



# 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 May 18, 2017

The Greenbrier Valley Conservation District Board of Supervisors met on Thursday, May 18, 2017 in the conference room of the Lewisburg USDA Service Center. Those attending were:

#### Supervisors:

Avery Atkins  
Jerry Clifton  
Timothy VanReenen  
Gary Sawyers

#### Supervisors absent:

Carolyn Miller  
Gary Truex

#### Others:

Jack O'Connell, NRCS  
Jeremy Salyer (via Skype)  
Lynn Hutchison  
Judith Lyons

#### Call to Order

Chairman Gary Sawyers called the meeting to order at 7:02 pm.

#### Approval of Minutes

Motion was made by Timothy VanReenen and seconded by Jerry Clifton to approve the minutes of the April 12, 2017 Special Board meeting and the April 20, 2017 Regular Board meeting. Motion passed.

#### Guests

Rick Patterson was unable to attend as planned; however, he had provided packets of information which Lynn Hutchison presented to the Board. The Forest Service requested a letter of support from the GVCD for their proposed restoration project on Rocky Run stream, a tributary of Anthony Creek in Greenbrier County. This project would stabilize the streambank and replace a foot bridge leading from the parking area to the beach at Blue Bend. Supervisors reviewed and discussed the information provided. **Avery Atkins moved and Timothy VanReenen seconded the motion to send a letter of support as requested. Motion passed.**

#### District Manager Report

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

#### Funding Requests

- LOR for FY17 OMR State Match for Sponsor Revenue (GCC) - \$2,000.00 **Timothy VanReenen moved and Avery Atkins seconded the motion to send the LOR.** In discussion, Lynn explained the match process. **Motion passed.**
- LOR for FY18 OMR State Match for Sponsor Revenue (Town of Marlinton) - \$1,750.00 **Jerry Clifton moved and Timothy VanReenen seconded the motion to send the LOR.** In discussion, Jerry Clifton questioned why this one

is for FY18 and the last one was for FY17. Lynn explained that payment was just recently received from GCC for FY17, while Town of Marlinton has already sent their payment for the upcoming FY18. **Motion passed.**

- State Conservation Camp request for sponsorship was reviewed. Discussion ensued regarding interest level and the short amount of time between now and camp. **Timothy VanReenen moved and Jerry Clifton seconded the motion to send out information to Ag Teachers. Motion passed.**
- Monroe 4-H Land Judging Team – request for sponsorship: Lynn Hutchison relayed a request from Brian Wickline for financial assistance for their Land Judging Team, who just won the national competition. Discussion ensued. There was a question about the fact that the trip had already been taken and Avery Atkins explained that this would put funds toward next year's trip. Consensus was that the Board would like to help but wanted more specifics on what the funds would cover.
- WVU Soils Team – request for sponsorship was reviewed and discussed. Consensus was that priority should be given to the District's local youth at this time.

### **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. He distributed a flyer for the Local Work Group meeting which is scheduled for June 6, 2017 from 10am-12pm at the Hillsboro Library.

#### *NRCS – Katy McBride*

Katy was not able to attend but had asked Lynn to share information with the Board regarding a project in Ronceverte. She has been in discussion with Ronceverte Main Street, who wants to implement a teaching facility at their city park. The group has already gotten a grant for a high tunnel, but may need assistance from the District for other things. NRCS will be providing technical assistance. There is no action required at this point but she wanted the Board to be aware of the project. Katy also sent word that she is in the process of getting registered to accompany the Moorefield Envirothon team to the national competition in July.

- *WV Division of Forestry* – not present
- *FSA* – not present
- *WVCA*  
Jeremy Salyer submitted a written which is attached. He opted to wait until the end of the meeting to discuss anything that wasn't covered by the agenda.

