



GREENBRIER VALLEY

Conservation District

USDA Service Center ♦ 179 Northridge Drive ♦ Lewisburg, WV 24901
Phone: (304) 645-6173

Serving Greenbrier, Monroe, and Pocahontas Counties

Minutes of the GVCD Regular Board Meeting April 20, 2017

The Greenbrier Valley Conservation District Board of Supervisors met on Thursday, April 20, 2017 in the conference room of the Lewisburg USDA Service Center. Those attending were:

Supervisors:

Avery Atkins
Jerry Clifton
Gary Truex
Gary Sawyers

Supervisors absent:

Carolyn Miller
Timothy VanReenen

Others:

Jack O'Connell, NRCS
Jeremy Salyer
Lynn Hutchison (via Skype)
Wayne Brown, Guest

Call to Order

Chairman Gary Sawyers called the meeting to order at 7:01 pm.

Approval of Minutes

Motion was made by Jerry Clifton and seconded by Gary Truex to approve the minutes of the March 16, 2017 Regular Board meeting. Motion passed.

Guests

Wayne Brown - Mr. Brown explained his concerns for the Cities of White Sulphur Springs and Rainelle. He is interested in partnering with the GVCD for any potential financial or technical assistance to come up with plans, proposals, and permitting. He stated that he possibly has some local financial match for projects. Discussion ensued. Gary Sawyers offered Gene Saurborn's contact information and advised that Mr. Brown start there.

District Manager Report

Lynn Hutchison referred to her written report, a copy of which is attached. There was discussion on a date for the banquet and several options were selected. Lynn will check availability. The tractor presentation was also discussed and Jeremy will inquire about date for that.

Funding Requests

- LOR for CD Employee – January -March 2017. **Jerry Clifton moved to send the LOR. Gary Truex seconded the motion. Motion carried.**

Cooperating Agency Reports

- *NRCS – Jack O’Connell*
Jack O’Connell provided a written report. He reported on status of applications and funding and answered questions from the Board. A Local Work Group meeting was scheduled for June 6, 2017 from 10am-12pm at Buckeye.
- *WV Division of Forestry – not present*
- *FSA – not present*
- *WVCA*
Jeremy Salyer submitted a written report and discussed highlights. Report is attached. He noted that a standardized agreement / policy document is being developed for AgEP and each CD will need to complete one. It does not require new information but rather consolidates existing information into one document for clarification.

Unfinished Business

Committee Reports

Finance Committee:

Financial Report:

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

Agricultural Enhancement Program Committee:

The following payments were presented for approval:

- **AEP Payments**

Pasture Division Fence

Florian Schleiff \$3,937.50

The committee moved and Avery Atkins seconded the motion to approve the PD payment totaling \$3,937.50. Motion passed.

Lime

Florian Schleiff \$ 1,595.88

Larry Sharp \$ 325.06
 Harvey Harrison \$ 1,142.94

Water System

Sam McPaters \$ 863.00

Total: \$ 3,926.88

The committee moved and Avery Atkins seconded the motion to approve the Lime and Water System payments totaling \$3,926.88. Motion passed.

- There were no cancellations.
- AgEP Funding allocation formula - Jeremy Salyer reviewed the options for allocation that were discussed in committee. **Avery Atkins moved and Jerry Clifton seconded the motion that the GVCD would select as first choice option #4 and as second choice option #2. Motion carried.**

Grassland Committee:

- Conservation Farm
 - Farms were selected in Pocahontas and Monroe Counties. There was no Greenbrier County farm selected. **Gary Truex moved and Jerry Clifton seconded the motion to select the Sharpes farm in Pocahontas County and the Helmick farm in Monroe County as presented.** There was discussion about the District Farm tour scheduled for May 5. Tentatively the tour will begin in Pocahontas County at 9am and move to Monroe County at approximately 1:30pm.
- Outstanding Grasslands Farms – not discussed.

Building/Equipment Committee:

- It was decided that the Equipment Demo Field Day would be postponed until September.
- There was discussion on equipment drop locations and billing for pick up.
- There was discussion that a legislator from Raleigh County had inquired about renting the potato equipment.

