

Minutes of the January Meeting

The Greenbrier Valley Conservation District Board of Supervisors held their regular monthly meeting on Thursday, January 19, 2012 in the conference room of the Lewisburg USDA Service Center. Those attending were:

Supervisors	Others
Jerry Clifton	Jerry Brackenrich, NRCS
Jack Dunbar	Anita Crance, GVCD
Gary Sawyers	Lee Godbey, NRCS
Gary Truex	Devin Johnston, GVCD
Timothy VanReenen	Larry Layman, WVCA
Absent:	Mike McMunigal, WVCA
Associates: Pete Piercy	

Call to Order: Chairman Gary Sawyers called the meeting to order at 7:04 p.m.

Approval of Agenda: Jerry Clifton moved to approve the agenda. Motion carried.

Approval of the December meeting minutes: Timothy VanReenen moved to approve the minutes of the December 2011 meeting as mailed. Motion carried.

Guests: Lee Godbey reported for the Monroe County Field Office. They have been accepting EQIP and other Farm Bill program applications, as well as doing status reviews. Jerry Brackenrich reported that the EQIP signup period ended last Friday. CSP signups have been extended. He discussed regionalization of cost-share rates for EQIP practices. A written report was distributed for the Greenbrier County Field Office. There were 82 new EQIP applications received and the field office is conducting annual contract /status reviews.

Grassland/Lime Program: Devin Johnston gave his written report. David Gardner is ill and not able to attend the meeting, but a written report was shared with the board. Devin advised the board that a new deadline has been set for Ag Enhancement Program signups due to the fact that the news release did not make it in the newspapers. There were 20 entries in the 3rd annual Forage Super Bowl. The next quarterly newsletter will include an article on the Ag Enhancement Program signups, lime program and Forage Super Bowl winners. Eligible applicants for the lime program were presented for the board's consideration of approval per the attached list. **Gary Truex moved to approve five individuals on the list for a cost of \$4,818.00. Motion carried.** The Grassland Committee has decided to make some changes to the Profitability/Sustainability School. The new program will try to benefit livestock producers and feature two instructors/speakers – one from WVU and one from Va. Tech. They will incorporate this into the profitability school, which will give producers a detailed plan. Gary Truex reported that word was received yesterday that the GVCD Grassland Technicians are funded through June 2012. Dottie Cyfers, Office Assistant has been approved through calendar year 2012. The Grassland Committee also decided that those producers the grassland technicians have been brought into the lime program, to take them to the next level.

Lime Program Approvals between board meetings – none presented.

Administrative Officer's Report: Anita Crance gave her written AO report. She reminded the board that they need to visit several different banks to sign new signature cards for district accounts. She called their attention to letters from FSA on proposed county office closings, and future O & M responsibilities for dams that have reached their service life. The tentative O & M inspection schedule for 2012 was also reviewed.

Donation request for WVU Extension Dinner Meetings - Pocahontas County – Jerry Clifton moved to donate \$300.00 to the Pocahontas County Extension Service Dinner Meetings. Motion carried. Jerry will attend the meetings and promote district programs. Anita also reported on a recent FAC meeting held at the Greenbrier County Service Center. District supervisors are encouraged to attend the upcoming Ag Day at the Capitol on March 2 and make appointments with their legislative representatives.

Financial Report (payment of bills per list): Anita Crance presented the financial report to the board including all bills to be paid. The board had a question on lime dollars available. Larry Layman elaborated on the fact that Jennifer Skaggs, Dottie Cyfers and Anita Crance spent an entire day entering information on the lime program into the database. If everybody that is approved in the lime program spreads their lime and gets paid the maximum cost-share, then we will be slightly in the hole as far as available funds. If we get to the point that we need additional lime dollars, a letter should be sent to Brian Farkas at the WVCA requesting additional funds. Larry advised the board to go ahead and approve new applications. The GVCD will need to build a case in requesting allocation of lime funds for next year. **Jerry Clifton moved to accept the financial report as presented including payment of all bills and file for audit. Motion carried.**

CD 7883 Renewal – The board prefers to leave the funds with First National Bank, but requests that they be contacted to see if they would offer a better interest rate.

CD's 3458 and 3482 Renewed – Anita advised that these CD's matured in between board meetings and have automatically renewed.

LOR's for CD Operating Grants – Jack Dunbar moved to approve Letters of Request to be sent to the WVCA for District Operating Grants. Motion carried.

Committee Reports:

Ag Enhancement Program -

As far as the AEP program, the goal for 2012 is to maintain water resource concerns. The maximum cost-share per approved applicant is \$5,000.00. Since there were some cancellations from last year, the committee has agreed to set aside approximately \$35,000.00-\$40,000.00 for the 2012 program. Gary Sawyers is part of a statewide AEP Committee that will be meeting next week. He advised before he goes to this meeting, he will need the criteria sheet and other data from our program. Discussion ensued. The State AEP Committee was formed at the January WVACD Quarterly Meeting. They will have a plan in place by the April WV State Conservation Committee Meeting.