### **Unfinished Business**

- Tractor presentation – There was discussion about refreshments, tables, chairs, etc. Avery Atkins said that Pickaway Pickins would donate some finger foods and that we could borrow chairs and folding tables if someone could pick them up. He also has some pop up tents in case of inclement weather. **Timothy VanReenen moved and Jerry Clifton seconded the motion to approve a \$250 budget for remaining items needed. Motion passed.**
- City National CD – Carolyn Miller wasn't present to discuss this. It was suggested that she be asked to "shop around" for a better rate prior to the July 4 renewal date.

- District Crew proposal – There was continued discussion about the possibility of a District Crew. Jeremy Salyer said that it had been suggested the Board address the Ethics Commission with any questions about this proposal. It was decided to ask Gary Truex and Eugene Wickline to hammer out a formal proposal. It was also suggested that they research insurance coverage on Eugene's tools.
- Plan of Work: Lynn Hutchison provided a list of proposed changes to the Partnership Plan of Work, which resulted from the Plan of Work meeting on May 10. **Timothy VanReenen moved and Jerry Clifton seconded the motion to approve the proposed changes.** In discussion, it was noted that the meeting had been productive and that due diligence had been done to include everyone's input. **Motion passed.** A copy of the Plan will be submitted to Guthrie by June 15.
- Conservation Farm Update: Supervisors discussed that they enjoyed the county tours and that a District winner has been selected. Jeremy Salyer said that Area tours would be scheduled in July.
- Outstanding Grasslands Farms: No new information. Will discuss in committee.

### **Committee Reports**

#### *Finance Committee:*

##### Financial Report:

- *General and CDO Funds Report* – **Timothy VanReenen 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*— **Avery Atkins 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:*

- There were no approvals or payments.
- Timothy VanReenen presented the following cancellations for approval:
  - Larry Griffith – Woody Invasive Species - \$2,440.00
  - Janet Deem – Watering System - \$1,033.61
  - Total Cancellations - \$3,473.61

**The committee moved and Avery Atkins seconded the motion to approve the cancellations.** In discussion, it was asked if these funds would roll over to the next applicant. Timothy explained that due to the short amount of time remaining to complete FY17 practices they likely would not. **Motion passed.**

- Timothy VanReenen presented the following AgEP Practices for FY18 which were recommended by the committee.
  - Lime
  - Pasture Division Fence/Watering System
  - Pasture Division Fence
  - Watering System

- Woodland Exclusion Fence
- Sensitive Area Exclusion Fence
- Cover Crop
- Woody Invasive Species Management

**The committee moved and Avery Atkins seconded the motion to approved the recommended practices.** In discussion, there were questions about the PDF/WS combination practice. **Motion passed.** These are to be submitted to SCC by June 15.

Timothy VanReenen shared the FY18 AgEP Sign-up Schedule and noted that Option #4 was chosen as the method of AgEP funding allocation.

Jeremy Salyer suggested putting FY18 AgEP funding LOR on the June agenda for approval with amount contingent upon funding. He will also send Lynn a copy of the new admin agreement for completion which should also be put on the June agenda.

*Grassland Committee:* no report

*Building/Equipment Committee:*

- Lynn Hutchison relayed a message from Eugene Wickline regarding an air compressor and other items he had found for the shop. Discussion ensued and it was decided that it would be tabled until the next committee meeting.

#### Other Committees

None

#### Watershed Reports

- *WVCA O, M & R Report* – Judith Lyons went over CCRs and gave status updates on current projects. She discussed work being done by NRCS and also work which is going to be done in Rainelle. While the WVCA will provide some assistance with permitting and oversight, the District has no involvement in the Rainelle project, which is the responsibility of the town. Judith also reported on the annual inspections of the dams and shared work orders and estimates for Marlin Run and Howards Creek Dam and Channel. There was discussion regarding work on Marlin Run, as there was regular mowing and weed-eating that needed to be completed, as well as, a drainage ditch that needs to be constructed. The decision was made to do a separate contract for regular mowing and weedeating in case there is a delay in getting the designs for the ditch. **Timothy VanReenen moved and Jerry Clifton seconded the motion for work Howards Creek and Marlin Run to proceed to the contracting phase. Motion passed.**

