



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 February 15, 2018

The Greenbrier Valley Conservation District Board of Supervisors met on Thursday, February 15, 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
Judith Lyons
Lee Godbey

Call to Order

Chairman Gary Sawyers called the meeting to order at 7:04pm.

Gary Sawyers noted that Supervisors had been given postcards to hand out to invite people to the Conservation Program Feedback meeting scheduled for February 22nd.

Timothy VanReenen reported on Ag Day at the Capitol. 31 Legislators and 25 Supervisors attended the Legislative Breakfast hosted by the WVACD. Other agency staff and guests brought the total to around 90 attendees. GVCD representatives in attendance were Delegates Ambler, Campbell, Hartman, and Cooper, and Senator Baldwin. Commissioner Leonhardt also attended.

Approval of Minutes

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

Guests

- WVCA – IT – Jeremy Salyer spoke on behalf of IT, as JB was sick and could not attend the meeting. IT has determined a need for districts to have a static IP address in order to provide more internet security and easier troubleshooting. Cost of the service is estimated at \$10.00 per month, paid to existing internet provider. IT will handle the arrangements upon approval. Discussion ensued. **Avery Atkins moved and Carolyn Miller seconded the motion to obtain a static IT address as recommended. Motion passed.**
- Lee Godbey – NRCS – Lee Godbey shared that Jack O'Connell was in Florida for his father's memorial service and unable to attend. He also noted that Jack would be retiring at the end of the next two weeks. Lee went over his written report, which is attached. He pointed out that NWQI applications for Upper Indian Creek should be

completed the following day and also the need to start planning for FY19 funding. He also mentioned the possibility of a Land Judging contest and the Envirothon.

District Manager Report

Lynn Woods referred to her written report, which is attached.

Funding Requests

None

Cooperating Agency Reports

- *NRCS* – see Lee Godbey under “Guests” above.
- *WV Division of Forestry* – not present
- *FSA* – not present
- *WVCA*
Jeremy Salyer submitted a written report, which is attached. He opted to wait until the end of the meeting to review it as some items would be covered by the agenda.

Unfinished Business

- Lynn Woods reported that the Banquet venue has been reserved for September 25, 2018.

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* – **Carolyn Miller moved to accept the WVCA Restricted Funds Reports and file for audit. Seconded by Jerry Clifton. 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:

- **Payments**
Timothy VanReenen had met with Barry Level and presented the following for payment:

Watering System:

Barry Miller	\$3,957.78
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Lime:

James Calhoun	\$ 269.95
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Mitchell Hughes	\$ 749.40
Pamela Marcus	\$ <u>435.75</u>
Total Payments -	\$5,412.88

Timothy VanReenen moved on behalf of the committee and Avery Atkins seconded the motion to approve the payments totaling \$5,412.88. Motion passed.

Grassland Committee:

- Gary Truex noted that the date for the Conservation Program Feedback meeting is February 22, 2018 @ 6:30pm at the WVU Building.

Building/Equipment Committee:

- Avery Atkins reported two cancelled appointments for an estimate on insulation for the building. He thinks at this point insulation can wait until summer. Discussion ensued. No action taken.
- Gary Truex said Eugene Wickline had said water was running in to the foundation and suggested guttering. Estimated cost of \$650.00. Discussion ensued. No action taken.
- There was again discussion about what to do with the donated manure spreader. Consensus among Supervisors was that the estimate for repairs is more than the Board is willing to invest in the spreader. **Avery Atkins moved and Timothy VanReenen seconded the motion to sell the manure spreader, as is, by sealed bid, with the right to reject any and all bids. In discussion, it was decided that deadline for bids would be April 10, 2018 and bid opening would be on April 11, 2018, at the regular committee meeting. Motion passed.**
- Gary Truex has been researching post drivers and reported that Supervisors had viewed a demonstration video of Extreme Driver – Next Generation models. Discussion ensued. Gary Truex will research further and report back to the committee with answers to questions that arose.

