



# 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 September 20, 2018**

The Greenbrier Valley Conservation District Board of Supervisors met on Thursday, September 20, 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:**

Katy McBride  
Greg Stone  
Tom Cover  
Mary Surbaugh  
Lynn Woods

#### **Call to Order**

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

#### **Approval of Minutes**

**Motion was made by Timothy VanReenen and seconded by Gary Truex to approve the minutes of the August 16, 2018 regular board meeting. Motion passed.**

#### **Guests**

- Mary Surbaugh appeared on behalf of the Rainelle Agricultural Learning Center to request financial assistance in constructing a wildlife exclusion fence around their high tunnel. She has obtained estimates and the project will cost \$2,200.00. She has received one pledge of \$300.00 and tentatively another one of \$500.00. She reports that the RALC has been successful thus far and thanked the Board for the District's support in getting it started. Gary Sawyers thanked Mary for her work with the RALC and told her the Board would consider the request. She left the meeting after her presentation.
- Tom Cover appeared on behalf of the WVDOF. He reported that they changed from three regions to six regions and he no longer supervises Pocahontas County. There are now Service Foresters in each county. Fire season begins October 1 and he provided updated copies of the burning law. They are receiving lots of requests from landowners to help with timber and with insects and disease issues. Their time is limited but they are doing what they can to assist. They are checking logging jobs again and are trying to clear a backlog. Ginseng season started September 1 and they have already certified a large quantity. Harvesting has increased on previously under-harvested state forests. The new WVDOF director is very service oriented and is working to streamline service capability. Smokey Bear will be appearing at all Marshall University home football games for outreach and marketing purposes.

### District Manager Report

- Lynn Woods deferred to the agenda for her report, with the exception of a request from Dennis Burns to have a Special Board Meeting at the end of the month to approve 319 invoices to be paid from expiring funds. It was decided this would be discussed under 319.

### Funding Requests

None

### Cooperating Agency Reports

- *NRCS* - Katy McBride reviewed her written report which is attached. Greg Stone thanked Katy for a job well done as Acting District Conservationist. He announced that Linda Ortiz, a soil conservationist from Michigan, will assume the full-time position of DC as of October 1, 2018. He also discussed the probable future availability of a 100% reimbursable agreement with NRCS to fund a conservation position. This would be a competitive agreement, meaning any organization can make a proposal. All salary and benefits would be reimbursed by NRCS, but the individual hired would technically be an employee of (in our case) the District. The individual would also be directed by NRCS. He said this would be an opportunity to put more conservation boots on the ground in the district. Discussion ensued.
- *WV Division of Forestry* – see “Guests” above.
- *FSA* – not present
- *WVCA*  
Jeremy Salyer submitted a written report which is attached and was reviewed at last week’s committee meetings.

### Unfinished Business

- Banquet – Lynn reported on banquet progress.
- Avery Atkins moved and Jerry Clifton seconded the motion to donate \$250.00 to the Larew Pavilion for use of the shelter and tables and chairs for the Tractor Presentation. Motion passed.
- Jerry Clifton moved and Timothy VanReenen seconded the motion to approve the up-front spending of up to \$350.00 for venue and refreshments, to be reimbursed by WVDA, for the Strategic Agricultural Listening Session to be held on October 10, 2018. Motion passed.
- Timothy VanReenen moved and Avery Atkins seconded the motion to spend up to \$300.00 for two scrolls/stands for the Ag Day display as proposed by Davin White. Motion passed.
- Avery Atkins moved and Carolyn Miller seconded the motion to pay registration fees of \$90.00, \$60.00 of which will be reimbursed by the WVCAC, for Frank Masters and his two sons to attend the State Awards luncheon. Motion passed.

## 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 Carolyn Miller. 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— Carolyn Miller moved to pay all General Funds bills, per payables list, as presented. Seconded by Jerry Clifton. Motion passed.** List is attached.
- Lynn Woods reported that an email from District Fiscal Operations had been received requesting that the GVCD's co-administered non-interest bearing checking account (ending in 5696) be closed and those funds transferred to the co-administered interest bearing checking account (ending in 1440.) Discussion ensued. **Gary Truex moved and Timothy VanReenen seconded the motion to close the non-interest bearing account and transfer the funds to the interest bearing account as requested. Motion passed.** Gary Truex and Gary Sawyers volunteered to do so and Carolyn Miller volunteered as a backup.