Other Committees

None

Watershed Reports

- *WVCA O, M & R Report* – Judith Lyons provided a written report, of which a copy is attached. Jeremy Salyer went over the report. Annual dam inspections will be on May 9.

319 Committee:

- Invoices

Snake Run	CEC	Reta Golf	\$8,165.00
Snake Run	CEC	Reta Golf	\$1,940.00
Kitchen Creek	Post Net	Monitoring	\$39.33

Kitchen Creek	Xylem	Monitoring	\$125.00
Total Invoices			\$10,269.33

Jerry Clifton moved on behalf of the committee and Avery Atkins seconded the motion to pay the invoices as listed. Motion passed.

- **New Contracts**

Milligan Creek	Gray Coiner	24,278
Milligan Creek	Sam Tuckwiller	11,708
Milligan Creek	Steve Harris	3,035
Milligan Creek	Scott Kiddle	4,675
Second Creek	Page Dickson	23,700
	Total	\$67,396

Jerry Clifton moved on behalf of the committee and Avery Atkins seconded the motion to approve the new contracts as listed. Motion passed.

- **LORs**

Milligan Creek	\$12,000.00
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Jerry Clifton moved on behalf of the committee and Avery Atkins seconded the motion to send the LOR as listed. Motion passed.

- There was more discussion about a potential district crew for small contracting projects as proposed in committee. A revised proposal was distributed to the Supervisors. Concerns about cost and liability were noted. **Gary Truex moved and Jerry Clifton seconded the motion to table the matter and seek legal advice.** It will appear under Unfinished Business on the next agenda.

Actions Between Board Meetings

None

Correspondence

None

New Business (D/M)

No other new business.

Conservation Agreements & Terminations

None

Conservation Plans

None

CREP

None

Other Business

None

Adjournment

With no further business, the meeting adjourned by consensus at 10pm.

Respectfully submitted,

Gary Sawyers

Chairman

A handwritten signature in black ink that reads "Gary W. Sawyers". The signature is written in a cursive, flowing style.

Carolyn Miller

Secretary/Treasurer

A handwritten signature in blue ink that reads "Carolyn Miller". The signature is written in a cursive, flowing style.

GS/CM/lh

Recorded by Jeremy Salyer, Area Director and Lynn Hutchison, District Manager

GVCD District Manager Report

April 20, 2017

Items Needing Action:

- See Agenda

Accomplishments:

- Draft minutes for March regular board meeting have been distributed and are awaiting approval at this meeting.
- All approved minutes have been posted on the website.
- CDO budget for FY18 was submitted (approved at March meeting).
- Policy manual has been updated to reflect the revisions approved at March meeting.
- District employee evaluations were completed.
- CREP funds were transferred to WCD as requested by WVCA.
- AgEP approved/paid/cancelled applications have been entered into database and database is up to date.
- One Century Farm application has been received for review.
- Five campers have been selected for Junior Conservation Camp sponsorship and payment has been submitted to DEP.
- Equipment Demonstration Field Day has been rescheduled for May 16.
- Winners of poster contest were selected by NRCS and awards have been ordered.
- Quarterly report was prepared and submitted to WVACD and WVCA.
- Facebook page has been established and regular postings are being made.
- Letterhead has been updated.
- Mailing list is in the process of being updated. Goal is to do mass mailings in-house rather than pay another agency to do them.

Things to be Thinking About / Items to Note:

- Long Term Goals – bring suggestions/concerns/revisions to meeting
- Partnership Plan of Work – plan to meet with Partners in May 10
- Newsletter
- Conservation Farm School (rescheduling and contacting Extension for cooperation)C
- Conservation Farm
- Tractor presentation
- Farmers Day participation
- Banquet – Rank several dates in order of preference so we can secure the venue and start menu planning to accommodate with local produce seasons

Upcoming Dates to Note:

May 2-4 WVCA All Staff Meeting at Camp Dawson (Lynn, Dennis, Matt, John, Ross)