Other Committees

None

Watershed Reports

- *WVCA O, M & R Report* - Judith Lyons
 - Judith reported on CCRs in progress.
 - She noted that there had been lots of requests for streambank permits in Pocahontas County.
 - She is working with Al Whittaker of Greenbrier County Emergency Services, who selects sediment removal sites. The County is identifying those sites in such areas as Anjean, higher up Boggs Creek, Caldwell, and Trout. There will be a job showing later in the Spring.
 - She also said that the South Fork of the Cherry River agreement will need to be extended. Phase II is to start soon and should complete that project.
 - MonPower is seeking permission to spray herbicide at Tuckahoe. Judith and Brian Fry met with their representative to identify where the spraying would take place. It would not be on the spillway, but on the lower end next to the road. Discussion ensued.
 - All annual dam inspections are being moved to the fall of the year instead of the spring. By doing this, sponsors can be shown the work that has been done that year. Quarterly inspections and OMR schedules will remain the same.

- Judith provided 5-year plans of work for Marlin Run Dam and Channel and Howards Creek Dam and Channel. She asked Supervisors to review the plans and comment at the next board meeting. She noted that these are living documents that can change with circumstances.
- She reported that, regarding the Howards Creek weir, Brian Farkas has suggested that the District initiate a meeting with GCC, DEP, Forestry, NRCS, WSS, and WVCA to discuss the purpose and future of the weir. He has volunteered to draft a letter to initiate the process. Discussion ensued. **Gary Truex moved and Timothy VanReenen seconded the motion to initiate a meeting with these parties regarding the weir, with Brian Farkas taking a proactive approach. In discussion it was decided that a date for such meeting would be left for Mr. Farkas to determine. Motion passed.**
- **Timothy VanReenen moved and Carolyn Miller seconded the motion to extend the South Fork of the Cherry River agreement. Motion passed.**
- **Gary Truex moved and Timothy VanReenen seconded the motion to give permission to MonPower to spray herbicide in the identified areas at Tuckahoe. Motion passed 5-1, with Avery Atkins casting the one nay vote.**
- Judith will call DOH to remove excess shale at Tuckahoe.

319 Committee:

- Jerry Clifton presented the following 319 invoices for payment. (He noted that there was a clerical error on the original agenda and it was amended as the amount for participant William E. Henson should have been \$4,875.00 rather than \$7,527.08.)

INVOICES

Grant	Billed From	Participant	Amount
Sewell Creek	Treadway's	William E. Henson	\$4,875.00
Second Creek	GVCD	Outreach	\$125.00
Potts Creek	Formost Fencing etal	David Furrow	\$6,889.50
Total Invoices			\$11,889.50

Jerry Clifton moved on behalf of the committee to pay the invoices in the total amount of \$11,889.50. Carolyn Miller seconded the motion. Motion passed.

- LOR – Wades Creek Restoration - \$156,636.00 - **Jerry Clifton moved on behalf of the committee to send the LOR for Wades Creek Restoration in the amount of \$156,636.00. Carolyn Miller seconded the motion. Motion passed.**
- **Jerry Clifton moved on behalf of the committee to appoint Gary Truex to accept or reject the bid on the Conquest Anthony Creek Project. Motion passed.**
- Jerry Clifton noted that other items on the agenda regarding contractors, Howards and Wades Creek Projects and Indian Creek ranking were simply for awareness and discussion but needed no action at the time.

Actions Between Board Meetings

- None

Correspondence

- Gary Sawyers shared a letter received from the WVU Soils team requesting sponsorship for their national trip. Supervisors noted their preference to support youth from the District. No action taken.
- Gary Sawyers shared a thank you note from the Greenbrier River Watershed Association for the donation they received from the District. The acknowledgement was appreciated by the Board.
- Gary Truex shared a letter received from the federal Office of Personnel Management requesting completion of a questionnaire regarding employment and a reference for a former District employee. Discussion ensued. **Timothy VanReenen moved and Avery Atkins seconded the motion to verify the dates of employment only and return to OPM. In discussion it was noted that typically organizations do not provide information other than verification of dates worked. Motion passed.**