### *Agricultural Enhancement Program Committee:*

- Timothy VanReenen noted that we received AgEP funds for FY19.
- **Timothy VanReenen moved on behalf of the committee and Jerry Clifton seconded the motion to institute a 3-year running total as a ranking criteria for AgEP applications, with those cooperators who have received the most cost-share dollars in the 3 previous years being ranked the lowest for the current year.** In discussion, he explained that this would prevent the same cooperators receiving funds every year and enable us to assist more cooperators and expand our conservation influence. **Motion passed.**
- **Timothy VanReenen moved on behalf of the committee and Jerry Clifton seconded the motion to require that hayfields be dually purposed as pasture to be eligible for cost-share for lime application.** Discussion ensued. **Motion passed.**
- Timothy VanReenen reported that the committee recommends looking more into the ranking system and developing proposed changes to ensure all resource concerns are met before funding is approved.
- The committee also discussed the possibility of featuring cooperators in a quarterly newsletter.

### *Grassland Committee:*

- Gary Truex reported that the Grassland committee is currently discussing suggestions for FFA, 4-H, and youth involvement, as well as for future workshops and asked the group to be thinking of ideas for the next meeting.

### *Building/Equipment Committee:*

- Gary Truex reported that the committee received word that Westfield Insurance suggests raising the limits on the McElhenney Rd property. Their proposed changes would more than triple the current premium. Discussion ensued. It was decided that Supervisors will go look at the property before agreeing to the changes.

### Other Committees

Nothing to report.

### Watershed Reports

- *WVCA O, M & R Report* - Judith Lyons provided a written report, which is attached. Gary Sawyers reviewed the report. Avery Atkins reported on the Rance project.
- **Timothy VanReenen moved and Jerry Clifton seconded the motion to sign the Statement of Review documents for Marlin Run and Howards Creek, provided by Kimberly Neal. Motion passed.**

### *319 Committee:*

- Jerry Clifton presented the following invoice for payment:

#### **Invoices (M):**

- Post Net – Kitchen Creek – Outreach - \$268.08

**The committee moved and Timothy VanReenen seconded the motion to pay the Post Net invoice in the amount of \$268.08.**

- There were no new contracts.
- Gary Sawyers reminded the group of the earlier request to have a special board meeting before the end of September to approve 319 invoices that need to be paid before the end of the fiscal year. After some discussion it was decided that since these are invoices related to already approved contracts, that in lieu of a special meeting a Supervisor would be delegated the authority to review and approve them. **Avery Atkins moved and Timothy VanReenen seconded the motion to delegate authority to Gary Sawyers to review and approve said invoices.**

### Actions Between Board Meetings

- None

### Correspondence

- Gary Sawyers stated that a request was received for a \$1,000.00 donation and sponsorship of two cooperators to the Appalachian Grazing Conference. This was tabled until next month until it can be determined if there are interested cooperators.
- Gary Sawyers stated that a request for sponsorship for the WVU Extension State Women-in-Ag conference was received. It was noted that our funds are directed to a local event and no action was taken.
- Gary Sawyers read a thank you from Joe Gumm and NACD for receipt of annual dues.
- Gary Sawyers read a bid solicitation for equipment from LKCD.
- Gary Sawyers read banquet invitations from LKCD, ECD, PVCD, and SCD.
- Gary Sawyers read a thank-you note from Aaron & Tara Helmick (see attached.)

### New Business

- The request for financial assistance for RALC to install a wildlife exclusion fence around their high tunnel made by Mary Surbaugh earlier in the meeting was discussed. **Gary Truex moved to pledge \$1,100.00 toward the cost of the fence, contingent upon RALC obtaining matching funds and completing the project by December 31, 2018 and GVCD's payment being made upon completion of the project. Avery Atkins seconded the motion. Motion passed.** This will be communicated to Mary Surbaugh in writing.

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

- None

#### **Approval of 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/lw

Recorded by Lynn Woods, District Manager





United States Department of Agriculture  
Natural Resources Conservation Service  
179 Northridge Dr.  
Lewisburg, WV 24901  
(304) 645-6172 (Phone)

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## NRCS REPORT – GREENBRIER VALLEY CONSERVATION DISTRICT

September 20, 2018

### Farm Bill Programs

- District wide, obligated 86 EQIP & CSP contracts for \$2,144,867.00. This includes NWQI, FCA, AERI, High Tunnels, etc. under EQIP. There wasn't any AMA funding for FY18.
- FCA (Focused Conservation Approach) – All FCA project proposals have been submitted and have been reviewed by both Area Office staff and the State Office staff. Meadow River FCA FY19 was accepted “as is” - no changes need to be made. Anthony Creek FY20 needs some corrections made before being officially approved. Indian Creek FY19 and FY20 accepted but needed to add Nutrient Management to the proposal. Stamping Creek for FY19 & FY20 – discussion on this – will keep it “as is” for FY19 and finish up the project this upcoming year and a new proposal will be submitted for FY20. Katy will provide more information on this at the board meeting.
- CSP Renewals – staff are working on getting the CAET completed on all 2019-1 CSP renewals (deadline is 9/30/18); no ranking of CSP renewals.

