



GREENBRIER VALLEY CONSERVATION DISTRICT

USDA Service Center
179 Northridge Drive
Lewisburg, West Virginia 24901
Phone (304) 645-6173

Serving Greenbrier, Monroe and Pocahontas Counties

Minutes of the GVCD Regular Board Meeting September 15, 2016

The Greenbrier Valley Conservation District Board of Supervisors met on Thursday, September 15, 2016, in the conference room of the Lewisburg USDA Service Center. Those attending were:

Supervisors:

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

Others:

Jack O'Connell, NRCS
Lynn Hutchison

Call to Order

Chairman Gary Sawyers called the meeting to order at 7:17 pm.

Approval of Minutes

Motion was made by Carolyn Miller and seconded by Timothy VanReenen to approve the minutes of the August 25, 2016 Regular Board Meeting. Motion passed.

Guests

District Manager Report

Lynn Hutchison referred to her written report, a copy of which is attached.

Funding Requests

- LOR – State EWP Quick Response Funds Request - \$87,500.00 Timothy VanReenen moved and Gary Truex seconded to send the letter of request. Motion passed.
- LOR – NPS 1571 Snake Run of Muddy Creek - \$75,000.00 Jerry Clifton moved on behalf of the 319 committee to send the letter of request. Carolyn Miller seconded. Motion passed.

Cooperating Agency Reports

- NRCS – Jack O'Connell
Jack O'Connell reported that we should know if proposals were accepted by the end of the month. He noted there is a new forester at the Buckeye office, Ric Wernicke. Ric is a shared DOF/NRCS employee. NRCS is also planning to add a soil conservationist in the Lewisburg office under the "Pathways" program. He reported that at last count his staff has serviced more than 100 flood related CCRs. He also praised Katy McBride for being a

"dynamo," having worked on the Freshwater Folk Festival, Women in Agriculture Day, and also organizing a voluntary Flood Relief Work Day.

- *WV Division of Forestry* – not present

- *FSA* – not present

- *WVCA*

Gary Sawyers read from Jeremy Salyer's written monthly report, a copy of which is attached. He pointed out that the Quarterly meeting and Annual Partnership Conference would be held in Flatwoods on October 3rd and 4th. Registration is due by 9/16. Awards will be presented at the luncheon on 10/4. He also noted that the SCC meeting will be October 11, 2016 @ 10:30am in Guthrie and that Ag Day at the Legislature will be on February 22, 2017. There is also a new contractor notification system being implemented where contractor can sign up on the WVCA website to receive emails when new job showings are posted.

Unfinished Business

- Update flood recovery efforts and contract – Gary Sawyers read Judith Lyons' report, a copy of which is attached. There will be two job showings on September 22, 2016 for flood recovery contracts.
- *Women in Agriculture Day* – Lynn reported that it was determined there will be a \$125.00 charge for the venue, which the board voted to pay at the last meeting. The event is scheduled for 9/20/16 at the Poultry Building at the WV State Fairgrounds.
- *Garden Projects with Department of Agriculture (W. Greenbrier / Marlinton Middle)* – No new information.
- *Banquet Planning* – There was discussion regarding the order of the program, who would make presentations, and an RSVP report. Lynn explained the plans for video presentations. Gary Sawyers reported that Barry Level had requested to recognize four Outstanding Grassland Farms. Discussion ensued. It was decided that since the program is not a contest but instead, a recognition, that there was no reason we could not have more than the traditional three farms.

Committee Reports

Finance Committee:

- Financial Report:
- *General and CDO Funds Report* – Timothy VanReenen moved to accept the General and CDO Funds Report and file for audit. Seconded by Jerry Clifton. Motion passed.
- *WVCA Restricted Funds Report* – Gary Truex moved to accept the WVCA Restricted Funds Report and file for audit. Seconded by Avery Atkins. Motion passed.
- *Payment of all General Funds bills*— Jerry Clifton moved to pay all General Funds bills, per payables list, as presented. Seconded by Timothy VanReenen. Motion passed. List is attached.