New Business

- Lynn Woods read an email from Katy McBride approaching the GVCD and SCD about the possibility of co-sponsoring a youth land judging competition as done in the past. Gary Sawyers had spoken to Katy about this and stated that the only thing asked of the Districts would be to provide food and possibly certificates. Katy would take the lead on organizing the event. She has not yet received a response from SCD. Discussion ensued. **Avery Atkins moved and Timothy VanReenen seconded the motion to help with a land judging competition by providing food with SCD, with budget amount to be determined at a later date. Motion passed.**
- There was discussion regarding changes to the Conservation Farm Program. It was noted that Supervisors should start considering their nominees for this year's contest.
- **Jerry Clifton moved and Avery Atkins seconded the motion to submit the FY19 District Personnel Form with no changes from FY18. Motion passed.**
- **Avery Atkins moved and Timothy VanReenen seconded the motion to extend the current agreement for engineering services with CEC if they are agreeable. Motion passed.**

Approval of Conservation Agreements & Terminations

- None

Approval of Conservation Plans

- None

CREP

- None

Other Business

- There was discussion about the need for road signs in the District. Timothy VanReenen will report that GVCD needs five new signs.
- Jeremy Salyer went over highlights of his report which is attached.

Adjournment

With no further business, the meeting adjourned by consensus at 9:20pm.

Respectfully submitted,



Gary Sawyers
Chairman

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

Carolyn Miller
Secretary/Treasurer

GS/CM/lw

Recorded by Lynn Woods, District Manager



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 March 15, 2018

Farm Bill Programs

EQIP/AMA – Applications for EQIP/AMA are accepted year-round with rankings occurring at specified intervals. The first round of preapprovals is in and letters have been mailed to the participants. Total value of preapprovals is roughly \$1.6 million and all staff are working on contract preparation.

- Pocahontas County has 15 preapprovals valued at approximately \$450k. Roughly half of the money is allocated to the Hillsboro focused conservation project and another \$180k for the Appalachian Environmental Restoration Initiative. Smaller amounts went to High Tunnels and a single Golden Winged Warbler application.
- Greenbrier County has 31 preapprovals valued at approximately \$845k. About \$370k is allocated for the AERI and \$280 for the Meadow River focused conservation project. The remainder was allocated to various funds including Golden Winged Warbler, Beginning Farmer, High Tunnels and On-Farm Energy.
- Monroe County has 13 preapprovals so far valued at approximately \$360k. Due to late funding, Monroe County's National Water Quality Initiative project on upper Indian Creek will begin with the 2nd round. \$500k is currently allocated for this fund. AERI preapprovals amount to about \$265k, with the remainder spread among Beginning Farmer, Conservation Activity Plans, Golden Winged Warbler, and High Tunnels.

Personnel/Other

- Jack O'Connell expresses his apologies for missing the last meeting. His father was very ill and passed away peacefully on February 1. Jack will be leaving the agency on April 6 after more than 15 years with NRCS. He will be using quite a bit of annual leave prior to his departure. Jack plans to travel, engage in outdoor activities and play with grandchildren in his retirement.
- Tom Vance continues to be a great help with field visits, conservation planning, and practice application, particularly for contracts that have fallen behind their schedule.
- Several Emergency Watershed Protection (EWP) program projects are underway. These are being supervised by Silas Sattler and Dewey Broyles.
- All staff attended an Area meeting in Beckley on February 6. Adam Merritt and Jack O'Connell received recognition for Superior Performance for FY2017 and Katy McBride received recognition for Outstanding Performance.

GVCD District Manager Report

February 15, 2018

Items Needing Action:

- See Agenda
- Reminder for Policy Review – March committee meeting – Supervisors have copies of the current policy to review.

Accomplishments:

- Draft minutes for January regular board meeting have been distributed and are awaiting approval at this meeting.
- All approved minutes have been posted on the website.
- 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. It was updated for sesquicentennial and bicentennial farms. We have one completed application for sesquicentennial farm and two partially complete applications for century farm recognition thus far.
- Photo contest has been advertised on Facebook and the website. Fox59 News came to the office today for an interview about the contest. This will also be advertised in district newspapers.
- Feedback meeting scheduled for February 22nd has been advertised on WVCA website and Facebook and has appeared in newspapers in all three counties. Direct mail postcards have been sent to cooperators. We have about a dozen cooperators signed up thus far. RSVP deadline is February 19.
- Meeting dates for all of 2018 have been posted on the WVCA website and Facebook.
- 1099s have been mailed.
- Ag Day at the Capitol and the Legislative Breakfast were held on February 7, 2018. Supervisors Timothy VanReenen, Gary Sawyers, and Avery Atkins attended. Lynn Woods attended with the GVCD display. 90 people attended the breakfast, including 37 legislators. Senator Baldwin and Delegates Cooper, Ambler, and Campbell attended from our district.
- WVACD Scholarship has been publicized and information emailed to Ag Teachers.
- Jr. Conservation Camp sponsorship information has been out. We have had one recommendation so far. Deadline for recommendations is February 28th.

