



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 January 18, 2018

The Greenbrier Valley Conservation District Board of Supervisors met on Thursday, January 18, 2018 in the conference room of the Lewisburg USDA Service Center. Those attending were:

Supervisors:

Avery Atkins
Gary Sawyers
Gary Truex
Jerry Clifton
Timothy Van Reenen
Carolyn Miller

Others:

Lynn Woods
Jeremy Salyer

Call to Order

Chairman Gary Sawyers called the meeting to order at 7:03pm.

Approval of Minutes

Motion was made by Timothy VanReenen and seconded by Jerry Clifton to approve the minutes of the December 21, 2017 Regular Board meeting. Motion passed.

Guests

- None

District Manager Report

Lynn Woods referred to her written report and noted that an alternate date needs to be set for the February committee meetings, as the date conflicts with Ag Day at the Capitol. Also needed is a new date for annual policy review, as it was postponed from January. It was decided that there would be no February committee meetings and that the policy review will be done the same day as March committee meetings and anyone with any suggestions about policy changes should let Lynn know prior to then. Lynn provided Supervisors with a printed copy of the current policy to review in advance of the meeting.

Funding Requests

- Jerry Clifton moved and Timothy VanReenen seconded the motion to send the LOR for FY18 CD Employee in the amount of \$10,594.12. Motion passed.
- Carolyn Miller moved and Timothy VanReenen seconded the motion to send the LORs for rent in the amount of \$1,908.75 per month. In discussion, Lynn explained that in prior years we have sent 12 months at a time, but this year it was requested that we send January through June 2018 at this time. Motion passed.

Cooperating Agency Reports

- *NRCS* – not present
- *WV Division of Forestry* – not present
- *FSA* – not present

- *WVCA*

Jeremy Salyer reviewed his written report, which is attached. He also reported on the AgEP meeting of January 17. He noted that it was decided that in addition to other criteria, allocated funds would be determined using an average of the last three years payments, not including the current fiscal year, for faster allocation (i.e. FY19 funds would be determined from average of FY15, FY16, & FY17). There was also talk of other tax funded entities not being eligible for AgEP funding. Jennifer Skaggs is working on a draft of the changes. Jeremy noted that corrected dates for WVACD quarterly meetings are April 9 & 10 (Canaan) and July 9 & 10 (Flatwoods). Potential roll-out of new SSRP program is July 1. Jeremy will provide copies of the final draft upon completion.

Unfinished Business

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 Gary Truex. Motion passed.**
- *WVCA Restricted Funds Report* – **Carolyn Miller moved to accept the WVCA Restricted Funds Reports 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 Carolyn Miller. Motion passed.** List is attached.

Agricultural Enhancement Program Committee:

- **Payments**

Timothy VanReenen presented the following for payment:

Pasture Division Fence:

David Furrow	\$4,111.25
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Lime:

James Lucas	\$ 360.00
Vickey Neel	\$ 210.00
John R. Johnston	\$1,755.00
Edward L. Lemons	<u>\$1,872.00</u>

Total Payments -	\$8,308.25
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Timothy VanReenen moved on behalf of the committee and Gary Truex seconded the motion to approve the payments totaling \$8,308.25. Motion passed.

Timothy reported from the State AgEP meeting held on January 17th and shared a comparison report of Districts. Discussion ensued.

Grassland Committee:

- Gary Truex noted that the date for the Outreach meeting is February 22, 2018 @ 6:30pm at the WVU Building.
- There was discussion about selecting a date for the banquet. September 18, 25, and October 3 were selected as top three choices. Lynn will inquire about availability and reserve the venue.

Building/Equipment Committee:

- Avery attempted to get an estimate on insulation but did not have a key to the building and the office was closed that day. He will reschedule.
- Manure spreader discussion tabled again.
- Lynn reported an incident with the portable scales which resulted in a tow bill. Gary Truex will discuss with Eugene.
- There was discussion about the condition of the equipment and possibly replacing some of the equipment. Supervisors will start looking into this.

Other Committees

None

Watershed Reports

- *WVCA O, M & R Report*
 - Judith Lyons sent written report, which Gary Sawyers reviewed. Copy attached. There was discussion about Marlin Run and Tuckahoe.

319 Committee:

- Jerry Clifton presented the following 319 invoices for payment:

INVOICES

Grant	Billed From	Participant	Amount
Second Creek	SCD	Wayne Morgan	\$6,418.90
Second Creek	Tuckwiller Well Drilling	Wesley Reed	\$6,355.00
Second Creek	Will Dalton	Wayne Morgan	\$1,280.00
Total Invoices			\$14,053.90

Jerry Clifton moved on behalf of the committee to pay the invoices in the total amount of \$14,053.90. Avery Atkins seconded the motion. Motion passed.

There were no new contracts.