Agricultural Enhancement Program Committee:

Timothy VanReenen reported on behalf of the committee.

- AEP Emergency Assistance applications are on hold, pending clarification from FSA as to whether assistance from this fund would render cooperators ineligible for assistance from FSA. If that is determined to be the case, it would not be prudent to have cooperators apply under this program as FSA offers a greater amount of assistance.
- FY17 Applications should be ranked by September 29, 2016.

Grassland Committee:

Gary Truex reported on behalf of the committee.

- He noted that there would be more outreach plans in the future.
- He reported that the committee recommends clarification of some of the criteria for ranking; for example, an old, but adequately functioning fence does not warrant replacement in order to improve appearance.
- The committee also recommends the purchase of a PA system before the next field event.

Building/Equipment Committee:

Gary Truex reported on behalf of the committee.

- Gary Truex has talked to David Allgyer. Plans are to pour concrete the last week of October. Allgyer has revised the plans to pour a footer all the way around at no additional cost. He has received our rollup doors from the supplier.
- Eugene Wickline has located a tractor to potentially purchase. It is an IH 484, 50 HP with loader, and is priced at \$7,500.00. Avery Atkins, Jerry Clifton, and Timothy VanReenen looked at it and agreed that it would meet the District's needs. Lynn Hutchison provided printouts of the results of an internet search for comparable tractors. Discussion ensued as to proper purchasing procedures, etc. Lynn Hutchison said that because it is over \$5,000.00, we will need three written estimates. She will review the policy and request guidance as to what exactly is needed to meet the policy requirements. **Timothy VanReenen moved to purchase the tractor provided that we meet all purchasing policy requirements in doing so. Avery Atkins seconded. Motion passed.**

Watershed Reports

WVCA O, M & R Report – Judith Lyons' report was read earlier as part of Flood update.

EWP Invoices for payment (M)

Lynn Hutchison reported that we have received two invoices from L.D. Hanna & Son for flood work as follows:

- | | | |
|--|--------------------------------|---------------------|
| • L.D. Hanna & Son Excavating Contractor | GVCD 2016-06-28 EWP Greenbrier | \$139,228.13 |
| • L.D. Hanna & Son Excavating Contractor | GVCD 2016-06-28 EWP Greenbrier | <u>\$154,073.63</u> |
| | Total | \$293,301.76 |

The completion of the work has been verified. However, the last LOR for \$100,000.00 in EWP Quick Response funds is still being processed and we have not yet received those funds. Until those funds are transferred into our account, we

can only pay one of the invoices. There is enough money in the account to pay the larger of the two invoices and it was suggested that be done. It was also suggested that the payment of the smaller invoice be approved at this time so that a check can be cut as soon as the funds become available. **Timothy VanReenen moved to pay the invoice for \$154,073.63 at this time. Avery Atkins seconded. Motion Passed. Timothy VanReenen then moved to pay the invoice for \$139,228.13 upon receipt of EWP Quick Response funds. Avery Atkins seconded. Motion passed.**

319 Committee:

Jerry Clifton reported on behalf of the committee. He presented the following contracts and amendments for approval. He explained the amendments.

- **Contracts (M)**

Participant		Grant	Amount not to exceed
Ryan Taylor	(pumping)	Knapps Creek	\$ 300.00
Ryan Taylor	(replacement)	Knapps Creek	\$ 5,000.00
Roy Helmick	(well)	AMENDMENT	\$10,000.00
Doug Goodwin	(fencing)	AMENDMENT	\$ 1,239.50
Total Maximum			\$16,539.50

The 319 Committee moved and Gary Truex seconded the motion to approve the contracts and amendments totaling \$16,539.50. Motion passed.

Jerry Clifton presented the following invoices for approval.

