



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 March 15, 2018

The Greenbrier Valley Conservation District Board of Supervisors met on Thursday, March 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 by Skype
Jack O'Connell

Call to Order

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

Approval of Minutes

Motion was made by Jerry Clifton and seconded by Timothy VanReenen to approve the minutes of the February 15, 2018 regular board meeting and the February 22, 2018 special board meeting. Motion passed.

Guests

- None

District Manager Report

Lynn Woods reviewed her written report, which is attached. Jerry Clifton noted that Lyndsee Gay would like to volunteer to help with the Grassland Evaluation Contest.

Funding Requests

- **Timothy VanReenen moved and Carolyn Miller seconded the motion to send the LOR for State Match for Howards Creek Site 12 OM&R Sponsor Revenue.** In discussion, Jerry Clifton asked for an explanation of this. Lynn Woods explained that this is to request the state match for Greenbrier County Commission's contribution toward OM&R for the Howards Creek Dam for FY18, per our sponsorship agreement with them. **Motion passed.**

Cooperating Agency Reports

- **NRCS – Jack O'Connell – Jack announced that this will be his last board meeting in his capacity as District Conservationist, as he will be retiring April 6, 2018. He provided a written report, which is attached. He noted**

that is has been a big year for EQIP, with pre-approvals totaling roughly \$2.1 million. NRCS staff is working on contract preparation. NWQI pre-approvals are currently at \$428,000 and have potential to reach \$533,000 if additional requested funding is secured. He noted the need to keep moving forward with the Focused Conservation Approach and asked Supervisors to continue bringing ideas for new projects to the table. The Board expressed their appreciation for Jack's contributions to the District during his time here and wished him well in his retirement, noting that he is always welcome to come back and participate in District events.

It was decided to review the Conservation Plans listed for approval at this time. It was noted that not all of the plans listed on the agenda were ready for approval. **Gary Sawyers went over the plans that were ready which included: Michael Ervine, Emory Hanna, Jimmy Harless, Doug Goodwin, William Nester, and Remington Perkins. Jerry Clifton moved and Timothy VanReenen seconded the motion to approve the six aforementioned plans. Motion passed.** The remainder of plans will be tabled until completed.

- *WV Division of Forestry* – not present
- *FSA* – not present
- *WVCA*
Jeremy Salyer submitted a written report, which is attached. He pointed out that changes to the Conservation Farm Contest have been approved. There will now be two areas instead of three and there is a new score sheet. If the top two farms in an area are separated by five points or less, they can both be elevated to the state competition. All finalists will receive signs. Winners are ineligible to run again for a period of eight years. Timothy VanReenen provided additional information on the new scoresheets, saying that they eliminated redundancy and promoted objectivity without discussion. A district level winner is to be chosen by May 31st. Gary Sawyers noted that farm selection needs to be moved to the front burner.

Unfinished Business

- **Timothy VanReenen moved and Jerry Clifton seconded the motion to approve the contract and payment of \$125.00 to the State Fair of WV to secure the venue for the banquet. Motion passed.**

Committee Reports

Finance Committee:

Financial Report:

- ***General and CDO Funds Report* – Carolyn Miller 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 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 Gary Truex. Motion passed. List is attached.**
- **Jerry Clifton moved and Gary Truex seconded the motion to close the “equipment repair fund” savings account at Premier Bank and transfer those funds to the general checking account, earmarked for equipment. Motion passed.** The balance of those funds as of 2/28/18 was \$33,459.85.
- Lynn Woods went over a draft of the FY19 CDO budget and explained that it is due to WVCA by March 31 rather than April 30 as previously communicated by DFO. **Gary Truex moved and Timothy VanReenen seconded the**

motion to approve and submit the drafted FY19 CDO budget. In discussion, Jerry Clifton asked about a rental agreement with the agency at the equipment building. Other supervisors clarified that the agreement consisted of a lump sum grant received several years ago. **Motion passed.**

Agricultural Enhancement Program Committee:

- **Payments**

Timothy VanReenen presented the following for payment:

Lime:

David Wallace \$ 1,800.00

Total Payments - \$ 1,800.00

Timothy VanReenen moved on behalf of the committee and Avery Atkins seconded the motion to approve the payment totaling \$1,800.00. Motion passed.

