



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 July 20, 2017

The Greenbrier Valley Conservation District Board of Supervisors met on Thursday, June 15, 2017 in the conference room of the Lewisburg USDA Service Center. Those attending were:

Supervisors:

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

Others:

Jack O'Connell, NRCS
Jeremy Salyer (via Skype)
Lynn Woods

Call to Order

Chairman Gary Sawyers called the meeting to order at 7:05 pm.

Approval of Minutes

Motion was made by Gary Truex and seconded by Timothy VanReenen to approve the minutes of the June 15, 2017 Regular Board meeting. Motion passed.

Guests

- Jack O'Connell requested to give his Cooperating Agency report at this time since he was leaving town. He reported that NRCS is still getting EQIP approvals and it is turning out to be an excellent EQIP year. Greg Stone is back in his regular position. They are still under a hiring freeze. He also submitted a written report composed by Lee Godbey, a copy of which is attached.
- Jack also requested that the Board address the HEL plans he submitted for approval at this time. He answered questions about the purpose of those plans. **Jerry Clifton moved and Timothy VanReenen seconded the motion to approve the HEL plans for L. Todd Gibson – Pocahontas, James E. Rose – Pocahontas, and Roger L. Williams – Greenbrier. Motion passed.**

District Manager Report

Lynn Woods referred to her written report, a copy of which is attached. She noted that Dennis Burns has requested a special meeting for August 1 and August 31 to address new contracts and final payments on expiring funds. Those meetings will be scheduled.

Funding Requests

- LOR FY17 CD Employee (April – June) - \$11,111.80 - **Gary Truex moved and Timothy VanReenen seconded the motion to send the LOR for FY17 CD Employee (April - June.) Motion passed.**
- LOR FY18 State Match for OMR funds received from City of White Sulphur Springs for Howards Creek Channel - \$2,500.00 -**Timothy VanReenen moved and Gary Truex seconded the motion to send the LOR for FY18 State Match for OMR funds received from City of White Sulphur Springs. Motion passed.**

Cooperating Agency Reports

- *NRCS – Jack O’Connell* - See “Guests” section above.
- *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

- Conservation Farm Update –The date for the Area Tour has been set for August 2, 2017. The judges will meet at the Lewisburg office at approximately 2:30pm to be led to the farm. Supervisors discussion travel arrangements for themselves. Timothy VanReenen will be out of town for a prior engagement.
- Outstanding Grasslands Farms—There was discussion on Outstanding Grasslands Farms. Monroe County has been tentatively selected –Lynn will contact farmer to confirm. Pocahontas County has been selected. Greenbrier County has not yet been identified. Gary Truex and Gary Sawyers will discuss with Grass Tech. Grass Tech has asked that these be finalized by August 1.
- Ronceverte High Tunnel project— No new information available.
- Banquet – Lynn gave an update on banquet plans. No action was needed at this time.
- Women-In-Ag Update – Lynn gave an update on plans. No action was needed at this time.

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 Timothy VanReenen. Motion passed.**
- *WVCA Restricted Funds Report* – **Timothy VanReenen 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 Gary Truex. Motion passed. List is attached.**

- Gary Truex and Carolyn Miller reported that the City National CD has been taken care of.

Agricultural Enhancement Program Committee:

- Timothy VanReenen reported that the District was funded at a level of \$93,000.00 for FY18 and that an LOR for that amount has been submitted. He noted that there is a need to reduce cancellations and that this seems to be a state-wide issue. He shared that one district has suggested a one year "penalty" for cooperators who cancel, meaning that they would not be able to apply for any cost-share assistance the following year. He also said that the AgEP Committee goal is to reduce the cancellations to 10%. He asked Supervisors to be thinking about these issues and also to be considering the allocation of funding among BMPs for the August meeting.

Grassland Committee:

- Gary Truex reported that Barry Level attended the Grassland Steering Committee meeting and that his ideas were well received. Consensus was that Barry should represent the District and attend their meetings which are held four times per year.