- **Invoices (M)**

Participant	Vendor	Account	Total
Wayne Morgan	Appalachian Fencing	20028GV NPS 1455 Second Creek	\$2,522.88
Connie Carr	S & D Contractors	20502GV NPS 1454 State Knapps	\$5,000.00
Wayne Morgan	Waters	20028GV NPS 1455 Second Creek	\$ 178.50
Doug Goodwin	Waters	20027GV NPS Milligan	\$ 374.00
Bill Canterbury	Waters	20028GV NPS 1455 Second Creek	\$ 88.50
Doug Goodwin	Waters	20027GV NPS Milligan	\$ 68.00
Doug Goodwin	Acacios Fencing, etc.	20027GV NPS 1505 Milligan	\$6,783.33
Outreach	WVDA	20028GV NPS 1455 Second Creek	\$ 88.90
Wayne Morgan	Appalachian Fencing	20028GV NPS 1455 Second Creek	\$5,385.60
Roy Helmick	Honaker Well Drilling	20515GV 319 Upper Meadow River Tributary Restoration - State	\$9,130.00
Vernon Helmick	Treadways	20032GV NPS 1570 Sewell Creek Septics	\$4,770.00
TOTAL INVOICES			\$34,389.71

The committee moved and Timothy VanReenen seconded the motion to pay the invoices totaling \$34,389.71. Motion passed.

- There was a request from the committee at the last meeting that was tabled until this meeting. It was a request for funds up to \$500.00 to provide lunch for EPA NP staff visit and review of projects in October. More information was provided as requested. Dennis Burns had provided a tentative agenda for the district tour which was distributed to Supervisors. Discussion ensued. **Jerry Clifton moved and Timothy VanReenen seconded the motion to approve up to \$500.00 for food and supplies as requested. Motion passed.**

Actions Between Board Meetings

None noted.

Correspondence

- WVU Extension Women in Agriculture Conference – November 4-5, 2016 – Sponsorship Request; Sponsorship Levels range from \$175.00 to \$5,000.00 – This was tabled from the September meeting. It was decided that since the District is sponsoring a local Women in Ag event on 9/20/16, that no contribution would be made to the state event this year.
- Marlinton Elementary school requested financial assistance to pay for the WV Farm Bureau's mobile agricultural science lab to visit their school. They are trying to raise \$1,800.00 to cover the cost. **Gary Truex moved to donate \$200.00 if the money was still needed. Timothy VanReenen seconded. Motion passed.** Lynn Hutchison will call to determine the need.
- We received a letter from Soil and Water Conservation Society (SWCS) requesting donations for their silent auction to raise money to fund scholarships. It was noted that the district cannot donate but that individuals can. Several suggestions were made and individuals will donate to the auction.
- A sponsorship request from the 2017 Appalachian Grazing Conference was tabled until the Grassland farmers can be consulted.
- Gary Sawyers read a thank you note received from Lyndsee Gay.

New Business (D/M)

Conservation Agreements & Terminations

- Ryan Taylor – Pocahontas County – Agreement

Timothy VanReenen moved to approve the above named conservation agreement. Avery Atkins seconded. Motion passed.

Conservation Plans

- None

Other Business

- A photo was taken of the Supervisors to submit to the History Committee as requested.
- All Supervisors gave Lynn their registration forms and payments for the Quarterly Meeting and Awards Luncheon. Lynn will send these to Belinda Withrow tomorrow to meet the 9/16 deadline.
- Timothy reported that a hunting trip had been donated for the live auction at the Quarterly Meeting and a flyer was provided with details. Again it was noted that individuals can contribute at will.
- There will NOT be a special board meeting on 9/22/16 as the AgEP rankings will not be ready by that date. We WILL have a special board meeting on 9/29/16 at 9:00am to pay 319 invoices that need to be addressed by the federal FY16 end date of 9/30 and to approve AgEP allocations and rankings.

Adjournment


With no further business, the meeting adjourned by consensus at 9:14pm.