Building and Equipment – Gary Truex reported that Sam Masters has completed a 5-year summary on each piece of equipment that is rented by the GVCD. There has been a total of \$95,000.00+ in income generated from equipment rentals during this period. The equipment is in good shape and repair costs have been low. Sam has advised that the equipment lot has gotten muddy this winter and requests 20 tons of gravel to be spread on the area. **Jack Dunbar moved to buy a load of whatever type gravel Sam determines is needed for the equipment lot. Motion carried.** Discussion ensued

Old Business:

Representative to Mountain R C & D – Jerry Clifton agreed to serve as the GVCD representative if the R C & D is going to be funded. It was reported that \$19,000.00 was approved by the WV State Conservation Committee at their recent meeting for each WV R C & D Council. Jerry Brackenrich reported that NRCS is still providing technical support to R C & D. He attended their quarterly board meeting yesterday. Mountain R C & D is alive and well. They have good leadership and have received a lot of grant funds. The problem is lack of

membership. Jerry reported that they continue to fund projects as they come in. Bill Bollenbach serves as the chairman. R C & D has hired their retired clerk back to work part-time. **Gary Truex moved to appoint Jerry Clifton as a GVCD representative to the Mountain R C & D Council. Motion carried.**

Draft Long-Range Goals Document – Anita Crance advised the board that a draft Long-Range Goals document covering 2012-2015 was in their folders for review. Chairman Sawyers requested that the board review this document and provide input. Discussion ensued. It is becoming evident that those districts that have a long-range plan in place will be in a better position to receive funding in the future. The Long-Range Goal Committee, which includes our Associate Supervisors, will meet again on Wednesday, February 1, 2012 at 9:00 a.m. When complete, the plan will need to be reviewed and revised annually to reflect a three-year period. The board will seek input from Brian Farkas, WVCA Executive Director once a final draft is developed.

Office Space Lease Agreement – Gary Sawyers will contact Steve Hunter regarding the preparation of a direct lease with the building's landlords.

Audit Request for Quotes – Anita read correspondence from the fiscal division of the WVCA regarding the length of time for an Agreed Procedures Contract per discussion at the December meeting. They advise that 2-3 years would be a more acceptable time frame. **Jerry Clifton moved to send a letter to Jeff Hollifield and Associates requesting that they extend their contract with the GVCD for Agreed-Upon Procedures for FY2012 and FY2013 at the same price. Motion carried.**

Surety Bonding – Brian Farkas reported at the WVACD Quarterly Meeting in January that he has received a response from the State Attorney General's office regarding the interpretation of surety bonding for conservation districts according to WV State Code. It says that districts have to have surety bonding, meaning that those entrusted with funds will be bonded. Brian added that State Code needs to be "fixed" in the future to be more specific in this area. In the meantime, Gary Sawyers noted that the GVCD needs to comply with State Code and have at least \$1 million in surety bonding coverage. Discussion ensued on the amount of state funds the State Committee wants the GVCD to have (i.e. Marlinton Flood Wall Funds) and will they pay for the portion of the premium for the state funds to be covered by surety bonding? **Gary Truex moved to contact our insurance agent to see what it would cost to insure each supervisor for a \$100.00 minimum surety bond; a \$500,000.00 and \$1 million surety bond respectively. Motion carried. Gary Truex moved to send a letter to the West Virginia State Conservation Committee once rates for surety bonding have been received to inquire if they will reimburse the GVCD for the cost of the premium for the co-administered funds portion held in the district. Motion carried.**

Timothy VanReenen moved to write a letter to Russ Campbell at the WV Conservation Agency inquiring the current status of transferring the Marlinton Flood Wall funds to another entity, sharing with them the cost to the GVCD to obtain surety bonding on these funds, and to send a copy of this letter to Gus Douglass, Chairman of the WVSCC and Brian Farkas, WVCA Executive Director. **Motion carried.** After further discussion, Gary Truex moved to write another letter to the WVCA requesting that the issue of Marlinton Flood Wall Funds be placed on the April 17, 2012 agenda for the WV State Conservation Committee meeting and a decision be given at that meeting on whether another entity can take the responsibility of the funds. **Motion carried.** It was noted that the Marlinton Flood Wall funds was not an agenda item at the January State Committee Quarterly meeting.

New Business:

Aviagen Turkeys Lease Agreement for District Shop – The board reviewed the lease with Aviagen Turkeys for the property on McElhenney Road. Current lease amount is

\$1,050.00/month. Discussion ensued. **Gary Truex moved to follow the current the terms of the lease at \$1,050.00/month and make no changes to the agreement. Motion carried.**

WVACD Quarterly Meeting Report – Timothy VanReenen provided a report from the recent WVACD Quarterly Meeting held at Ripley. The Century Farm Application deadline has been moved to April 1, and only one letter of support is now required. The district should send out another news release. Ag Day at the Capitol is March 2. The annual partnership conference has been changed to one day, and the WVACD Quarterly Meeting will be one day. The issue of WVCA staff taking minutes at the quarterly meetings was discussed. There is nothing in State Code that says the WVCA must provide staff to take minutes at these meetings. Gary Sawyers reported that was not received well by the supervisors.