Upcoming Dates to Note:

Feb 19	State Holiday – office closed
Feb 22	Conservation Program Feedback Meeting – WVU Building – 6:30pm – Dinner served
Mar 7	Committee Meetings – 9am (including Policy review)
Mar 15	Regular Board Meeting



February 2018 WVCA Report

Agreed Procedures Engagement (Audit):

Please check your current agreement to make sure it is current.

Conservation Farm Tour

It is time for districts to be thinking about the farm families to be awarded.

District Personnel Plan

District Personnel Plans are due to the SCC by March 1. Failure to meet the deadline may cause a delay in approving the District's personnel plan and the release of state funds for those positions.

Engineering Expression of Interest

Review your current contract and if needed, prepare to advertise and go through interview/selection process if needed.

The WVCA is interested in working with the district to ensure they retain a firm that has strong civil engineering and is familiar with dams. Under our 50/50, 5-year agreement with NRCS this will be important because we hope to work with the district's engineering firm to perform engineering work on dams if necessary.

Because of questions raised about these agreements, it's important to make sure that the scope of work is clearly defined and an agreement between the district and engineering firm is signed.

Also, the district may want to consider whether it wants an engineering firm that also has the ability to perform environmental assessments.

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 AgeEP committee to meet and review proposed changes for FY 19 and establish allocation formula
- **April 2018** - Presentation of FY 18 AgeEP 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. The state AgEP committee met on January 17th and decided that the funding allocation factors should remain the same, but be based on the last three fiscal years, not including the current (ex. FY 19 will be based on FY15, 16, and 17). 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 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.

WVCA will shuttle supervisors and staff from Laidley Field beginning at 6:30 a.m. to the Gaston Caperton Training Center, Bldg. 7, which will open at 7:00 a.m.

Revised WVACD Quarterly Meeting Dates/Locations:

April 9 & 10, 2018 Canaan

July 9 & 10, 2018 Flatwoods

October 15 & 16, 2018 Flatwoods Days Inn

State Conservation Committee Meeting Dates

April 10, 2018

July 10, 2018

October 9, 2018

WV Ethics Commission - Financial Disclosure Statement

Completed Financial Disclosure Statements Should have been 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 conducted by CEC in South Fork is complete and has been reviewed by NRCS.
- The total paid to date for the 2017 O&M work season is \$530,442.68.
- The annual inspection schedule for the North Area is attached. The South schedule will be distributed once finalized.

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. The contractor moved onsite December 11, 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.

1:11 PM

02/15/18

Greenbrier Valley Conservation District
A/P Aging Summary
As of February 15, 2018

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
BJW Printing & Office Supplies	40.00	0.00	0.00	0.00	0.00	40.00
Boone Tractor & Implement, Inc.	51.50	0.00	0.00	0.00	0.00	51.50
City of Lewisburg	17.42	0.00	0.00	0.00	0.00	17.42
First Citizens Bank	56.99	0.00	0.00	0.00	0.00	56.99
Fisher Auto Parts	9.79	0.00	0.00	0.00	0.00	9.79
Harry L. Vance Logging	10.38	0.00	0.00	0.00	0.00	10.38
Komax, LLC	303.81	0.00	0.00	0.00	0.00	303.81
Mon Power	30.17	0.00	0.00	0.00	0.00	30.17
Mountaineer Gas Company	308.87	0.00	0.00	0.00	0.00	308.87
Sherry W. Ferrell	525.00	0.00	0.00	0.00	0.00	525.00
Suddenlink	217.35	0.00	0.00	0.00	0.00	217.35
USI Insurance Services, LLC	600.00	0.00	0.00	0.00	0.00	600.00
Waters Agricultural Laboratories, Inc.	25.00	0.00	0.00	0.00	0.00	25.00
TOTAL	<u>2,196.28</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,196.28</u>