Building/Equipment Committee:

- Lynn received word from the insurance company that we already have coverage for employees' tools.
- Carolyn Miller was asked to sign a credit application to purchase gravel, which Eugene wants to spread in August.

Other Committees

None

Watershed Reports

- *WVCA O, M & R Report* – Job Showings for OMR on Howards Creek and Marlin Run are scheduled for July 27, 2017. The additional work for Marlin Run is on hold for now until further design work is completed.

319 Committee:

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

	Billed From:	Participant	Amount
Upper Meadow	Tuckwiller Well Drill	Galena Knapp	\$4,267.00
Knapps Creek	Analabs	Monitoring	\$210.00
Kitchen Creek	Analabs	Monitoring	\$270.00
Milligan Creek	Martin & Jones	Steven Harris	\$282.92
Milligan Creek	Martin & Jones	Steven Harris	\$777.23
Milligan Creek	Martin & Jones	Steven Harris	\$237.07
Milligan Creek	Red Elephant	Steven Harris	\$1,720.00
Milligan Creek	Feed Store	Steven Harris	\$40.36
Milligan Creek	GVCD	Steven Harris	\$60.00
Milligan Creek	Tuckwiller Well Drill	Sam Tuckwiller	\$5,788.00
Second Creek	Tuckwiller Well Drill	Wes Reed	\$10,156.00
Kitchen Creek	HACH	Monitoring	\$211.94
Indian Creek	Waters	Mike McMunigal	\$50.00

Upper Meadow	Waters	Brandon Meyers	\$40.00
Milligan Creek	SJ Neathawk	Scott Kiddle	\$1,063.93
Kitchen Creek	SJ Neathawk	Supplies	\$42.10
Second Creek	Coffman Construction	Bill Canterbury	\$725.33
Second Creek	L&H Livestock	Bill Canterbury	\$233.50
Second Creek	Martin & Jones	Bill Canterbury	\$44.00
Second Creek	West End Precast	Bill Canterbury	\$1,250.00
Milligan Creek	Acacio's fencing	Gray Coyner	\$19,800.58
Total Invoices			\$47,269.96

- **Jerry Clifton moved on behalf of the committee and Gary Truex seconded the motion to pay the invoices as listed. Motion passed.**
- There were no new contracts at this time. New contracts will be presented at the special board meeting on August 1, 2017. These new contracts are possible due to the bid on Snake Run coming in at less than expected and leaving funds for other projects.
- There were no Revised/Re-authorized Contracts at this time.
- There was some discussion about possible field day activities, perhaps in the Indian Creek Watershed or in the Meadow River area.
- There were no other updates at this time.

Actions Between Board Meetings

- Gary Sawyers reported on the Bid Opening held on 7/13/17. Bid has been validated and we are waiting on DEP permit to issue notice to proceed.

Correspondence

- Lynn reviewed correspondence received, including notice of Brickstreet annual meeting, thank you notes from our Junior Conservation Campers, and a thank you from Monroe 4-H Soils Team. Gary Sawyers read an email from Brian Wickline regarding the status of the Mountain View school's high tunnel. A request for sponsorship for the State Women-in-Ag conference was received, but the Board has opted to limit sponsorship to our local event.

New Business

- There was discussion about nominations for awards. **Gary Truex moved and Jerry Clifton seconded the motion to nominate George Ambler for Member-At-Large. Motion passed. Avery Atkins moved and Jerry Clifton seconded the motion to nominate Timothy VanReenen for Carroll Greene. Motion passed. Avery Atkins moved and Timothy VanReenen seconded the motion to nominate Gary Sawyers for Honorary Member. Motion passed.**

Approval of Conservation Agreements & Terminations

- None

Approval of Conservation Plans

- See "Guests" section above.