Marlinton Flood Wall Funds:

LOR's for 3rd and 4th Quarter FY2012 – Larry Layman reported that the WVCA is requesting the board accept additional Marlinton Flood Wall funds via letters of request for the 3rd and 4th quarter of FY12. These are not the regularly allocated funds, but funds sitting in a Guthrie account that they want to transfer to the GVCD. **Jerry Clifton moved to approve Letters of Request for Marlinton Flood Wall Funds for the 3rd and 4th Quarter of FY2012. Motion carried.**

Watershed Project Reports:

Howard Creek Channel/White Sulphur Springs Water Project - Jerry Brackenrich reported that Loren Rice visited the Howard Creek Channel site earlier today and talked with the contractor. The GVCD will receive a written response on the resolution of the repairs completed to disturbed areas in the easement as a result of the water line installation. The contractor wants the work completed by the spring spawning season.

319 Projects Report – Mike McMunigal reported on the status of 319 projects.

Contract Revision on Jeff Cook – Mike McMunigal presented a request for a contract revision for Jeff Cook for an additional \$810.70 for stream fencing on Kitchen Creek II for Dennis Burns. **Gary Truex moved to approve the contract revision on Jeff Cook as presented. Motion carried.**

Fish America Agreement – Timothy VanReenen explained that this agreement reads that the WVCA would be responsible for getting the reimbursement from Fish America. It is a three-party agreement between the WVCA, GVCD, and Fish America. The State Committee approved the agreement at their January meeting, but it will still have to come before the GVCD board for approval and signature. As for a 30% markup on materials for this project, Pam Russell and Larry Layman talked at the January quarterly meeting. Pam had gotten word that the GVCD was asking for an extra \$5100.00 to do the project. It is the WVCA's position that when the state sends funds to a district for a project, because of the agency staff provided, the district doesn't have anything to allow taking an administrative fee or markup. On items we physically handle/stock, and then we could get 30%. As far as materials for a project that were delivered to the site and handled by a WVCA employee, the position is to submit invoices for actual cost and Pam will bill Fish America accordingly. In the future, if the district was to enter into an agreement with Fish America only, and they were to advance funds to us, then we could charge an administrative fee. Agreement #1244-00 will be on the February meeting agenda for the board's consideration. Mike McMunigal added that he was initially told that an agreement was not needed and to proceed with ordering materials to get the project started. In the future, in order for the GVCD to charge a 30% markup, the materials would have to be delivered to the district first and then sell to the project with a 30% markup and delivered to the site. Mike reported that things are picking up on the Muddy Creek Project. An ad was put in the paper and about six residents have signed up to do septic replacements. A few are interested in ag projects as well.

LOR for Kitchen Creek II - Timothy VanReenen moved to approve a Letter of Request for funds for Kitchen Creek II in the amount of \$5,520.00. **Motion carried.** The board asked

Larry Layman to check the status of the Kitchen Creek II funds requested in December in the amount of \$23,000.00. Dennis Burns advises that a portion of these funds will be used to pay for a field day on April 27.

Upper Knapps Creek – Susan Davis was unable to attend the meeting tonight to give a report. Dennis Burns advises that he has written a \$10,000.00 grant for a watershed-based plan on Knapps Creek. Bids to write this plan will be obtained shortly. Mike also stated that there are several leftover funds in district accounts from 319 projects amounting to approximately \$11,000.00. The WVCA will request that these funds be returned to them for re-distribution.

HEL Plans, Conservation Agreements, Terminations, CREP Contracts and actions between board meetings: Conservation Agreement for Timothy D. Bradley, MOL-365. **Gary Truex moved to accept the agreement as presented. Motion carried.**

Other Business: Larry Layman reported that in the WVCA budget, SPRP dollars for this fiscal year are limited. He discussed other budget items as well. Larry encouraged the board to finalize their nominees for the Conservation Farmer Contest. Legislative auditors are in the process of reviewing the lime program in four districts, one of which is the GVCD. Word has been received that the WVDEP is in the process of inspecting poultry operations in the Potomac Valley under CAFO rules. Agency employees are learning a new time reporting system. The WV Envirothon has been transferred to the WVACD at their request. R C & D is ready to give funds to the Envirothon.

Gary Sawyers reminded the board that they must sign up for office by January 28th if they wish to run for re-election. Jack Dunbar's seat is up for four years, but he says that due to his wife's health, he may not run again. Avery Atkins has filed for a two year term as Monroe County Supervisor. Discussion ensued.

Adjournment: Chairman Sawyers adjourned the meeting at 10:35 p.m.

The next meeting will be held on Thursday, February 16, 2012 at 7:00 p.m.

Respectfully submitted,

Gary W. Sawyers
Chairman

Gary L. Truex
Secretary/Treasurer

GLT/ac

Recorded by Anita J. Crance, Administrative Officer