May 5 District Farm Tour

May 9 Dam Inspections

May 10 Committee Meetings 9am

May 10 Plan of Work meeting 1pm

May 16 Equipment Demo Day reschedule

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May 18 Long Term Goals Review 6pm

May 18 Regular Board Meeting 7pm

May 29 Office Closed for Memorial Day

Respectfully Submitted,

Lynn Hutchison
GVCD District Manger

April 2017 WVCA Report

WVACD Quarterly Meeting –

The Spring Quarterly Meeting of the West Virginia Association of Conservation Districts Board of Directors will be held **April 17, 2017**. Arrangements have been made at **Twin Falls Resort, Mullens, WV**. A block of rooms has been reserved for your convenience. To make your reservations you may call **304-294-4000**, before April 1, 2017, to ensure room availability. The WVACD Executive Committee meeting will be held at 9 a.m. on Monday, April 17, 2017, the Legislative Committee meeting will be held at 9:30 a.m. and the Board of Directors meeting will begin at 10 a.m.

Conservation Farm Tour

It is time for districts to be thinking about the farm families to be awarded. The awards council voted at its January 24 meeting to begin the process of reviewing the current format with potential recommendations for change. Tim VanReenen was elected as the awards council vice president and will work with Brian on gathering a committee to review the awards process.

Timelines:

- **May 31** - County and District judging.
- **July** - Area judging.
- **August** - Statewide judging.
- **October** – Presentation of Area and State awards at WV Conservation Partnership Annual Conference. County and District winners at local Conservation District annual banquets.

AGEP:

- **April 2017** - Presentation of FY 18 AgEP to SCC
- **June 15, 2017** – Deadline for CDs submit final practice list to WVCA (CDs can submit final list any time after SCC approval)
- **July 1, 2017** - Start of FY 18 program
- **July 31, 2017** - CDs submit annual progress report (per legislative rule)

Funding Allocation Formula:

Every CD needs to choose one of the following options by May 1st:

Option 1: Based on the number of farms (census) and a \$10K base. The allocation would be based on the base and then the remaining funds would be allocated based on the percentage of farms in a district. Example, a district has 10 percent of the state's farms, the allocation would then be \$10,000 base plus \$74,000 (10 percent of \$740,000) equals \$84,000.

Option 2: Based on farmland acres (census) and a \$10K base. Same formula.

Option 3: Based on average payments

Option 4: Based on farms/acres and average payments

Option 5: Divide equally per county. \$880,000 divided by 55 = \$16,000 per county.

No dollar amounts are listed in this report because the intent is to select a fair allocation formula based on the determining factors, not how much funding each CD will receive. The following table provides a breakdown of the census information by district.

CD	Farm Acres	% Farm Acres		CD	Number of Farms	% Number of Farms
PVCD	656,060	18%		PVCD	2,763	13%
GVCD	453,272	13%		LKCD	2,263	11%
LKCD	374,962	10%		WCD	2,151	10%
WFCD	335,246	9%		MCD	2,099	10%
TVCD	330,421	9%		GVCD	2,004	9%
WCD	303,555	8%		TVCD	1,940	9%
MCD	272,048	8%		WFCD	1,841	9%
ECD	175,005	5%		EPCD	1,373	6%
SCD	173,790	5%		SCD	1,347	6%
EPCD	155,440	4%		NPCD	1,071	5%
NPCD	139,639	4%		ECD	963	4%
UOCD	107,807	3%		GCD	779	4%
GCD	103,420	3%		UOCD	685	3%
CCD	26,009	1%		CCD	210	1%
TOTAL	3,606,674				21,489	

Agreed Procedures Engagement (Audit)

Please verify your engagement is current. If it needs to be extended or rebid, please begin the process.

Conservation District Plan of Work

Conservation Districts are encouraged to prepare a District Plan of Work. Please submit you Plan of Work to Guthrie before June 15th.

Watershed O & M

OM&R

- Annual inspections begin next week and will continue through the month of April.
- 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 Harmon Creek (NPCD) contract is complete.
- Warm Springs 7 Engineering
- Work orders along with proposed contracts for the upcoming season will be prepared and presented at the board meetings following annual inspections.