Grassland Committee:

- Gary Truex noted that volunteers have been requested for the Grassland Evaluation contest at Jackson's Mill on April 13. Anyone interested should let Lynn know. Also, the Grassland Steering Committee meeting will be April 6 if anyone is interested in attending. Barry Level has been attending these on behalf of the district.

Building/Equipment Committee:

- There was discussion about the manure spreader and the idea of donating it to GEHS FFA. Gary Truex has talked to Jeff Lee, who will look at it to see if they want it. We now have documentation of the donation to the GVCD and the donor approves of this idea. **Avery Atkins made a motion to donate the manure spreader to GEHS FFA or, if they do not want to keep it, put it in their spring auction and donate the proceeds to them, in lieu of selling it as previously decided. Gary Truex seconded the motion. Motion passed.**
- An invoice for \$38,000.00 has been received from Extreme Driver, Inc. detailing the agreement for the purchase of two Extreme Driver Next Generation post drivers which was approved at the special board meeting on 2/22/18. **Gary Truex moved on behalf of the committee and Avery Atkins seconded the motion to pay the invoice, upon receipt of the drivers, using \$19,000.00 of the funds transferred from the "Equipment Repair Fund" savings account and \$19,000.00 from general funds. Motion passed.**
- There was discussion regarding hiring Raymond Smailes as an assistant to the Equipment Coordinator. Gary Truex moved on behalf of the committee and Avery Atkins seconded the motion to hire Mr. Smailes at \$11.00 per hour on a part-time basis to assist Eugene Wickline. In discussion, Gary Truex said that Eugene is going to try to be at the equipment building from 8 to 9am daily to oversee pick-ups and drop-offs. He also said there had been a suggestion to raise rental rates. Motion passed on a vote of 4 yeas and 1 nay, with Timothy VanReenen casting the nay vote.

Other Committees

- A list of proposed revisions to the policy and the full-time employee policy, recommended by committee, was provided for review (copy attached.) **Gary Truex moved and Timothy VanReenen seconded the motion to accept the proposed policy revisions. Motion passed.**

Watershed Reports

- *WVCA O, M & R Report* - Judith Lyons
 - Gary Sawyers went over a written report submitted by Judith Lyons (copy attached).
 - Avery Atkins inquired about the status of the meeting about the weir, discussed at the last meeting. Jeremy Salyer agreed to check on that.
 - **Gary Truex moved and Timothy VanReenen seconded the motion to send letters to OMR sponsors requesting their share of funds for FY19.** In discussion, Lynn said that Judith Lyons would be providing the sponsors with copies of inspections and details of work performed the past year. **Motion passed.**

319 Committee:

- Jerry Clifton presented the following 319 invoices for payment.

INVOICES

Grant	Billed From:	Participant	Amount
Sewell Creek	Treadways	Kimberly VanMeter	\$1,272.00
Howards Creek AGO	CEC	Homes for WSS	\$2,112.00
C-Bay Potts Creek	Formost Fencing	David Furrow	\$2,975.50
Total Invoices			\$6,359.50

Jerry Clifton moved on behalf of the committee to pay the invoices in the total amount of \$6,359.50. Timothy VanReenen seconded the motion. Motion passed.

- There was discussion regarding changes to the Standard Operating Procedures manual for GVCD Clean Water Act Section 319 programs. **Jerry Clifton moved on behalf of the committee and Avery Atkins seconded the motion to approve the amended Standard Operating Procedures manual. Motion passed.**

Actions Between Board Meetings

- Jerry Clifton reported that he had signed Sewell Creek Septic Contracts, not to exceed \$5,300.00 each, for Kimberly VanMeter, Zachary Carr, and Brielle Terry between meetings.

Correspondence

- Gary Sawyers shared an email from Greg Hamons, thanking the District for its sponsorship of the WVU Extension Winter Dinner meeting in Pocahontas County. The acknowledgement was appreciated by the Board.
- Gary Sawyers read a letter from Southern CD, requesting any unused AgEP funds be shared with their district. It was noted that all of the GVCD AgEP funds are either used or obligated.

New Business

- Gary Truex noted that we have received safety data sheets from Matheson Gas (related to the welding equipment) and that he suggests having Eugene and Raymond read them and sign an acknowledgement of such.

