



GREENBRIER VALLEY CONSERVATION DISTRICT

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Serving Greenbrier, Monroe and Pocahontas Counties

Minutes of the April Meeting

The Greenbrier Valley Conservation District Board of Supervisors held their regular monthly meeting on Thursday, April 18, 2013 in the conference room of the Lewisburg USDA Service Center. Those attending were:

Supervisors	Others
Jerry Clifton	Dennis Burns, WVCA
Barry Miller	Anita Crance, GVCD
Carolyn Miller	Larry Layman, WVCA
Gary Sawyers	Jim Roy, WVCA
Gary Truex	
Timothy VanReenen	
Absent:	
Associates:	

Call to Order: Chairman Gary Sawyers called the meeting to order at 7:06 p.m.

Welcome and Introductions: Chairman Gary Sawyers welcomed everyone to the meeting.

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

Approval of the March 2013 Meeting Minutes: Carolyn Miller moved to approve the March 2013 Meeting Minutes as mailed. Motion carried.

Guests:

Jim Roy, WVCA: O, M & R Inspection Report – Jim reported that the dams look good this year. The Howard Creek Channel looks good. The Marlin Run Channel has some brush that needs cut. The Mayor has offered for the Town of Marlinton crew to take care of this. There is sediment in the channel. There is also sediment in the Howard Creek Channel below the weir which will have to be removed this summer when the creek is dry. Jim suggests that the Southern CD crew provide an estimate. **Gary Truex moved to authorize Jim Roy of the WVCA, based on the O M & R inspection and our agreement, to request the Southern Conservation District crew take care of sediment removal in the Howard Creek Channel below the weir. Motion carried.** As far as discussion with Paul Sharp, White Sulphur Springs Water Plant, Sam Ware with NRCS indicated on Monday this week that he had not received any information as requested from Ghosh Engineering. Jim contacted Mr. Sharp and he confirmed that Ghosh had not sent any information. After some discussion, the board feels it would be best to go to the next White Sulphur Springs Water Board Meeting. **Timothy VanReenen moved to request to be on the agenda for the next White Sulphur Springs Water Board Meeting. Motion carried.** The board’s consensus is that we will need an engineer there. All board members are invited to

attend. Anita Crance was asked to contact the City and request to be placed on the agenda for the next water board meeting. This request will be followed up by a letter.

Administrative Officer Report: Anita Crance referred to her written report. She passed around cards to be signed for Patti Masters for recent surgery and Paul and Linda Longanacre, who recently lost a son. Anita reported that the State Committee approved the Memorandum of Understanding for Agreed-Upon Procedures.

Financial Report: Accounts Receivable were discussed at length.

General and CDO Funds Report – Jerry Clifton moved to approve the General and CDO Funds report and file for audit. Motion carried.

General and CDO Payments – Anita Crance reviewed the attached list with the board of all general and CDO payments. Gary Truex moved to pay all bills per the attached list. Motion carried.

WVCA Restricted Funds Report – Anita Crance reviewed the co-administered funds report.

FY13 state GVCD support budget report – Larry Layman reviewed the past month's activities on the FY13 State Support Budget Report from the WVCA. He noted that the GVCD has not received any funds under the line item for District Support for their Grassland Technicians this year. Discussion ensued. This will be on the May board meeting agenda to request by LOR at least 75% of these funds from the WVCA.

Approval of Payment for F. C. & Sons Contract #GVCD SPRP 02-05-2013 – Anita Crance explained to the board that their invoice reflected the contract amount and had been signed off by appropriate WVCA staff. Gary Truex moved to pay F. C. and Sons in the amount of \$7,450.00 per contract. Motion carried.

Bank of Monroe Transfer of Bonds – Anita Crance reported that the Bank of Monroe needs the board's concurrence to transfer bonds held for collateral for accounts held by their bank. Gary Truex moved to authorize Chairman Sawyers to sign the form to approve transfer of collateral bonds, as requested by the Bank of Monroe. Motion carried.

