

## Minutes of the October Meeting

The Greenbrier Valley Conservation District Board of Supervisors met on Thursday, October 15, 2015 in the conference room of the Lewisburg USDA Service Center. Those attending were:

Supervisors	Others
Avery Atkins	Anita Crance, GVCD
Jerry Clifton	Danny Dillow, Hollifield & Associates
Carolyn Miller	Jack O'Connell, NRCS
Gary Sawyers	
Gary Truex	
Timothy VanReenen	
Absent:	

**Call to Order:** Chairman Timothy VanReenen called the meeting to order at 7:00 p.m.

**Approval of Minutes of the September Regular and Special Meetings:** Jerry Clifton moved to approve the minutes of the September regular and special meetings as mailed. Motion carried.

**Administrative Services Assistant Report:** Anita Crance referred to her written report and reviewed several upcoming items of interest. Annual Conference registration and reservations are due and must be submitted tomorrow. She called attention to a draft of proposed changes to WV State Code which was sent by WVACD President Jim Moore. This information was provided in their folders and will be an agenda item for the November 2015 meeting for further discussion. Anita has not had the time to pursue information on a new copier for the district office. Anita provided a copy of the GVCD Fall Quarterly Report for the board's review. A letter was received from the Soil & Water Conservation Society requesting donations for their silent auction to benefit scholarships.

**Financial Report:**

**General and CDO Funds Report – Gary Truex moved to accept the General and CDO Funds Report and file for audit. Motion carried.**

**WVCA Restricted Funds Report – Jerry Clifton moved to accept the WVCA CoAdministered funds report and file for audit. Motion carried.**

**Payment of all general funds bills – per payables list – Gary Sawyers moved to approve payment of all general funds bills as presented. Motion carried.**

**Agreed Procedures Engagement Report FY14 and FY15 – Danny Dillow, Hollifield & Associates** – Danny Dillow, with Hollifield & Associates presented the Agreed Procedures Report for FY14 and FY15. Danny requested the board’s approval for Chairman VanReenen to sign Management Representation Letters for FY14 and FY15. **Carolyn Miller moved to approve Chairman VanReenen to sign the above-referenced Management Representation Letters. Motion carried.** Mr. Dillow explained that the FY15 report is all-inclusive of fiscal years 2014 and 2015. His firm reviewed amount of federal funds received during the fiscal years and amount of federal funds spent to see if Single Audit in accordance with OMB Circular A-133 would be required for spending over \$500,000.00 in any given year. Expenditures were under this amount for both years. As far as fidelity/surety bonds, every board member is covered. The District Manager and all district employees are covered. Everything is up to date. As far as collateral, for FY14, everything was good. For FY15, the Bank of Monroe fell short for the amount of funds held in their bank by approximately \$250,000.00. If the collateral still falls short, the district should request that the Bank of Monroe take out more collateral for the district, or transfer some funds to First National Bank. Anita Crance will check current balances at the Bank of Monroe and current collateral and advise the board of the status. Mr. Dillow continued that all disbursements, receipts, payroll and assets were all good. Bank reconciliations were all in place. The only other item that Mr. Dillow brought to the board’s attention is that of depreciation of the district’s older assets. It appears that depreciation took place on these items for about one year and then stopped and the newer assets are off somewhat by his calculations. The District Manager will have the District’s bookkeeper, Sherry Ferrell to contact Mr. Dillow to discuss this issue. In closing, Mr. Dillow made the following recommendations:

Address by letter the depreciation issue and the collateral issue at the Bank of Monroe. He added that most everything is just fine. One concern his firm noted while performing the APE that was not written up is that the District Manager is functioning at capacity. He was very complimentary of her work. From an audit standpoint, your District Manager knows all the district’s processes. A new person coming in behind her with her pending retirement, is not going to know all this. He urged the board to consider keeping Anita Crance on part-time for a while to get someone else on the right foot and he hopes the hiring process for a new District Manager goes great. The Treasurer and Chairman expressed their appreciation to Hollifield and Associates for completing FY14 and FY15 Agreed Procedures. Mr. Dillow apologized for the delay.