Approval of Conservation Agreements & Terminations

- None

Approval of Conservation Plans

- See above under NRCS report.

CREP

- None


Other Business

- Quarterly WVACD meeting will be April 8 and 9 at Canaan.
- Gary Sawyers reminded Supervisors that Conservation Farm nominees are needed ASAP.
- Date for District employee evaluations will be April 11, 2018 at 9am. Lynn will notify them and send out self-evaluation forms in advance.
- Partnership Plan of Work meeting will be May 2, 2018 at 10am. Lynn will email partners.
- Gary Sawyers stated that equipment needs new tires ASAP. Message will be relayed to Eugene Wickline. Avery Atkins suggested a supplier to contact for pricing.

Adjournment

With no further business, the meeting adjourned by consensus at 9:11pm.

Respectfully submitted,



Gary Sawyers
Chairman



Carolyn Miller
Secretary/Treasurer

GS/CM/lw

Recorded by Lynn Woods, District Manager

GVCD District Manager Report

March 15, 2018

Items Needing Action:

- See Agenda
- Schedule Employee Evaluations
- Volunteers need to assist with Grassland Evaluation contest at Jackson's Mill on 4/13
- Nominations for FY19 Officers (April)
- CDO Budget for FY19
- Schedule Plan of Work meeting in April or May (due to SCC in June)

Accomplishments:

- Draft minutes for February regular and special board meetings have been distributed and are awaiting approval at this meeting.
- All approved minutes have been posted on the website.
- Poster contest deadline has been extended to April 17 due to schools having been closed for work stoppage.
- We have one completed application for sesquicentennial farm and two partially complete applications. Deadline for receipt of applications is April 1.
- Conservation Program Feedback outreach meeting was held February 22, 2018.
- Meeting dates for all of 2018 have been posted on the WVCA website and Facebook.
- WVACD Scholarship deadline extension has been emailed to Ag Teachers and Extension Agents.
- Envirothon information has been sent out to Ag Teachers and Extension Agents and posted on Facebook. Deadline extension has been communicated.
- Land Judging Contest will be May 3. SCD has not yet committed.
- Centralized Google calendar for equipment scheduling has been set up in the GVCD office.

Upcoming Dates to Note:

March 31	FY19 CDO Budget due
April 1	Century Farm Program deadline
April 6	Grazing Land Steering Committee – 10am – Elk CD
April 9-10	WVACD Quarterly Meeting - Canaan
April 11	Committee Meetings – 9am
April 13	Grassland Evaluation Contest – Jackson's Mill – 10am to 12pm
April 19	Regular Board Meeting
April 19-20	Envirothon
May 3	Land Judging contest at PMC
By May 31	County & District Conservation Farm Selections



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. Total value of 2018 preapprovals is currently at roughly \$2.1 million and all staff are working on contract preparation.

- Pocahontas County has 15 preapprovals valued at approximately \$450k. Five contracts have been obligated so far with a value of about \$79,000. Staff are working with Area engineering staff to iron out details on contracting the more complex structural practices.
- Greenbrier County has 31 preapprovals valued at approximately \$845k. Twenty-one contracts have been obligated so far with a value of about \$526,000.
- Monroe County had 13 preapprovals in the first round valued at approximately \$360k. Due to late funding, Monroe County's National Water Quality Initiative project on upper Indian Creek began with the 2nd round. The first 13 preapprovals are valued at \$428k. There was a tie in ranking points for the next three applications, whose value with the over preapprovals exceeded the \$500k allocation. Additional money has been requested to fund these next three applications. If funding is secured, the total allocation will be \$533k.

Focused Conservation Approach – Please be working with staff in the three local offices for ideas for new projects. These take some time to put together, and a new DC may not be familiar enough with the area and its resource concerns to provide much input. A proposal that has been batted around in Pocahontas County is the "Birthplace of Rivers", which would focus conservation efforts near the headwaters of some of the eight rivers that originate in the county (Cherry River, Cranberry River, Elk River, Gauley River, Greenbrier River, Tygart Valley River, Williams River, and Shavers Fork of the Cheat River). A thought for Greenbrier County might be to expand to the Muddy Creek watershed. Please communicate your ideas!