Funding Requests:

Letter of Request for Reimbursement of 2011 Conservation Farmer Expenses – Anita Crance presented a letter of request for funds to the WV Conservation Awards Council for 2011 Conservation Farmer expense reimbursement for Alvin Porterfield to attend the 2011 Partnership Conference. Timothy VanReenen moved to approve sending a letter of request for reimbursement to the WVCAC for \$424.01 for Alvin Porterfield to attend the Annual Partnership Conference. Motion carried.

WV Envirothon – Team Expenses for Greenbrier East High School – Anita Crance explained to the board that Greenbrier East High School decided at the last minute to participate in the WV Envirothon. The CDO budget has a line item of \$475.00 for the Envirothon. An invoice was received from the WV Envirothon in the amount of \$432.00 for the GEHS team. She asked the board's pleasure on providing funds for this team. Gary Truex moved to pay the WV Envirothon expenses in the amount of \$432.00 for Greenbrier East High School as presented. Motion carried.

Cooperating Agency Reports:

- NRCS, FSA – no reports received.
- **WVCA Report** – Larry Layman referred to his written report. He thanked the supervisors for attending Ag Day last month. The Conservation Farmer Contest deadline to submit 2013 nominees to the WVCA is May 31, 2013. The district Conservation Farmer Tour is May 13. Discussion ensued regarding the lack of nominees for Greenbrier and Pocahontas Counties. **Gary Truex moved to delegate board approval to one supervisor in Greenbrier County and one supervisor in Pocahontas County to select a Conservation Farmer nominee as soon as possible. Motion carried.** Gary Truex and Jerry Clifton will have delegation and responsibility to select winners for their respective counties, with concurrence by the board at the May 2013 meeting. Larry reported that tentative dates for the Area Conservation Farmer Tour have been set for July 1, 2 and 3. Local supervisors are encouraged to volunteer to serve as judges in other areas. Larry encouraged the board to submit comments on the Draft Strategic Plan prior to May 15. The House and Senate have approved the proposed changes to the Legislative Rules; however, the Governor has not signed the bill. Once he does, there will be a legal requirement to advertise supervisor vacancies. Also, the State Committee will have no authorization to remove an elected official (supervisor). Refer to HB2689 and SB 411. All WVCA Staff will be attending a staff meeting at Camp Dawson on April 29 and 30. There was little action taken by the State Committee at their meeting on Tuesday. The Agreed Procedures Engagement Policy and Procedures was approved.

Unfinished Business:

Office Space/Lease and Reimbursable Agreements with FSA – Nothing new to report.

Howard Creek Channel/Water Line Crossing/Weir Removal – Letter to NRCS – Refer to Jim Roy's report in previous discussion.

Junior and Senior Conservation Camp Scholarships – Anita Crance reminded the board that they had previously approved up to a combination of six scholarships for students to attend Conservation Camps. At this time, we have one additional student desiring to attend Junior Conservation Camp. The cost per scholarship is \$165.00. **Gary Truex moved to provide one additional scholarship to Junior Conservation Camp at a cost of \$165.00. Motion carried.**

Status of AgEP Pilot Grant Applications – Timothy VanReenen reported that we have five applicants nearing completion of their projects. The remainder has decided not to do their project. This will free up an additional \$8,000.00 in funding for AgEP. The five applicants have been requested to complete their projects by June 30.

AgEP Student Grants/FSA Loan for Rayven White and Levi Hammonds – Anita Crance informed the board that both of these students have applied for and been approved for a Youth Loan through the Farm Service Agency. Daniel Yokum of FSA requests that when the GVCD pays these two individuals that FSA be a co-payee on the check. The board feels that the district needs something in writing from these students that authorizes this to be done. We cannot do this without their permission. Timothy VanReenen will bring this before the AgEP Committee at Monday's meeting.

