



# GREENBRIER VALLEY CONSERVATION DISTRICT

USDA Service Center  
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Phone (304) 645-6173

Serving Greenbrier, Monroe and Pocahontas Counties

## Minutes of the GVCD Special Board Meeting January 13, 2016

The Greenbrier Valley Conservation District Board of Supervisors met on Wednesday, January 13, 2016, in the conference room of the Lewisburg USDA Service Center. Those attending were:

### Supervisors:

Avery Atkins  
Jerry Clifton  
Gary Sawyers  
Gary Truex  
Timothy VanReenen  
Absent: Carolyn Miller

### Others:

Dennis Burns, GVCD  
Lynn Hutchison, GVCD

### Call to Order

Chairman Timothy VanReenen called the meeting to order at 1:00 pm.

### New Business

#### **319 Payment**

- Hach Company - \$949.50 - **Gary Sawyers moved to pay the invoice. Seconded by Jerry Clifton. Motion passed.**

#### **General Fund Payment**

- Kenneth Smith - \$228.94 – **Gary Sawyers moved to pay the invoice. Seconded by Avery Atkins. Motion passed.**

#### **Letters of Request**

- Rent for January 1, 2016 – December 31, 2016 (12 LORs) – **Jerry Clifton moved to send the letters of request. Seconded by Avery Atkins. Motion Passed.**
- Reimbursement for Agreed Upon Procedures Engagement Expenses, totaling \$6,046.00, paid to Hollifield & Associates for FY14 and FY15 (2 LORs) – **Jerry Clifton moved to send the letters of request. Seconded by Gary Truex. Motion passed.**
- Reimbursement for CD Employees' payroll and benefits expenses totaling \$13,349.84 – **Gary Sawyers moved to send the letter of request. Seconded by Avery Atkins. Motion passed.**

## Old Business

- ***Supervisor Travel and Per Diem Issues*** – Additional discussion took place regarding the issue of travel and per diem reporting for Supervisors. Per information provided by the District's bookkeeper, it was explained that payments for which Supervisors do not provide expense reports are considered taxable and reported on a W2 form. It was decided that each Supervisor would either complete and submit expense reports or reimburse the District for the employee portion of Social Security and Medicare tax on any undocumented expenses. It was noted that the policy and procedures regarding this matter should be revisited and it was requested to be put on the Agenda for the January 21, 2016 Board Meeting.
- ***Clarification of Incentive Plan for Equipment Coordinator*** – There had been some confusion on the specifics of the incentive plan for Eugene Wickline, who began work as Equipment Coordinator on 11/30/2015. **After some discussion, Gary Truex moved that the plan should be as follows: \$.80/acre on no-till seeders and \$5.00 per day of each completed rental contract on all other equipment. The motion was seconded by Gary Sawyers. Motion passed.**
- ***Housing Department of Agriculture Employees*** – Timothy VanReenen reported that he had been approached by Brian Farkas regarding the possibility of housing two Department of Agriculture employees in the GVCD office. He said that it would be a revenue source for the District. The matter was discussed and several questions arose regarding the available space, amount of rent, whether or not they would provide their own equipment and phone lines, etc. The consensus was that more information was needed to make a decision. It was suggested by Gary Sawyers that Supervisors try to talk to Jeremy Salyer and/or Brian Farkas, possibly on Ag Day, to get more details.

## Other Business

- ***Important Dates to Note*** – Lynn Hutchison provided a handout with important dates to note, per Jeremy Salyer. This included Ag Day (January 20, 2016) and the AgEP timeline, as well as sponsorship meetings for the City of White Sulphur Springs (February 8, 2016 @ 7pm) and the Greenbrier County Commission (February 9, 2016 @ 10am.)
- ***DM Attendance to Ag Day*** -- Gary Sawyers had asked that the Board decide whether Lynn Hutchison should attend Ag Day and to approve expenses for such. Lynn explained that her expenses would be paid by WVCA. It was decided that she will attend and take the District's display.
- ***Use of Email Communication*** -- Lynn Hutchison noted that she would like to start using email more for communication with the Supervisors. This would be in the interest of saving time, and more importantly, money for paper, ink/toner, and postage. She said that should would start forwarding any emailed correspondence and newsletters of interest, rather than printing and making multiple copies, and would also email agendas and drafts of minutes for review. A hard copy of the previous month's minutes will be available at the meetings for reference.

## Adjournment

With no further business, the meeting adjourned by consensus 2:02pm.

Respectfully submitted,



**Timothy VanReenen**  
Chairman



**Gary L. Truex**  
Secretary/Treasurer

TWV/GLT/lh

Recorded by Lynn Hutchison, District Manager