CREP None

Other Business

- Timothy VanReenen and Gary Sawyers reported on their trip to Cacapon State Park for the WVACD quarterly meeting. Timothy noted a teacher training for Envirothon in September that we should try to promote. He also reported that in addition to Century Farm recognition, the WVACD will begin recognizing Sesquicentennial and Bicentennial Farms next year. He reminded everyone to contact Lynn if they want to sign up for the State Fair booth. The Legislative Breakfast will take place again on Ag Day at the Capitol, which is scheduled for February 7, 2018. In September, Brian Farkas and Timothy VanReenen plan to start visiting the districts for "listening sessions." Discussion ensued. He also noted there may be a Watershed dam rehab tour in the next 4-6 months. There are possible changes coming to the Conservation Farm Contest. The Association is looking at the Leopold Conservation Award through the Sand Hill Foundation as a possible replacement. It relies on partnerships and donors and offers a \$10,000.00 cash prize. Districts are to bring their thoughts to the October quarterly meeting. Gary Sawyers discussed the scholarship awards funds and the fact that interest on the scholarship fund principal is no longer enough to fund annual scholarships and therefore it is necessary to rely on fundraising activities like the live and silent auctions. There was discussion on what are acceptable fund raising activities and donations.
- The floor was given back to Jeremy Salyer to complete his report. He said that most everything he had to report had been covered. He did note that it is time to start arrangements for the District's annual audit.

Adjournment

With no further business, the meeting adjourned by consensus at 8:51pm.

Respectfully submitted,



Gary Sawyers
Chairman



Carolyn Miller
Secretary/Treasurer

GS/CM/lw

Recorded by Lynn Woods, District Manager

GVCD District Manager Report

July 20, 2017

Items Needing Action:

- See Agenda.
- Set special board meetings for August 1 and August 31 to approve 319 contracts and final payments for expiring funds.
- Contract timeline for OMR contracts.
- Brickstreet audit.

Accomplishments:

- Draft minutes for June regular board meeting have been distributed and are awaiting approval at this meeting.
- All approved minutes have been posted on the website.
- Committee meeting minutes have been distributed.
- AgEP database has been finalized for FY17.
- AgEP administration agreement was submitted.
- Sponsor Revenue received from WSS for FY18 and State match requested.
- Snake Run bid has been validated and contract is pending receipt of DEP Permit.
- Quarterly report submitted to Supervisors, WVACD, WVCA, and other districts.
- Received notification of AgEP funding and submitted LOR for \$93,000.00.
- Area Tour plans are underway.
- Banquet plans are underway.
- Women-in-Ag plans are underway.

Upcoming Dates to Note:

July 27	Job showings for OMR: Howards Creek 10am; Marlin Run 1:30pm
Aug 1	Special Board Meeting (tentative)
Aug 2	Area I Tour at Helmicks' – 4pm
Aug 9	Committee Meetings – 9am
Aug 17	Regular Board Meeting
Sep 19	Banquet
Oct 21	Women-In-Ag

July 20, 2017

NRCS – GVCD Monthly Report

Greenbrier, Monroe & Pocahontas

Lewisburg – NRCS Field Office:

- .Three addition contracts have been awarded under the Meadow River FCA
- . Six high tunnel contracts awarded
- .Assisted Aron Sattler, Area Soil Scientist, with HEL determinations
- .Katy is working on the GV Women in Ag Workshop (in October)
- .Four CSP contracts have been sent in for review (2 Forestry & 2 Ag Land)
- .Conducted CREP site reviews for program eligibility
- .Tom has been doing field work to gather information for Jack (so Jack can write HEL plans)
- .Tom and Adam have been assisting landowners with practice installation (springs, troughs, pipelines)
- .Katy will be attending the National Envirothon next week in MD and DC
- .Katy will be assisting with the technical review for the new CSP contracts in the Elk District

Union – NRCS Field Office:

- .Lee has completed 3 GRP and 12 FRPP easement annual monitoring reports
- .Two CREP contracts were approved by the FSA county committee
- .Three FSA compliance reviews were completed
- .Dewey has assisted in conservation practice implementation and follow-up
- .Lee & Dewey will be attending EWP inspector training on August 3rd. New EWP sites will be awarded in the near future as a result from last year floods.
- .Lee, Dewey & Wanda are scheduled to attend the NEPA – CPA 52 training next week, 7/26/17
- .One new CSP site has been evaluated by FSA and NRCS
- .Lee continues to participate in the NWQI teleconferences for Upper Indian Creek
- .Lee is preparing information and the display unit for the NRCS Barn Fair Booth