2013 Conservation Farmer Nominees for Greenbrier and Pocahontas Counties – See previous discussion.

Committee Recommendations for Legislative Breakfast – Gary Sawyers reported that the committee met and has set a date of May 23, 2013 for the Legislative Breakfast. He and Timothy VanReenen reported that Senator Miller suggests concentrating on a tour of Boxley operations at Mill Point as a group. Senator Miller has additional individuals that he wishes to invite to accompany our legislative delegation. We will need to provide a van for this event. The group will meet at the Lewisburg USDA Service Center on May 23, 2013 at 9:00 a.m. Those traveling from the north will probably desire to meet the group at Boxley’s facilities at 10:30 a.m. Invitations should be sent to all of the GVCD’s legislative representatives, as well as the Chairman of the Senate Finance Committee, Roman Prezioso and Brian Farkas, WVCA Executive Director. Timothy will talk to Senator Miller in regard to a complete invitation list. We need to plan out what we will do at Boxley and how much money we are going to need to develop the lime crushing facility at that location. Discussion ensued. We will need indoor facilities to meet at Boxley in case of inclement weather. A meeting needs to be scheduled with Boxley officials as soon as possible.

Approve update of Long Range Goals – Anita Crance presented the board with the final draft of changes to the district’s Long Range Goals for 2013-2016. **Gary Truex moved to approve the update of the Long Range Goals for 2013-2016. Motion carried.**

CD Grant for \$5,000.00 – Expenditure Report due 6/30/13- Anita Crance reminded the board of this deadline.

Committee Reports:

Agricultural Enhancement Program – Jennifer Skaggs discussed the funding formula for FY14 allocations. The more funds we can show as spent, the more allocation we will receive for next year. Timothy VanReenen noted that there are currently a lot of individuals working on practices. The AgEP Committee will meet Monday at 9:00 a.m.

Lime Approvals for Tom Alley, Roy L. Helmick, Roy W. Helmick and Joseph Riley:
Carolyn Miller moved to approve lime applications as follows. Motion carried. Timothy VanReenen voted nay.

Thomas A. Alley	Maximum Cost-share \$ 1,882.50
Roy W. Helmick	Maximum Cost-share \$ 180.00
Roy L. Helmick	Maximum Cost-share \$ 331.27
Joseph W. Riley	Maximum Cost-share \$ 2,370.00

Lime Payments:

Michael Teubert	AgEP Lime	\$ 1,517.55
Kevin Alley	AgEP Lime	\$ 1,930.50

Gary Truex moved to approve all co-administered payments as presented. Motion carried.

Building and Equipment – Gary Truex referred to Sam Masters’ written report. We have had some problems with individuals keeping the equipment past the three-day maximum. They are to be billed for mileage if Sam has to go pick up equipment that is not returned in a timely fashion.

Finance – Jerry Clifton reported that signature cards still need to be signed at First National Bank. He reminded the board members who have not visited First National that everyone needs to go within a two week time frame, or we have to start over, as required by the bank. Jerry also

noted that on Certificates of Deposit, banks will give us the lowest rate if they automatically renew. We need to negotiate a new rate with the banks if we plan to renew the CD.

Grassland – Timothy VanReenen reported for the Grassland Committee who met during the last hour. Timothy reported that there is a grant currently available that deals with Invasive Species and they are requesting applications. This grant fits into our priorities. We could use AgEP funds as matching funds. The Grassland Technicians are committed to looking into this grant. After the AgEP meeting on Monday, a plan of work will be set for the Grassland Committee for the coming year. The Grassland Technicians have been requested to review all old lime applications and get a commitment to free up more dollars. They have been requested to get this cleaned up. Larry Layman noted that AgEP approvals and paid dollars, with paid being factored 2/1 this will be done for every district and then a percentage of all allocations will be made accordingly.

Pasture Walk at Tomlinson Farm – Dr. John Tomlinson has expressed a desire to host a Pasture Walk at his farm next month. Susie Tomlinson had contacted Anita Crance and asked if May 17 would be a good day as they are hosting another event the next day. If the board wishes to proceed with a pasture walk at the Tomlinson Farm, they need to decide tonight. Discussion ensued. **Timothy VanReenen moved to hold a Pasture Walk on the Tomlinson Farm on May 17 and request assistance from Dennis Burns, Mike McMunigal and the Grassland Technicians to plan the event. Motion carried.** The Tomlinson's will provide tents and gazebos. Dennis and Mike will work with Devin Johnston on plans, incorporating the farms' best management practices. A flyer will be developed to advertise the event.