*319 Committee:*

- **Invoices were presented by Jerry Clifton as follows:**

○ Wayne Morgan	Second Creek	Hajock, RBS, etc.	\$ 577.34
○ Rita Goff	Snake Run	CEC	\$1,644.74
○ <b>Total Invoices</b>			<b>\$2,222.08</b>

**Jerry Clifton moved on behalf of the committee and Timothy VanReenen seconded the motion to pay the invoices as listed. Motion passed.**

- **New Contracts were presented by Jerry Clifton as follows:**

○ David Furrow	C-Bay	(not to exceed) \$12,562.00
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○ Philip Wickline	C-Bay	(not to exceed) \$15,000.00
○ Deborah McClung	Second Creek	(not to exceed) \$12,000.00
○ Roger Hull	C-Bay	(not to exceed) \$15,000.00
○ Aaron Helmick	Indian Creek	(not to exceed) \$ 2,500.00
○ <b>Total New Contracts</b>		<b>(not to exceed) \$57,062.00</b>

It was noted that the total on the agenda was not correct and should have read \$57,062.00. **Jerry Clifton moved on behalf of the committee and Avery Atkins seconded the motion to approve the new contracts as listed. Motion passed.**

- **The committee moved and Avery Atkins seconded the motion to send the LOR for 1018-00 NPS 1523 Milligan Creek (Base Funds) in the amount of \$11,500.00. Motion passed.**
- **Other Topics**
  - Snake Run Update – no discussion
  - Indian Creek Update – no discussion
  - Memo regarding partners in watershed based plans - a memo was received from Heather Connolly with an opinion that work done by a partner who is named a partner in a plan does not have to be put out to bid.
  - Milligan Creek Watershed Based Plan update – no discussion
  - Approval of Indian Creek Watershed Based Plan – this plan was not available at the time for review and therefore it was decided that authority to approve it would be delegated. **Timothy VanReenen moved and Avery Atkins seconded the motion to delegate authority to Jerry Clifton to approve the Indian Creek Watershed based plan upon further review. Motion passed.**

#### **Actions Between Board Meetings**

None

#### **Correspondence**

- Insurance review will be given to Gary Truex to review and complete.
- Gary Sawyers read a letter from Lewisburg Elementary thanking the District for its donation of filter fabric for their high tunnel.

#### **New Business**

No other new business.

#### **Approval of Conservation Agreements & Terminations**

- Daniel Hart – Greenbrier – Agreement

**Timothy VanReenen moved and Jerry Clifton seconded the motion to approve the agreement. Motion passed.**

#### **Approval of Conservation Plans**

- Triple T Angus Farm - Greenbrier
- Peter W. Stephens – Greenbrier

**Jerry Clifton moved and Timothy VanReenen seconded the motion to approve the plans. Motion passed.**



**CREP**

- None

**Other Business**

- The floor was given back to Jeremy Salyer to complete his report. He said that most everything he had to report had been covered, however, he noted that we are still awaiting an approved budget and there is still a chance of a furlough of agency employees if one is not reached before July 1. At last discussion the agency was still poised for a 2-2.5% budget cut. He will keep the District posted on any changes. He also announced the next State Committee meeting is July 11 and that the WVACD's next quarterly meeting will be held on July 17 & 18 at Cacapon State Park.

**Adjournment**

**Conservation Plans**

None

**CREP**

None

**Other Business**

None

**Adjournment**

With no further business, the meeting adjourned by consensus at 9:31pm.