**Gary Sawyers moved to accept the FY14 and FY15 Agreed Procedures Reports as presented. Motion carried.**

**Semi-annual payment of \$550.00 to Equipment Repair Fund – Gary Sawyers moved to approve payment of the semi-annual contribution of \$550.00 to the Equipment Repair Fund. Motion carried.**

**Other:** Treasurer Gary Truex asked the board’s pleasure is on several outstanding receivables, as no action has been taken. Discussion ensued on a course of action. **Jerry Clifton moved to delegate authority to Avery Atkins to phone each of seven individuals with aged receivables and attempt to rectify the situation. Motion carried.** Anita Crance will provide phone numbers for each of these individuals. A current list of individuals with bad credit history with the district should be provided to each district employee so that district policy is followed.

**Funding Requests:**

**Letter of Request for CD Employees** – Anita Crance stated that the reimbursement request for the first quarter CD Employees for FY16 is \$18,341.75. **Gary Sawyers moved to approve**

**sending a Letter of Request for Reimbursement for CD Employees in the amount of \$18,341.75. Motion carried.**

**Cooperating Agency Reports:**

**NRCS** – Jack O’Connell referred to his written report. It has been a busy time for staff with the end of the federal fiscal year and beginning a new one. He reviewed several staffing changes/additions and other personnel items of interest.

**WVCA** – Anita Crance reviewed the WVCA monthly report with the board in the absence of Jeremy Salyer, Area Director. She called attention to the section on the WVCA Budget.

**WVCA O, M & R Report** – Judith Lyons contacted Chairman VanReenen, as she was unable to attend the meeting due to a prior engagement. Anita Crance provided a copy of Judith’s written report for the board, which was reviewed by Chairman VanReenen.

**Update on the South Fork of the Cherry River Project** –The South Fork of the Cherry River Project is on hold for the winter. Due to heavy rainfall a few weeks ago, there was a big wash-out which tore out a lot of work that had been completed. The permits are good so they will keep until work can resume next spring.

**Unfinished Business:**

**Expression of Interest for Engineering Firms** – It has been agreed by the review committee to get the top three firms in here to evaluate and discuss their proposals/costs. We are waiting for an agreeable date to get back together.

**Committee Reports:**

**1. Agricultural Enhancement Program –**

**Cancellation:** Fane Irvine II - \$1,874.40 – Did not complete by practice deadline.

**Gary Truex moved to approve cancellation of Fane Irvine per recommendation of the AgEP Committee and move the funds to the lime practice allocations to the next person in line for approval, which would be John Crane. Motion carried.**

**Approval for Lime** – John Crane – Maximum Cost-share \$1,147.50

**Gary Sawyers moved to approve John Crane for a maximum cost-share amount of \$1,147.50 Motion carried.**

<b>Payments –</b>	Wayne Kelly Johnson	\$ 423.75
	Virginia P. Bradley	\$2,403.00
	Eddie Williams	\$1,350.00
	Carl Boggs	<del>\$1,219.00</del> \$1,219.50 actual read-aloud
	Benjamin H. Ellis	<del>\$2,220.00</del> \$2,196.60 actual read-aloud
	Calvin Elmore	\$2,049.64
	Lee Johnson	\$ 771.15
	Mary Fullen	<del>\$2,340.00</del> \$1,170.00 actual read-aloud

**Gary Truex moved to approve the above individuals for payment based on corrections read aloud during the meeting and noted above. Motion carried.**

**2. Building/Equipment Committee –**

**Equipment Coordinator Position:** Gary Truex stated that Kenneth Butcher did not accept the job, and asked the board's opinion on taking the next person down. Mr. Butcher accepted the position and then contacted us stating that he didn't have the time to devote to the position after all. Does the board wish to offer to Walter Hardiman? Hourly rate, incentives and weekly hours were discussed. Discussion ensued.

**Gary Truex moved to offer the position of Equipment Coordinator to Walter Hardiman on a 90-day trial at \$10.25/hour up to 20 hours per week, with incentive pay of \$5.00 per completed rental with exception of the no-till seeders, which will be at \$.80/acre for completed rental. Motion carried.**

Anita Crance was requested to write a letter to Mr. Hardiman confirming this following a phone call to Mr. Hardiman by Gary Truex. Mr. Hardiman will report to work at 8:00 a.m. on Monday, October 19, 2015.

As far as the district's equipment, Barry Level reports that the Tye seeder is in need of some repairs for safety reasons. He recommends to try and overhaul one seeder and see how much it costs before continuing with overhaul of the other seeders. Several pieces of equipment are in need of some repairs. Equipment rentals have been heavy this fall.

The supervisors discussed potential plans for construction of a new building or purchase of a prefabricated building on the equipment lot. Specifications need to be developed and bids requested. Avery Atkins will check on price and a blueprint for construction of a new building. He will report back at the November meeting.