Buckeye – NRCS Field Office:

- .Continuing conservation practice application and follow-up
- .Have several FCA applications to be obligated
- .Will be attending the NEPA CPA 52 training next week

July 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. **The deadline for our block of rooms has been extended for 10 days. You can make your reservations by calling 304-258-1022.**

WVCA Budget

The FY18 budget was approved and the amount the agency will receive: \$7,685,912. This is \$188,809 less than what we received for FY17. The agency will absorb the cut by eliminating vacant positions. All other funding will remain static, with no growth.

Conservation Farm Tour

Area I August 2 & 3
ECD, GVCD, SCD, GCD

Area II July 27
NPCD, WCD

Area III July 26
EPCD, PVCD

- **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:

- **July 1, 2017** - Start of FY 18 program
- **July 31, 2017** - CDs submit annual progress report (per legislative rule)

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.

Please submit this to Jennifer Skaggs if you haven't already.

Items to be thinking about and placed on your agendas in the coming month:

Carroll Greene Nomination – form is due to Belinda Withrow by September 1st

WVACD Honorary Member At Large – form due to Joe Gumm by September 1st

WVACD Lifetime Honorary Member – form due to Joe Gumm by September 1st

Agreed Procedures Engagement (Audit)

Conservation Districts are asked to begin the Agreed Procedures Engagement (APE) (audit) soon after the close of the fiscal year on June 30th.

State Committee

The next scheduled meeting for the SCC is July 11, which will be held by video conference.

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

Watershed O & M

OM&R

- Staff is performing monthly inspections.
- Work continues with NRCS to develop engineering plans for watershed dams. The draft designs for the seep investigation work being conducted by CEC in South Fork are currently under review by WVCA/NRCS.
- O&M work for this season is underway.

EWP

- NRCS continues to complete bank stabilization sites following the June 2016 flood.
- Regional permit renewal – the revised permit is out for public comment.

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 complete.
- Stream Management Plan training is scheduled for July 12 for WVCA staff.

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 permit process continues for UDC1 with construction slated for 2017/2018.
 - WVCA is preparing the permit applications and mitigation plan.
 - MCD has accepted the bid from Triton Construction.
- 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.

There was a McPherson pit burner demonstration by the factory technician for agency staff. The burner will be used on EWP and O&M in the future.

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.

10:49 AM

07/20/17

Greenbrier Valley Conservation District

A/P Aging Summary

As of July 20, 2017

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
ACF Environmental	875.00	0.00	0.00	0.00	0.00	875.00
BJW Printing & Office Supplies	114.43	0.00	0.00	0.00	0.00	114.43
Boone Tractor & Implement, Inc.	567.56	0.00	0.00	0.00	0.00	567.56
City of Lewisburg	17.42	0.00	0.00	0.00	0.00	17.42
First Citizens Bank	267.35	0.00	0.00	0.00	0.00	267.35
Harry L. Vance Logging	83.12	0.00	0.00	0.00	0.00	83.12
Komax, LLC	251.78	0.00	0.00	0.00	0.00	251.78
Liskey Truck Sales, LC	134.00	0.00	0.00	0.00	0.00	134.00
Mon Power	14.58	0.00	0.00	0.00	0.00	14.58
Mountaineer Gas Company	31.75	0.00	0.00	0.00	0.00	31.75
S. J. Neathawk Lumber, Inc.	90.90	0.00	0.00	0.00	0.00	90.90
Sherry W. Ferrell	375.00	0.00	0.00	0.00	0.00	375.00
Suddenlink	216.61	0.00	0.00	0.00	0.00	216.61
Waters Agricultural Laboratories, Inc.	240.00	0.00	0.00	0.00	0.00	240.00
TOTAL	3,279.50	0.00	0.00	0.00	0.00	3,279.50