Personnel/Other

- This will be the last official attendance at a Board of Supervisors meeting for Jack O'Connell. He will be retiring on April 6, 2018 with just under 16 years of service. 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.
- All Emergency Watershed Protection (EWP) program projects have been completed.
- Jack and Katy attended an Area "roundtable" on Agricultural Conservation Easement Program training and plan writing. Representatives of all three county farmland protection boards were present.

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March 2018 WVCA Report

Conservation Farm Tour

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

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.

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.

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. **Plans of work are due to SCC in June.**

Conservation District Operation (CDO) Grant Funds

Districts are asked to prepare your CDO budget report for FY19. The budget is to be submitted to Fiscal Services and your Area Director on or before March 30 so it can be presented to SCC in April.

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.

AGEP:

- **Mid-March 2018** - CDs submit recommendations for FY 19 practices
- **March 29 2018** - State AgEP committee to meet and review proposed changes for FY 19
- **April 2018** - Presentation of FY 19 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 state AgEP committee will meet March 29 at 10am in the ECD conference room. If you would like to use videoconference please contact Jennifer to set it up. The focus of the meeting will be to review proposed changes for the FY19 program.

West Virginia Legislature – 2018 Legislative Calendar

March 10, 2018 - Last day of session

The governor has signed House Bill 4162, which modifies state conservation law by granting the State Conservation Committee the authority to contract for services related to natural disaster recovery and stream restoration related to flooding. The bill also gives the SCC the authority to comply with all present and future statutes and regulations relating to natural disaster recovery. The bill unanimously passed both houses before going to the governor's office. House Bill 4162 was developed by the special legislative committee on flooding.

Agricultural Day at the Capitol

The WVCA has formed an Agricultural Conservation Day committee to start the planning of next year's program. If you have suggestions please provide them to your Area Director.

Awards Council

After months of discussion, a special committee appointed by the Awards Council presented its changes to the annual conservation farm contest on March 6. (A one-page fact sheet was prepared to explain the changes)

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

WVCA Project Section:

OM&R

- North: Annual inspections will begin March 13.
- South: All districts have been notified that we are changing to a fall annual inspection. We will have the quarterly inspections in the spring that they can attend if they so wish but the formal annual inspection will be done in the fall.
- South: All sponsors are receiving reports of the work completed last season.
- South: All districts have received a 5-year work plan with exception of Guyan. DNR does the maintenance on Upper Mud.

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.

EWP

- 1 eligible site in NPCD for current declared event.

Stream Projects

- Buffalo Creek – working on a contract to have a job showing this spring.
- South Fork of Cherry River – will have job showing for Phase II of project with work starting late spring or as soon as weather allows.
- Coal River – working out details for a contract to start process of job showing with work this summer.
- Paint Creek (Kanawha Co) – New DEP project, working on survey.

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.
- 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.

10:28 AM

03/15/18

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

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Brickstreet Insurance	497.00	0.00	0.00	0.00	0.00	497.00
City of Lewisburg	17.42	0.00	0.00	0.00	0.00	17.42
Extreme Driver, Inc.	38,000.00	0.00	0.00	0.00	0.00	38,000.00
First Citizens Bank	314.01	0.00	0.00	0.00	0.00	314.01
Greenbrier Printing, Inc.	82.40	0.00	0.00	0.00	0.00	82.40
Jims Drive In	115.50	0.00	0.00	0.00	0.00	115.50
Komax, LLC	199.44	0.00	0.00	0.00	0.00	199.44
Matheson Tri-Gas Inc.	95.00	0.00	0.00	0.00	0.00	95.00
Mon Power	26.09	0.00	0.00	0.00	0.00	26.09
Morgan Orchard	79.00	0.00	0.00	0.00	0.00	79.00
Mountaineer Gas Company	280.77	0.00	0.00	0.00	0.00	280.77
Sherry W. Ferrell	375.00	0.00	0.00	0.00	0.00	375.00
State Fair of WV	125.00	0.00	0.00	0.00	0.00	125.00
Suddenlink	217.35	0.00	0.00	0.00	0.00	217.35
WV Department of Environmental Protection	125.00	0.00	0.00	0.00	0.00	125.00
TOTAL	40,548.98	0.00	0.00	0.00	0.00	40,548.98