Respectfully submitted,

Gary Sawyers
Chairman



Carolyn Miller
Secretary/Treasurer



GS/CM/lh

Recorded by Lynn Hutchison, District Manager

GVCD District Manager Report

August 26 – September 15, 2016

Items Needing Action:

- Approval of minutes for the August 25, 2016 Regular Board Meeting
- Approval of Financial Reports, Accounts Payable – approval of bills – list provided
- LOR for CD State EWP Quick Response - \$87,500.00
- LOR for NPS 1571 Snake Run of Muddy Creek - \$75,000.00
- Approval of Committee actions, if any
- Approval of 319 contracts and payments
- Approval of funds for EPA NP staff visit and review of projects (tabled from last meeting)
- Group Photo of Supervisors for WVACD History Committee.
- Registrations for Annual Partnership Conference
- Correspondence sponsorship requests
- Conservation agreement approved
- Live auction donation

Accomplishments:

- Draft Minutes for the August 25, 2016 Regular Board Meeting have been distributed and are awaiting approval at tonight's meeting.
- Approved minutes for all prior meetings have been posted on the website.
- CCRs continue to be taken as a result of June flooding and submitted to Kimberly Neal.
- Banquet plans are in progress.
- Plaques and signs have been ordered for honorees.
- Invitations have been sent out. Current RSVP count is about 75.
- Auditor has been contacted to schedule AEP.
- Women in Agriculture event plans are in progress for 9/20/16.

Things to be Thinking About / Items to Note:

- Appalachian Grazing Conference – March 2017—committee representation, donation, landowner participation expenses
- Long Term Goals 2016-2019
- Education activities – NACD has announced their 2017 Stewardship theme: "Healthy Soils are Full of Life"
- Newsletter
- Special Meeting end of September to approve all FY16 319 payments.
- Southern States has organized hay donations that will be coming in to the fairgrounds starting the 2nd week of September. This is for anyone in need of hay due to loss of baled or standing hay or pasture in the floods. Contact is Kevin Johnson @ 304-647-8294.

Upcoming Dates to Note:

Other

September 20	Women in Agriculture Day 9:30am – 3:30pm
September 22	Legislative and Awards Banquet 5:30pm
September 29	Special Board Meeting 9am
October 3 & 4	WVACD Fall Quarterly Meeting - Flatwoods
October 4	Conservation Awards Luncheon – 1pm
October 12	Committee Meetings
October 20	Board Meeting
February 22, 2017	Ag Day

Respectfully Submitted,

Lynn Hutchison
GVCD District Manger



United States Department of Agriculture
Natural Resources Conservation Service
LEWISBURG SERVICE CENTER
179 NORTHRIDGE DRIVE
LEWISBURG, WV 24901
(304) 645 - 6172 (Phone)

NRCS Report – Greenbrier Valley Conservation District September 15, 2016

Farm Bill Programs

EQIP-Focused Conservation Approach

Proposals have been reviewed by the Area Office, minor corrections made, and revised copies returned. The most requested revision was to provide additional information regarding the analysis of the extent of the resource concern in the project area and how we would define that we have successfully addressed the concern. By September 30, State Office Leadership will review the proposals and either accept with no recommendations, return with recommendations, or reject from potential funding for FY2017.

EQIP/AMA/CSP Contracting

Our current contracting workload is Conservation Stewardship Program (CSP) renewals. Eighteen active CSP contract participants have expressed the desire to renew their contracts. These applications will be evaluated using the Conservation Measurement Tool (CMT) prior to 9/30/2016. CSP for 2017 is expected to be far different from the current program, with many more enhancements and bundles offered.

Personnel

Ric Wernicke began work in Buckeye a few weeks ago as a DOF/NRCS shared employee. Staff have worked hard to bring him up to speed quickly, and he has begun setting up field appointments with his and the Buckeye staff's familiar contacts. Ric's current emphasis will be to develop new forest stewardship plans and assist staff with implementing forestry practices and enhancements in existing plans.