Actions Between Board Meetings

- None

Correspondence

- Gary Sawyers shared a letter received from Greg Hamons requesting sponsorship of the WVU Extension – Pocahontas County – winter dinner meetings. **Jerry Clifton moved and Timothy VanReenen seconded the motion to donate \$100.00 to sponsor the winter meetings and to do the same for Monroe and Greenbrier County if requested. Motion passed.**
- Gary Sawyers shared a letter received from WV DEP about sponsorship for Junior Conservation Camp. **Gary Truex moved and Timothy VanReenen seconded the motion to contribute \$100.00 toward the cost of camp for two students from each county up to a total of six. Discussion ensued regarding paying less than the full amount of the cost, buy-in, affordability, etc. Gary and Timothy withdrew their motion and second. Avery Atkins made a motion to contribute \$125.00 toward the cost of camp for two students from each county and in the case that less than two from a county applied, additional students from another county could be sponsored, up to a total of six. Carolyn Miller seconded the motion. Motion passed.**
- Gary Sawyers shared a letter received from Rainelle Agricultural Learning Center requesting sponsorship of Maeva Johnson to the Small Business Farms Conference. Discussion ensued. **Gary Truex moved and Jerry Clifton seconded the motion to contribute \$100.00 toward the total cost, to be reimbursed after attendance and to do the same for an individual from Monroe and/or Pocahontas County on a first come/first serve basis. Motion passed.**

New Business

- None

Approval of Conservation Agreements & Terminations

- None

Approval of Conservation Plans

- None

CREP

- None

Other Business

- Timothy VanReenen reported back from the WVACD Quarterly meeting. He noted that the Education committee is wanting each district to have at least one or two Envirothon teams. Deadlines for WVACD programs are being clarified. It has been asked that Supervisors check the status of District road signs to see if any are missing or need replaced.
- There was discussion about the Legislative Breakfast.

Adjournment

With no further business, the meeting adjourned by consensus at 9:04pm.

Respectfully submitted,



Gary Sawyers

Chairman

A handwritten signature in cursive script that reads "Carolyn Miller".

**Carolyn Miller
Secretary/Treasurer**

GS/CM/lw

Recorded by Lynn Woods, District Manager

Greenbrier Valley Conservation District
A/P Aging Summary
As of January 18, 2018

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
ACF Environmental	778.13	0.00	0.00	0.00	0.00	778.13
BJW Printing & Office Supplies	49.00	0.00	0.00	0.00	0.00	49.00
City of Lewisburg	19.16	0.00	0.00	0.00	0.00	19.16
First Citizens Bank	629.48	0.00	0.00	0.00	0.00	629.48
Komax, LLC	245.98	0.00	0.00	0.00	0.00	245.98
Mon Power	31.77	0.00	0.00	0.00	0.00	31.77
Mountaineer Gas Company	443.47	0.00	0.00	0.00	0.00	443.47
Sherry W. Ferrell	375.00	0.00	0.00	0.00	0.00	375.00
Smith Towing and Truck Repair	85.00	0.00	0.00	0.00	0.00	85.00
Suddenlink	217.35	0.00	0.00	0.00	0.00	217.35
TOTAL	<u>2,874.34</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,874.34</u>

GVCD District Manager Report

January 18, 2018

Items Needing Action:

- See Agenda
- Select alternate date for February committee meetings as it conflicts with Ag Day
- Reminder for Policy Review – Feb committee meeting
- OM&R Sponsor Letters will go out next month per agreements

Accomplishments:

- Draft minutes for December regular board meeting have been distributed and are awaiting approval at this meeting.
- All approved minutes have been posted on the website.
- Delinquent accounts are being addressed. So far, four have been collected.
- Poster contest has been advertised in district newspapers, on the WVCA website, and on Facebook. Direct mail packets went out to schools on January 17th and emails were sent to teachers who have participated in the past, as well as, to WVU Extension agents to share with 4-H leaders.
- Century Farm program information has been submitted for publication in district newspapers and advertised on Facebook. This should come out week of January 22. It was updated for sesquicentennial and bicentennial farms.
- Feedback meeting scheduled for February 22nd has been advertised on WVCA website and Facebook. This will be submitted to the district newspapers closer to the event. Direct mail postcards will also be sent to cooperators.
- Meeting dates for all of 2018 have been posted on the WVCA website and Facebook.
- W2s have been distributed and WVCA is preparing 1099s.
- Legislative briefing was held January 4. Books were sent to those who could not attend.
- Agreed Upon Procedures report has been submitted to the WVCA along with LOR for reimbursement.

Upcoming Dates to Note:

Feb 7	Ag Day at the Capitol
TBD	Committee Meetings – 9am
Feb 15	Regular Board Meeting
Feb 19	State Holiday – office closed
Feb 22	Conservation Program Feedback Meeting – WVU Building – 6:30pm – Dinner served



January 2018 WVCA Report

Agreed Procedures Engagement (Audit):

Conservation Districts are asked to begin the Agreed Procedures Engagement (APE) audit. Please check your current agreement to make sure it is current.