### Personnel/Other

- Katy will be Acting DC until October 1<sup>st</sup>. After October 1<sup>st</sup>, our new DC will be Linda Ortiz. She is currently a Soil Conservationist with NRCS in Michigan.
- Josh and Silas have been working with our area engineering staff on the stream projects in Pocahontas County.
- Field Office staff have been surveying and designing engineering practices, contract maintenance, Ag Learn trainings, reporting goals (CTA and EQIP), etc. The district has met their CTA Planning and CTA Applied Goal for FY18 and is currently at 93% of their EQIP applied goal (may increase as the week progresses).
- Lee, Wanda, and Josh have been working on ALE (Agricultural Land Easement) plans for the FRPP applications selected for funding and assisting applicants to complete ACEP ALE applications.
- Chris is attending Conservation Boot Camp in Lincoln, Nebraska for 3 weeks (last week was his first week).
- Josh, Silas, Tom, Adam, and Katy have been working on the <sup>CREP</sup>~~CSP~~ renewal conservation plans (6 for Buckeye and 11 for Lewisburg).
- Katy and Chris met with Bryan Lee for our Cultural Resource Review (visited several farms).

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- Katy attended a joint meeting b/w NRCS & WVDOF (shared position) with Andy Sentz and Julie Stutler and she also attended an Envirothon meeting (will be held at Canaan Valley in 2019 and 2020).
- Adam, Chris, and Katy attended the State Conservation Farm Tour.
- Lee and Dewey attended the tractor presentation for the Helmicks in Monroe County.
- Katy and Leslie Sears (BAO) visited Mr. and Mrs. Dolan (Congressional Visit) – White's Draft
- Katy, Joe Wickline (BAO), and Debbie Echols (FSA) attended a FEMA meeting in Fairlea.
- The Buckeye Field Office had a Field Office Review with Greg Stone, Julie Stutler, Aron Satler, and Donny Dodd (?).
- The Buckeye and Union Field Offices had an Agronomic Spot Check with Jerry Brackenrich.
- Josh and Adam attended a retirement training in Morgantown.
- Dewey will be the inspector on an EWP site in White Sulphur Springs
- Staff met with Jessie Reese, the new Cerulean Warbler biologist, to discuss the CW program and provide input to assist Ms. Reese.
- Lee, Dewey, Josh, and Adam will be attending a Nutrient Management training this Thursday and Friday in Moorefield.



### **September 2018 WVCA Report**

#### **WVACD Quarterly Meeting –**

The WVACD voted to hold the 2019 Quarterly Meetings on April 22 and 23, 2019 and July 15 and 16, 2019 at different locations around the State. The locations of the meetings will be determined by asking Conservation Districts that are interested in hosting to submit bids for locations within their District.

October meeting is scheduled for the 15-16<sup>th</sup> in Flatwoods.

#### **North East meeting/request-**

IF NOT COMPLETED YET PLEASE DO SO

In April, representatives of the conservation partnership met in Tarrytown, NY, to begin the discussion on how can we reinvigorate locally led conservation in the Northeastern United States.

While the discussion focused on several areas, and one key area was training. Not, just technical training for technicians, but creating a training regime to help conservation district supervisors and state conservation committees be better prepared for the challenges facing the soil and water conservation system in the 21<sup>st</sup> Century.

It is in that spirit that the training committee is asking you, your organization and the conservation partners you work with, to spend 20 minutes reviewing the attached training subject areas and responding to the 10-question survey. The survey is located here: <https://www.surveymonkey.com/r/9G3C336>

Your survey is confidential so please comment freely.

#### **Ag Strategic Plan Survey**

All 14 conservation districts are asked to host listening sessions being conducted by WVCA, WCDA, WVU and Extension. The purpose is to try to get as much information as possible on the Ag industry in WV and address issues.

Districts will be reimbursed expenses of up to \$350 for the meeting room and refreshments. The \$350 is the max. If it looks like it will go over let your Area Director know.