A new Pathways Soil Conservationist position is to be advertised for the Lewisburg field office very soon. This Program is for individuals who have graduated from qualifying educational institutions with an associates, bachelors, masters, professional, doctorate, vocational or technical degree or certificate. Individuals must apply within 2 years of degree or certificate completion, except for veterans precluded from doing so due to their military service obligation, who have up to 6 years after degree or certificate completion to apply.

Other News.

- NRCS continues servicing Citizen Contact Reports (CCR's) of flood damage. Randy Rumer, Katy McBride, Adam Merritt, Tom Vance, and Wanda Smith have devoted time to the project. More than 100 reports have been serviced to date.
- Wanda Smith, Katy McBride, and I attended an Areawide Planning training this week. This training will assist us in the Focused Conservation Approach planning process already begun.
- Katy planned, coordinated, and manned the Freshwater Folk Festival in White Sulphur Springs.
- Katy has coordinated a Flood Relief workday for tomorrow in Rainelle. NRCS staff from the State Office and field offices will be assisting on a volunteer basis using their own supplies and tools. Thanks Katy!!!





September 2016 WVCA Report

WVSCC Meeting:

The West Virginia State Conservation Committee meeting will be October 11th @ 10:30 a.m. in Guthrie.

WVACD Fall Quarterly Meeting and WVCAC Awards & Recognition Program

The Fall WVACD Quarterly Meeting will be held October 3-4 at the Days Inn & Suites in Flatwoods, WV. Room reservations can be made by calling 1-866-700-7284 before September 16.

CD supervisors please submit your registration forms with payment to your District Manager before September 16.

The Awards Luncheon will be held on October 4 from 1:00-3:00.

REMINDER: DMs are responsible for purchasing the plaques for their CD county and district winners. Belinda will purchase plaques for the area and state winners to present at the awards luncheon Oct. 4th.

AgDay at the Capitol / Legislative Breakfast

AgDay will be held on February 22, 2017. There will be another Legislative breakfast planned for that morning.

WVCA Project Section:

EWP

- Debris removal contracts will continue through Monday, August 22, 2016. The total for this work is estimated to be around \$1,003,000. Project section staff is working with NRCS to identify sites needing structural work.
- **A detailed report will be given to Districts that are involved in the EWP flood recovery.**

OM&R

- Project Section staff have been rotating in and out of flood work and have been attempting to continue monthly and quarterly inspections of watershed dams. Inspections will be caught up in September.
- Work continues with NRCS to develop engineering plans for watershed dams. The seep investigation work being conducted by CEC in South Fork is currently underway.
- The Bergdoll Bridge (PVCD) and Harmon Creek (NPCD) contracts are moving forward. A notice to proceed has been issued for the Harmon Creek seep box installation.

Dam Rehab

- Gannet Fleming is continuing to work on planning studies for Brush Creek 9 & 15 and New Creek 1 & 17, and perform the construction oversight for UDC1.

- Upper Deckers 1
 - The contract and permit process is beginning for UDC1 with construction slated for 2017/2018.
 - WVCA is preparing the permit applications and mitigation plan as well as preparing the contract.
- NPCD, SCD, MCD and PVCD – Please track hours that District Supervisors attend any rehab meetings.
- Reminder: Rehab meetings are held the first Wednesday of each month. Any District that has rehab projects can participate in these meetings by phone.

Streams

- The stream management plan agreement with the Corp (Stream Permit) has been signed. A training for WVCA staff will be held in the near future. Information will be presented to supervisors after the staff training.

Each area manager will be contacting area directors to provide details of activities in their respective areas. As always, feel free to contact Gene or Penny for further information.

New Contractor Notification System

This system will allow a Contractor to sign-up at our website (WVCA) and be added to a database of contractors to receive an E-mail of a job posting in the areas they want to work. They can sign-up Statewide or select which districts they want to work in. When the contracting section posts a Job Showing to the webpage, those who selected the district or selected Statewide will receive the posting. We will still have the posting online at the WVCA webpage.

