and 2nd) in Lewisburg Field Office to facilitate the completion of engineering designs.
- On April 11th, Linda participated of the WV Golden Winged Warbler workshop with DNR and other partners, to promote/increase the participation in Greenbrier Valley.
- Field staff had a short review of the Fence conservation standard with Isaac Wolford, State Agronomist on Friday, April 12th.
- Completing mid-year review evaluations with staff members. Getting feedback to better improve field office operations.
- New staff member started today 4.16.19, Marc Pontius will be helping us with administrative stuff and contract management.
- Josh Cook is participating of a training out of state (Colorado) to be able to train the staff in West Virginia in the use of a new software (Conservation Desktop).
- Staff continues to work actively with contracts, practice certification, designs and payments.

April 2019 WVCA Report

Request to Conservation Districts

The WVCA is encouraging Conservation Districts to review and update your District Plan of Work. Plans are due to Guthrie by June 15.

Engineering Expression of Interest

Review your current contract and if needed, prepare to advertise and go through interview/selection process if needed.

A template has been provided to all DMs for CDs to use moving forward. This effort is to ensure that engineering services can provide the service that may be required moving forward with O&M work/repairs.

The WVCA is interested in working with the district to ensure they retain a firm that has strong civil engineering and is familiar with dams.

Because of questions raised about these agreements, it's important to make sure that the scope of work is clearly defined and an agreement between the district and engineering firm is signed.

Also, the district may want to consider whether it wants an engineering firm that also can perform environmental assessments.

Revised Conservation District Supervisor Manual

The Conservation District Supervisor Manual has been updated and will soon be available on SharePoint. If supervisors would like a copy of the newly revised manual, please have your DM's to print copies for you. All districts should have a hard copy available for office use.

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.

WV Conservation District News: *New section for district updates*

We are adding this section to our report for districts to have the opportunity to share news, events or any other information they wish to share with each other. If your CD has anything they wish to add to the report, please make sure that it is shared with your Area Director.

2019 WVACD Quarterly Meeting Dates/Locations:

April 22 & 23	Pipestem State Park
July 15 & 16	Highlands Event Center, Triadelphia
October 21 & 22	Flatwoods

The Spring Quarterly Meeting of the WVACD will be held April 22-23 at Pipestem State Park. To make your room reservations call (833)987-2757. The room rate has been set at \$93.00 plus tax. The deadline for room reservations is March 22, 2019.

AGEP:

- **April 2019** - Presentation of FY 19 AgEP to SCC
- **June 15, 2019** – Deadline for CDs submit final practice list to WVCA (CDs can submit final list any time after SCC approval)
- **July 1, 2019** - Start of FY 20 program
- **July 31, 2019** - CDs submit annual progress report (per legislative rule)

The state AgEP committee met March 18. The focus of the meeting was to review proposed changes for the FY20 program. The funding allocation formula will remain the same as last year (Based on farms/acres and average payments). We do not have dollar amounts at this time because we are waiting for Census data, but information on LORs will be sent as soon as possible.

Also discussed during the March 18 committee meeting, the previous year has been extremely wet and has caused significant issues on farms. It has been recommended that we consider the practice of revegetation of feeding areas through AgEP under the emergency provision. This will be discussed at the April 9 SCC meeting. More information will be provided as soon as possible

West Virginia Legislative Calendar

SB 655: Effective June 5, 2019

The purpose of this bill is to clarify that the State Conservation Committee may operate and administer a conservation grant program providing financial assistance to conservation districts and others to promote approved conservation practices.

The legislation puts in law a practice that was based on a 2010 Attorney General's opinion relating to the SCC's ability to award grants for conservation practices.

AgEP lead Jennifer Skaggs is leading a committee has been formed to complete necessary legislative rules and set program guidelines. This program change will include grant opportunities for AgEP and SSRP. Upper Ohio Supervisor Bill Gellner and Monongahela Supervisor Rick Able are on the committee.

Because of changes in legislative rulemaking, a draft rule will be available for 30-day public comment by the end of May. The rule will be presented to the SCC at its July meeting.

If supervisors have input or concerns as we move through the process forward them to your Area Director.

More information will be provided by Area Directors as it becomes available.

Upcoming Dates of State Wide Activities

April 17 & 18 WV Envirothon Competition, Canaan Valley
April 22 & 23 WVACD Quarterly Meeting, Pipestem State Park

State Fair of WV Volunteer Sign Ups

The schedule for state fair volunteers is now available under WVCA admin. If you would like to schedule a time to work at the state fair, please contact your district manager.

WVACD has scheduled a block of rooms for supervisors who work at the state fair. Please call the Fairfield Inn, attention Susan McCormick to make reservations. 1-304-645-7999

O&M Sponsor letters

Brian is wrapping up his meetings with counties and cities that have O&M sponsorship agreements. The initiative seeks to review and renew O&M agreements that comply with Attorney General's opinion.