A tentative schedule has been developed and sent to the DM's for district boards to review. Please confirm your meeting spaces and let Brian Farkas know as soon as possible.

The meeting space needs to be large enough to comfortably handle 50 people, with additional space for break out discussions led by facilitators. It has been suggested that volunteer fire departments might work, or spaces where extension dinners are held.

#### **District Banner Displays**

Davin White will need the design plans by the last day of September if he will be designing your banner(s).

There are a few key things to highlight.

**1. When shopping for these, purchase HARDWARE only. You do not need to purchase the banners themselves or have the graphics printed. We can handle that from Guthrie. So, when given the option, choose "Hardware Only."**



2. The measurements on the banners that Davin had previously shared with everyone are 33" x 77". Those are the tall ones he shared at the Association meeting in July and the conference call several weeks back. When you are shopping for the hardware, look for stands that are very close to these measurements (as in 33 1/2" x 78" or 34" x 79"). Try to go no higher than 80 or 81 inches and no wider than about 34 1/2 or 35 inches.

3. Districts do have the option to choose one larger banner and one shorter one if they'd like. For instance, you could choose a 36" x 69" inch if you would like one smaller as a second option. In this case you would have one "dominant" banner and a second "supplemental" banner at Ag Day.

4. If Davin is designing your banners, it's very important to let me know the measurements on each set of banner hardware your district purchases. That way he can design the banner accordingly.

[https://www.amazon.com/33-5-Retractable-Banner-Display-Hardware/dp/B008JJKZ8Q/ref=sr\\_1\\_3?ie=UTF8&qid=1535114647&sr=8-3&keywords=retractable%2Bbanner%2Bstand+33.5+X+78](https://www.amazon.com/33-5-Retractable-Banner-Display-Hardware/dp/B008JJKZ8Q/ref=sr_1_3?ie=UTF8&qid=1535114647&sr=8-3&keywords=retractable%2Bbanner%2Bstand+33.5+X+78)

[https://www.amazon.com/dp/B00KVZ0MWA/ref=sxbs\\_sxwds-stvpv2\\_1?pf\\_rd\\_m=ATVPDKIKX0DER&pf\\_rd\\_p=6375e697-f226-4dbd-a63a-5ec697811ee1&pf\\_rd\\_wg=Cp0LN&pf\\_rd\\_r=VA0NTZ3JH4RDMJWDQM1P&pf\\_rd\\_s=desktop-sx-bottom-slot&pf\\_rd\\_t=301&pf\\_rd\\_i=B00KVZ0MWA&pf\\_rd\\_w=28x90&pf\\_rd\\_j=retractable%2Bbanner%2Bstand+33.5+X+78&pf\\_rd\\_r=8cb644d6-d875-42bb-b8bc-50c783e1de2b&ie=UTF8&qid=1535114812&sr=1](https://www.amazon.com/dp/B00KVZ0MWA/ref=sxbs_sxwds-stvpv2_1?pf_rd_m=ATVPDKIKX0DER&pf_rd_p=6375e697-f226-4dbd-a63a-5ec697811ee1&pf_rd_wg=Cp0LN&pf_rd_r=VA0NTZ3JH4RDMJWDQM1P&pf_rd_s=desktop-sx-bottom-slot&pf_rd_t=301&pf_rd_i=B00KVZ0MWA&pf_rd_w=28x90&pf_rd_j=retractable%2Bbanner%2Bstand+33.5+X+78&pf_rd_r=8cb644d6-d875-42bb-b8bc-50c783e1de2b&ie=UTF8&qid=1535114812&sr=1)

<https://www.trtbanners.com/economy-replacement-banner-stand-hardware>

<https://www.bannerbuzz.com/retractable-rollup-banner-stands.html>

#### **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 30<sup>th</sup>. It is important that each district read their audit, and then take steps to correct any findings noted by the auditors. If your APE (audit) has not been scheduled, please do so ASAP. If you have questions, ask Kim or Jeremy.

#### **District Vehicle License Plates (House Bill 4015)**

The law went into effect on June 1, 2018, and per the Division of Motor Vehicles all NON-state plates must be turned in.

Preliminary information is since Conservation Districts are political subdivisions of the state, vehicles owned and operated by districts cannot bear a green and white state plate.

The DMV says those plates must be surrendered, and districts would need to purchase regular WV plates for their vehicles at the annual registration cost.

Anita May continues to review this situation so be sure you send her your district fleet information by the end of July. All green and white plates will expire at the end of 2018.