Respectfully submitted,

Gary Sawyers  
Chairman



Carolyn Miller  
Secretary/Treasurer



GS/CM/lh

Recorded by Lynn Hutchison, District Manager

# **GVCD District Manager Report**

*May 18, 2017*

## **Items Needing Action:**

- See Agenda

## **Accomplishments:**

- Draft minutes for April regular and special board meetings have been distributed and are awaiting approval at this meeting.
- All approved minutes have been posted on the website.
- AgEP approved/paid/cancelled applications have been entered into database and database is up to date.
- One Century Farm application has been reviewed and approved and name has been submitted to John Sencindiver to meet June 1 deadline.
- Awards have been presented at Marlinton Elementary and Hillsboro Elementary for Poster Contest. Others pending.
- Regular postings are being made on Facebook page.
- District Farm tour was held on May 5 and winner has been selected. Letters have been sent to participants.
- Preparations are underway for tractor presentation.
- Banquet venue has been reserved for September 19.
- Partnership Plan of Work was held on May 10 and proposed changes are on agenda for approval.
- Dam Inspections were held on May 9.

## **Things to be Thinking About / Items to Note:**

- Long Term Goals – bring suggestions/concerns/revisions to meeting
- Newsletter
- Conservation Farm School
- Conservation Farm Area Tour
- Banquet

## **Upcoming Dates to Note:**

**May 26** Tractor presentation – Canterbury Farm – 11am

**May 29** Office Closed for Memorial Day

**June** AgEP sign-ups (all month)

**June 6** Local Work Group Meeting – Hillsboro Library – 10am-12pm

**June 7** Committee Meetings 9am

**June 15** Regular Board Meeting – 7pm

**June 20** Office Closed for WV Day



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

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## NRCS Report – Greenbrier Valley Conservation District May 18, 2017

### Farm Bill Programs

**EQIP/AMA** – Applications for EQIP/AMA are being obligated as contract folders are checked for accuracy. As of Noon today, obligations include 3 in Pocahontas County, 13 in Greenbrier County, and 5 in Monroe County. Funding for High Tunnels has not yet been announced.

Focused Conservation Approach requested funds were \$300k for Stamping Creek and \$260k for Meadow River. Preapprovals currently total \$313k for Stamping Creek and \$195k for the Meadow River.

**CSP** – Five CSP applications have been preapproved for funding, totaling roughly \$75k (5-year cost). Program glitches have delayed obligation.

**NWQI** - Lee Godbey, Dennis Burns, myself and other staff have been participating in teleconferences regarding the National Water Quality Initiative Indian Creek (Burnside Branch) project.

### Focused Conservation Approach Timeline

- **(April 1-June 30)** Local Work Group Meeting – Review Long Range Plan, existing FCA Projects, and suggest new projects. **GVCD meeting scheduled for 10:00AM on Tuesday June 6 in the Hillsboro Public Library.**
- **(July 28)** Finalize Long Range Plans containing FCA projects (existing, revised, new) in a Local Work Group Meeting and submit existing projects without edits
- **(September 1)** Submit existing projects with edits or new projects

### Personnel/Other

- State Office and selected field offices were subject to a National Quality Assurance Compliance Review during the week of May 15-19. The Buckeye office was evaluated for Agronomy and Ecological Sciences and Engineering. A review summary will be forthcoming.
- Barbara Greenleaf is acting Area Resource Conservationist.
- Michael Whitt is acting Area Conservationist through the end of June.
- Silas Sattler participated in a 3-week Conservation Boot Camp training in Nebraska.
- Josh Cook and Silas Sattler achieved a level of engineering job approval authority to certify common practices.
- District Conservationist participated in Annual Farm Tour, Dam Inspections, and US Forest Service review of WV Restoration Venture projects on grazing allotments.
- Katy McBride participated in WV Envirothon and other outreach activities and assisted Union office with Toolkit planning.
- Tom Vance continues to be a great help with EQIP contracting/practice application and CTA.





**Greenbrier Valley Conservation District**

# **Local Work Group Meeting**

**Tuesday, June 6, 2017**

**10:00 am**

**Hillsboro Public Library, 54 Third St., Hillsboro, WV**

***YOU MATTER!..COME OUT AND TELL US YOUR NEEDS***

Attendees will identify local Natural Resources priorities  
and criteria for USDA Programs

**The Greenbrier Valley Conservation District covers  
Greenbrier, Monroe, and Pocahontas Counties**

**For more information contact Jack O'Connell,  
Greenbrier Valley District Conservationist**

**304-645-6172 ext.3**



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## **May 2017 WVCA Report**

### **WVACD Quarterly Meeting –**

The next Quarterly Meeting of the West Virginia Association of Conservation Districts Board of Directors will be held July 17 and 18 at Cacapon State Park.