Heritage Square Event at Alderson 4th of July Celebration – Susie Tomlinson Request – Mrs. Tomlinson has requested that any agency personnel is invited to set up a display on July 5 at the Alderson Fourth of July celebration. This will be similar to the White Sulphur Springs Freshwater Folk Festival.

Watershed Project Reports:

319 Projects Report – Dennis Burns gave the board an update on 319 projects. He noted that DEP has approximately \$100,000.00 available for another project in our district. Dennis is working with Ross Tuckwiller of the WVCA on merging a project he is working on as matching funds with this potential project. They will work to get a watershed based plan developed and approved. The project would have to be completed by September 1, 2013.

Contracts: None

Contract Revisions: None

Upper Knapps Creek Site 24 Project Repairs – No information was reported.

Correspondence: See Administrative Officer's Report.

New Business:

Report on WVACD Spring Quarterly Meeting and WVSCC Meeting – Gary Sawyers and Timothy VanReenen: Timothy VanReenen gave an informative report of the WVACD Spring meeting. There were 29 applicants for WVACD scholarships. One alternate was selected for our area. The Operations Committee has been working on locating office space for the WVACD. Possible locations are at the Tygarts Valley or Elk CD offices. Supervisor training is going to be October 29-30 at the Annual Partnership Conference in Flatwoods. Please send suggestions to Jim Moore or Gary Sawyers. Jennifer Skaggs presented a PowerPoint on the Ag Enhancement

Program. There has also been some discussion on the \$1,000.00 limit on cost-share that supervisors can receive in any given year. A committee has been designated to look at this. The West Fork CD will sponsor a Grazing for Profit Field Day in July. All districts 'quarterly reports were passed around for the board's review.

Special Meeting to Review Final Draft of Strategic Plan – Gary Sawyers reported that the final draft is out for review. He commended Brian Farkas and his committee for the good job they have done on presenting the plan. A special meeting needs to be scheduled to allow the board time to review the plan. Following the review a letter of support and comments would be appreciated by the committee. Discussion ensued. **Jerry Clifton moved to hold a special board meeting on April 24, 2013 at 11:00 a.m. immediately following the Partnership Plan of Work Meeting at 9:00 a.m.**

Delegation of Approval for Invoices between board meetings:

AgEP – Grass Techs: None

319 – Conservation Specialists: None

Set Date for Annual Partnership Plan of Work Meeting – See above.

Conservation Agreements/Terminations, CREP and 319 Contracts, HEL Plans, Actions between Board Meetings:

319 Contracts Septic System Pumping/Repairs – None presented.

Delegation of Authorization for 319 Septic Contracts – Gary Truex - None presented.

Delegation of Authorization for Kitchen Creek Contracts – Barry Miller - None presented.

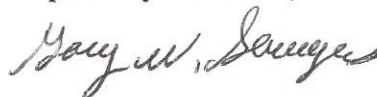
Delegation of CREP Contracts – District Supervisors - None presented.

Other Business: Anita Crance reported that she is working on a detailed time line of events for the Howard Creek Water Line/Easement Violation and will share this when completed.

Adjournment: Gary Truex moved to adjourn. Motion carried. Chairman Sawyers adjourned the meeting at 10:00 p.m.

The May meeting will be held on Thursday, May 16, 2013 at 7:00 p.m. A special board meeting will be held on Wednesday, April 24, 2013 at 11:00 a.m. following the annual Partnership Plan of Work meeting.

Respectfully submitted,



**Gary W. Sawyers
Chairman**



**Gary L. Truex
Secretary/Treasurer**

GLT/ac

Recorded by Anita J. Crance, Administrative Officer