3. **Finance Committee:** The Finance Committee needs to meet to discuss availability of funds for a new building and possibly purchase a small tractor.
4. **Grassland Committee:** Gary Truex stated that that Grassland Committee is still trying to recoup from all the Ag Enhancement Program changes. The committee will try and refocus on grassland promotion next spring once AgEP is running smoothly.

**Watershed Reports:**

**319 Committee Projects and Report –**

Gary Sawyers stated that the 319 committee reviewed and discussed all the below payments and other items at their meeting last week. **Payments:**

<b>Watershed</b>	<b>Cooperator</b>	<b>Vendor</b>	<b>Amount</b>
<b>Potts Sweet Springs</b>	<b>John Furrow</b>	<b>Hajoca</b>	<b>\$ 62.62</b>
	<b>Phil Wickline</b>	<b>Phil Wickline</b>	<b>\$ 990.70</b>
<b>Knapps Creek</b>	<b>Monitoring</b>	<b>Hach</b>	<b>\$ 1,421.15</b>
		<b>Hach</b>	<b>\$ 2,292.53</b>
<b>Little Clear Creek</b>	<b>Nat Hunter</b>	<b>S. J. Neathawk</b>	<b>\$ 93.39</b>
<b>Muddy Creek</b>		<b>S. J. Neathawk</b>	<b>\$ 6.48</b>

Anita Crance noted that the payment for Phil Wickline in the amount of \$990.70 was approved at a previous board meeting. **Gary Sawyers moved to approve the above payments based on recommendation of the 319 committee. Motion carried.**

**Other 319 Business:**

**319 Funds Transfer 1412 Kitchen Creek and 1454 Knapps Creek –** Anita Crance called attention of the board to two letters from Brian Farkas at the WVCA requesting either return of

319 funds, or transfer from federal account to the state account. Discussion ensued. **Gary Truex moved to send \$45,722.20 from account NPS 1412 Kitchen Creek II back to the WVCA as requested. Motion carried. Jerry Clifton moved to approve transfer of NPS 1454 Knapps Creek Incremental in the amount of \$23,736.09 from the federal account to the state NPS 1454 Knapps Creek account as requested. Motion carried.**

**Rubber Tire Troughs** – Discussion ensued on the possibility of stocking rubber tire troughs at the district equipment lot for resale to all producers. No action was taken.

**New Business:**

**Conservation Agreements/Terminations** – None presented.

**WVCA District Manager Part-time Employment Request** – Gary Sawyers moved to write a letter to Brian Farkas at the WVCA requesting that Anita Crance be employed by the WVCA on a part-time as needed basis to train the new District Manager. Motion carried.

**Other Business:**

**District Supervisor Travel and Per Diem Quarterly Reimbursement** – It is time for quarterly reimbursement for supervisor travel and per diem. Per district policy which was approved by the West Virginia State Conservation Committee, the GVCD supervisors are to receive a quarterly lump sum payment. Anita Crance advised the board that the district must have signed documentation in order for the district bookkeeper to process these quarterly payments. Invoices/certification forms were prepared for each supervisor to sign per policy. Anita will provide this to the district bookkeeper to process their quarterly reimbursement checks.

**Set date for District Christmas Dinner** – The GVCD Board of Supervisors will hold their annual Christmas Dinner on Thursday, December 3, 2015 at 5:30 p.m. at the GVCD office. It will be a covered dish dinner with everyone sharing in the cost of the meat.

**Other:** The board was in consensus to forego regularly scheduled committee meetings for November. The Finance/Building/Equipment Committee will meet at 6:00 p.m. in the conference room of the Lewisburg USDA Service Center on Thursday, November 19, 2015.

Chairman VanReenen reminded all supervisors that registration/reservations are due tomorrow for anyone planning to attend the annual partnership meeting at Flatwoods on October 27. Please get your registration form to Anita so that she can submit to the WVCA by the deadline.

**Adjournment:** With no further business, the meeting adjourned by consensus at 10:20 p.m.

The regular November meeting will be held on Thursday, November 19, 2015 at 7:00 p.m.

**Respectfully submitted,**

**Timothy W. VanReenen  
Chairman**

**Gary L. Truex  
Secretary/Treasurer**

**TWV/GLT/ac**

**Recorded by Anita J. Crance, Administrative Services Assistant 3**