### **2017 Envirothon Results**

1<sup>st</sup> place team: Moorefield Gold

2<sup>nd</sup> place team: Mineral County

3<sup>rd</sup> place team: Ravenswood FFA

4<sup>th</sup> place team: Doddridge County

### **WVCA Budget**

The governor has called for a special session, starting May 5<sup>th</sup>, to work on the budget. Updates will be provided as they become available.

### **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:**

- **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:**

After the State AgEP committee met on March 28, CDs were asked to select their choice of funding allocation formula for the upcoming year(s). There was a call Monday, May 8 at 10AM for the state AgEP committee to review the allocation formula options selected by each CD. **Option #4 was selected as the funding allocation.**

### **Agricultural Enhancement Program Administration Agreement:**

The purpose of this document is to update and replace the original AgEP agreements with CDs due to the growth and changes to the AgEP program. Districts will need to complete the necessary addendums in the agreement prior to the start of the next fiscal year. This document will need to be reviewed on a yearly basis.

### **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 your Plan of Work to Guthrie before June 15<sup>th</sup>.

### **State Committee**

The next scheduled meeting for the SCC is July 11.

**West Virginia WVACD State Fair Display** – The dates for this year's fair is from August 10<sup>th</sup> – August 19<sup>th</sup>. It is suggested that Supervisors contact their District Manager (A.O.) to sign-up for the time period(s) they wish to work.

### **Watershed O & M**

#### OM&R

- Annual inspections should be completed by end of April. Monthly inspections will resume in May.
- 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.
- Work orders along with proposed contracts for the upcoming season will be prepared and presented at the board meetings following annual inspections.

#### EWP

- NRCS continues to complete bank stabilization sites following the June 2016 flood.
- 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.
- Rainelle Flood Control Channel restoration is scheduled for the last week of May.

#### 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 was 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.

10:26 AM

05/18/17

**Greenbrier Valley Conservation District**  
**A/P Aging Summary**  
 As of May 18, 2017

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Boone Tractor & Implement, Inc.	448.80	0.00	0.00	0.00	0.00	448.80
Brickstreet Insurance	498.00	0.00	0.00	0.00	0.00	498.00
City of Lewisburg	19.16	0.00	0.00	0.00	0.00	19.16
First Citizens Bank	736.05	0.00	0.00	0.00	0.00	736.05
Fisher Auto Parts	123.46	0.00	0.00	0.00	0.00	123.46
Harry L. Vance Logging	16.93	0.00	0.00	0.00	0.00	16.93
Komax, LLC	264.47	0.00	0.00	0.00	0.00	264.47
Liskey Truck Sales, LC	68.00	0.00	0.00	0.00	0.00	68.00
Mon Power	24.70	0.00	0.00	0.00	0.00	24.70
Mountaineer Gas Company	77.56	0.00	0.00	0.00	0.00	77.56
S. J. Neathawk Lumber, Inc.	218.84	0.00	0.00	0.00	0.00	218.84
Sherry W. Ferrell	525.00	0.00	0.00	0.00	0.00	525.00
State Electric Supply Company	43.66	0.00	0.00	0.00	0.00	43.66
Suddenlink	213.44	0.00	0.00	0.00	0.00	213.44
Waters Agricultural Laboratories, Inc.	94.00	0.00	0.00	0.00	0.00	94.00
Watson Mfg.	1,021.37	0.00	0.00	0.00	0.00	1,021.37
WVCEC	25.00	0.00	0.00	0.00	0.00	25.00
<b>TOTAL</b>	<b>4,418.44</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,418.44</b>