During the sign-up process, the Contractor will complete the form of required data then attach required documents. If contractors do not attach their Contractor License, Business License, or Certificate of Liability Insurance, they will not be allowed to complete the process and will not receive any E-mails.

The Contract Specialist will receive an E-mail each time a Contractor signs up and completes the process. The Contract Specialist will review attached documents to see that the attachments were the correct documents. If incorrect documents, the Contract Specialist will contact the Contractor and inform them that if the correct document is not uploaded they will be removed from list.

If all steps are correctly completed by Contractor, the Contractor will receive an E-mail each time a contract notice is posted for EWP and NON-EMERGENCY WORK.

If you receive a call from a contractor wanting to be placed on an Emergency Call List for flood work or a call list to do our standard non-emergency work, we will now refer them to our website (www.wvca.us) and there they will see a Yellow Excavator with phrase [Contracting Bid Opportunities](#) above it and the phrase [Sign Up For Contracting Email Notifications](#) below it.

[Contracting Bid Opportunities](#)



[Sign Up For Contracting Email Notifications](#)

Under [Contracting Bid Opportunities](#) , Contractor can see upcoming job opportunities.

Under [Sign Up For Contracting Email Notifications](#) , Contractor can fill out required data for sign-up, attach required documents, and placed in our database.

We will no longer be maintaining District Call List from this point forward.

12:55 PM

09/15/16

Greenbrier Valley Conservation District
A/P Aging Summary
 As of September 15, 2016

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
BJW Printing & Office Supplies	39.20	0.00	0.00	0.00	0.00	39.20
Brickstreet Insurance	76.00	0.00	0.00	0.00	0.00	76.00
City of Lewisburg	19.16	0.00	0.00	0.00	0.00	19.16
First Citizens Bank	1,464.05	0.00	0.00	0.00	0.00	1,464.05
Gillespie's Flowers & Productions	475.00	0.00	0.00	0.00	0.00	475.00
Harry L. Vance Logging	64.40	0.00	0.00	0.00	0.00	64.40
Komax, LLC	318.42	0.00	0.00	0.00	0.00	318.42
Pickaway Pickins Restaurant	488.75	0.00	0.00	0.00	0.00	488.75
S W Resources	205.00	0.00	0.00	0.00	0.00	205.00
Sherry W. Ferrell	375.00	0.00	0.00	0.00	0.00	375.00
Southland Trophy	222.00	0.00	0.00	0.00	0.00	222.00
State Fair of West Virginia	250.00	0.00	0.00	0.00	0.00	250.00
Suddenlink	213.55	0.00	0.00	0.00	0.00	213.55
Susan Davis	160.00	0.00	0.00	0.00	0.00	160.00
The Mason Jar Catering	500.00	0.00	0.00	0.00	0.00	500.00
WVCAC	120.00	0.00	0.00	0.00	0.00	120.00
TOTAL	4,990.53	0.00	0.00	0.00	0.00	4,990.53

EPA Tour Agenda Oct 19, 2016

DRAFT

1. Presentation at the GVCD/WVCA office 8:30-9:30
 - a. This will be an overview of the whole program since we will not be able to tour everything.
 - b.
2. Drive through Milligan Creek 9:30-11:00
 - a. This will include a stop at the project just completed at Doug Goodwin's
 - b.
3. Drive through Second Creek & Upper Indian Creek 11:00-12:30
 - a. This will include a stop at Bill Canterbury's
 - b.
4. Lunch 12:30-1:30
 - a.
5. Drive through Howards Creek 2:00-3:00
 - a. Discussion of a sediment based watershed protection plan
 - b. This will include stops at Camp Ann Bailey and the Hatchery
 - c.
6. Drive through Knapps Creek 4:00-5:00
 - a. This will include a stop at the Baily/Web site
 - b.
7. Drive through Spring Creek 5:30-6:30
 - a.

DRAFT