Request to Conservation Districts

The WVCA is encouraging Conservation Districts to review and update your District Policy Manuals. In addition to your policy manual you are encouraged to review your CD Employee Manual (if you have one) and your CD Plan of Work. If you are already doing these reviews, please disregard this request.

AGEP:

- **January 31, 2018** - Deadline for CDs to submit program comments
- **February 2018** - Comments reviewed and forms revised
- **Late February 2018** - Revisions sent to CDs/staff for review
- **Mid-March 2018** - CDs submit recommendations for FY 19 practices
- **Late March 2018** - State AgEP committee to meet and review proposed changes for FY 19 and establish allocation formula
- **April 2018** - Presentation of FY 18 AgEP to SCC
- **June 15, 2018** – Deadline for CDs submit final practice list to WVCA (CDs can submit final list any time after SCC approval)
- **July 1, 2018** - Start of FY 19 program
- **July 31, 2018** - CDs submit annual progress report (per legislative rule)

The AgEP funding allocation formula will be looked at soon by the state AgEP committee. If you have comments on what factors you would like to see utilized in the formula, please contact your district state AgEP committee member or Jennifer Skaggs.

West Virginia Legislature – 2018 Legislative Calendar

January 10, 2018 - First day of session

January 29, 2018 - Legislative Rule-Making Review bills due

February 13, 2018 - Last day to introduce bills in the House

February 19, 2018 - Last day to introduce bills in the Senate

February 25, 2018 - Bills due out of committees

February 28, 2018 - Last day to consider bill on third reading in house of origin

March 10, 2018 - Last day of session

Agricultural Day at the Capitol

Agricultural Conservation Day will be February 7, 2018. Please make appointments to see your House and Senate representatives before going to Agricultural Conservation Day. There will also be a Legislative breakfast that morning, so contact your representatives to invite them to the breakfast.

Revised WVACD Quarterly Meeting Dates/Locations:

January 16 & 17, 2018 Flatwoods Days Inn
April 16 & 17, 2018 Oglebay, Canaan or Pipestem
July 16 & 17, 2018 Tamarack
October 15 & 16, 2018 Flatwoods Days Inn

State Conservation Committee Meeting Dates

January 9, 2018
April 10, 2018
July 10, 2018
October 9, 2018

WV Ethics Commission - Financial Disclosure Statement

Completed Financial Disclosure Statements must be filed with the Ethics Commission by February 1, 2018.

WVCA Project Section:

OM&R

- Work continues with NRCS to develop engineering plans for watershed dams. The seep investigation work being conducted by CEC in South Fork is complete and the reports are being reviewed by NRCS.
- O&M work this season is nearing completion. O&M summaries will be available for each District for 2017 construction year at the next quarterly meeting.

EWP

- Regional permit renewal – The comment period closed and the Corp is reviewing the comments that were received.
- WVCA is working with FEMA for reimbursement for eligible expenses for the July 2017 event.

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) – Surveying underway.
- Buffalo Creek (ECD) – Design complete, working on permitting and landrights.
- Coal River (CCD) – Survey and assessment complete, design underway

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
 - WVCA continues to work on the permits and mitigation plan. Construction is slated to begin in 2018.
 - WVCA/NRCS/GF are working with the contractor to complete the construction schedule.
- 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.

CCRs:

- Site 11103-Betsy Bittering-White Sulphur Springs-Greenbrier Co.-We will remove this site from the list. She is not the landowner and states that Kay Hanna owns the trailer park that the stream is next to. This is the same site that we worked before and NRCS just did a job showing on it to start the repair. Its on Wades Creek.
- Site 5905-Brittany Mandeville-Crawley-Greenbrier Co.-We have removed sediment from stream on a contract right after the flood. She is stating that she wants the rocks removed from her yard. We do not do yard work, but will give this site a run through.
- Site 12233-D. Buzzard-Dunmore-Pocahontas Co.-This site is associated with a Charles Wilfong CCR that was called in after the flood. The entire channel was filled with sediment.

Stream Permits:

None received

EWP:

- Still working with Al Whitaker of Greenbrier OES to look at sites on Wades and Dry Ck in White Sulphur Springs for sediment issues. We also have a site (Glen Andrews Rd) off of Big Draft Rd that DOH asked us to look at after the flood. Ross Tuckwiller has looked at it and is doing the plan as we hope to get it included in the work that Al is selecting sites for any sediment removal.

SPRP:

- South Fk of Cherry: Ross does design and plan in the winter and will survey when he has weather suitable for it. We should be able to do Phase II this season.

O&M:

Plans are being worked on over the winter for maintenance and repair of Tuckahoe and Marlin Run.

- Marlin Run - Drainage issue at the side of the plunge pool and bottom of the dam.
- Tuckahoe - Reviewing the amount of shale in the ASW again. DOH removed shale a few years back for their use. We are looking at the amount to see if it needs removed again.

Both dam EAPs are up to date.