EWP

- Planned work:
 - Working with NRCS, we have identified 62 eligible bank stabilization sites. These projects include the installation of rip rap/gabions. NRCS is doing the contracting for these projects. The first contracts are in the process of being awarded and work on some sites has been completed.

- Working with counties, we are identifying streams that have limited capacity due to sedimentation (Roane, Greenbrier, Webster and Kanawha). The Corp has approved permits for this work. These projects are contingent upon funding.
- Work is complete on Howard's Creek through the town of Caldwell.
- Work is complete on the Howard's Creek flood control channel at White Sulphur Springs. This work was contracted by NRCS.
- Surveying is complete on the Rainelle Flood Control Channel Project. Work on the design and permitting has started.
- Regional permit renewal – under review by WVCA/Corp of Engineers.

Citizens Contact Reports

- Call Log Procedure – a call log procedure has been implemented to assure that calls are directed to the appropriate project section staff. Please call 304-872-4302 and your call will be directed as needed.
- Technicians are performing site and generating stream management plans and blockage removal based on the calls that are received.

Stream Projects

- South Fork of the Cherry River (GVCD) – First phase is complete. Surveying is ongoing for the second phase with construction planned for this summer.
- Buffalo Creek (ECD) – Surveying and design are in process.
- Coal River (CCD) – surveying and assessments were started in March in the Alum Creek area.

Dam Rehab

- Gannett 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.
 - A job showing will be held on April 14, 2017.
- 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.

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.

CCRs:

Stream Permits:

- Site 8081-Ambassadors for Christ-Marlinton-Pocahontas Co.-completed -in submission to COE.
- Site 9092-Autumn Wooling-Renick-Greenbrier Co.-In Progress

EWP:

Rainelle Project-job showing is on April 27th at 11:00 a.m. The City of Rainelle is conducting the job showing and doing the contract. I plan on attending as the Agency will be doing the construction oversight.

SPRP:

Ross is back working on South Fork of Cherry.

We continue to receive calls about sediment build up in the streams from the flood. Calls are directed to the OES Al Whitaker. All sediment removal sites were selected by the county OES -not the Agency- and have already been reviewed by the COE. The sediment removal sites will be done in low flow time of late July or August.

O&M

- Howard Creek #12-EAP: Up To Date
- Marlin Run EAP: Up To Date

Annual inspection of Howards Creek and Marlin Run will be on May 9th.

Marlin Run 10:00 a.m.

Howards Creek 1:30 p.m.

9:44 AM

04/20/17

Greenbrier Valley Conservation District
A/P Aging Summary
As of April 20, 2017

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
BJW Printing & Office Supplies	38.11	0.00	0.00	0.00	0.00	38.11
Boone Tractor & Implement, Inc.	337.54	0.00	0.00	0.00	0.00	337.54
City of Lewisburg	17.42	0.00	0.00	0.00	0.00	17.42
First Citizens Bank	268.23	0.00	0.00	0.00	0.00	268.23
Harry L. Vance Logging	406.86	0.00	0.00	0.00	0.00	406.86
Komax, LLC	343.68	0.00	0.00	0.00	0.00	343.68
Matheson Tri-Gas Inc.	1,626.00	0.00	0.00	0.00	0.00	1,626.00
Mon Power	26.89	0.00	0.00	0.00	0.00	26.89
S. J. Neathawk Lumber, Inc.	207.85	0.00	0.00	0.00	0.00	207.85
Sherry W. Ferrell	375.00	0.00	0.00	0.00	0.00	375.00
State Electric Supply Company	92.45	0.00	0.00	0.00	0.00	92.45
Suddenlink	213.44	0.00	0.00	0.00	0.00	213.44
The Monroe Watchman	22.77	0.00	0.00	0.00	0.00	22.77
Waters Agricultural Laboratories, Inc.	57.00	0.00	0.00	0.00	0.00	57.00
WV Daily News and Valley Ranger	44.00	0.00	0.00	0.00	0.00	44.00
TOTAL	4,077.24	0.00	0.00	0.00	0.00	4,077.24