#### **Conservation Farm Tour Timeline:**

- **August** - State judging. August 28 - 30, 2018
- **October** – Presentation of Area and State awards at WV Conservation Partnership Annual Conference. County and District winners at local Conservation District annual banquets.

#### **Agricultural Day at the Capitol**

Agricultural Conservation Day will be January 30, 2019. If you have any suggestions on how to improve conservation visibility on that day, please present your ideas to you WVACD director and Kim or Jeremy.

#### **State Conservation Committee Meeting Dates**

October 9, 2018

## **Watershed OM&R**

### **OM&R**

- Staff is performing monthly inspections and developing work orders and proposed contracts for the upcoming season.
- All districts statewide will be changing to fall annual inspections.
- Supervisors are always welcome to attend inspections. Please contact the Watershed Manager in your area for an updated schedule.
- Five-year work plans including estimates will be developed for all districts.

### **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**

- Declaration in 8 counties in PVCD and EPCD.
- All site visits have been performed and all eligible work in Hampshire County has been completed. There is one eligible site in Pendleton County that may be completed if the site is cleared by US Fish and Wildlife.
- 

### **SSRP**

- Streambank Stabilization and Restoration Program (SSRP) is a cost-share program to assist West Virginia landowners by providing streambank stabilization and the removal of qualified stream blockages. Information on this program will be provided at the Supervisor's Training.
- The program will begin on October 1, 2018. Areas Directors will provide information to each district individually.

### **Stream Projects**

- Buffalo Creek – working on job showing.
- South Fork of Cherry River – will have job showing for Phase II of project with work starting mid-summer.
- Coal River – Design is in the drafting stage.
- 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.
  - Construction has started on site.
  - MCD will be having a field day this summer, dates will be announced as soon as they are finalized.
- NPCD, SCD, MCD and PVCD – Please track hours that District Supervisors attend any rehab meetings.
- Rehab meetings have been suspended at this time with the exception of Upper Deckers 1. This call takes place on Mondays at 9:00 am.

8:43 AM

09/20/18

**Greenbrier Valley Conservation District**  
**A/P Aging Summary**  
**As of September 20, 2018**

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
Central Machine	149.00	0.00	0.00	0.00	0.00	149.00
City of Lewisburg	17.42	0.00	0.00	0.00	0.00	17.42
Fisher Auto Parts	342.64	0.00	0.00	0.00	0.00	342.64
Komax, LLC	268.79	0.00	0.00	0.00	0.00	268.79
Mon Power	22.54	0.00	0.00	0.00	0.00	22.54
Monroe 4-H Leaders Association	100.00	0.00	0.00	0.00	0.00	100.00
Mountaineer Gas Company	7.33	0.00	0.00	0.00	0.00	7.33
S W Resources	160.00	0.00	0.00	0.00	0.00	160.00
S. J. Neathawk Lumber, Inc.	39.87	0.00	0.00	0.00	0.00	39.87
Sherry W. Ferrell	375.00	0.00	0.00	0.00	0.00	375.00
Suddenlink	219.07	0.00	0.00	0.00	0.00	219.07
The Pocahontas Times	81.60	0.00	0.00	0.00	0.00	81.60
Tom Hefner	200.00	0.00	0.00	0.00	0.00	200.00
WVCAC	120.00	0.00	0.00	0.00	0.00	120.00
<b>TOTAL</b>	<u><b>2,103.26</b></u>	<u><b>0.00</b></u>	<u><b>0.00</b></u>	<u><b>0.00</b></u>	<u><b>0.00</b></u>	<u><b>2,103.26</b></u>

**Site Visits Conducted:**

**CCRs:**

- Nannie Rance of Monroe County-Camp Ck: Her site is ready for the contractor. Permits were obtained with the DNR and COE. Avery met Brian Fry and I on-site with the contractor Mr. Fullen. All land rights were obtained and contract signed.
- Site 13484 Jerry Patrick Howards Ck at Caldwell

**Dams:**

- Howard Creek #12-EAP Up To Date
  - Brian Fry is with Donnie Dodd/NRCS today on the certification inspection.
- Marlin Run #1-EAP Up To Date
  - I spoke with the Mayor about mowing and I am waiting for him to get back with me.

I am still working to get them completed before winter.

**Annual Inspection:**

- Scheduled for October 19<sup>th</sup>.
- Start at Marlin Run dam at 10:00 a.m. Proceed to channel
- Tuckahoe Dam inspection at 1:30 in the parking area of dam, proceed to channel.

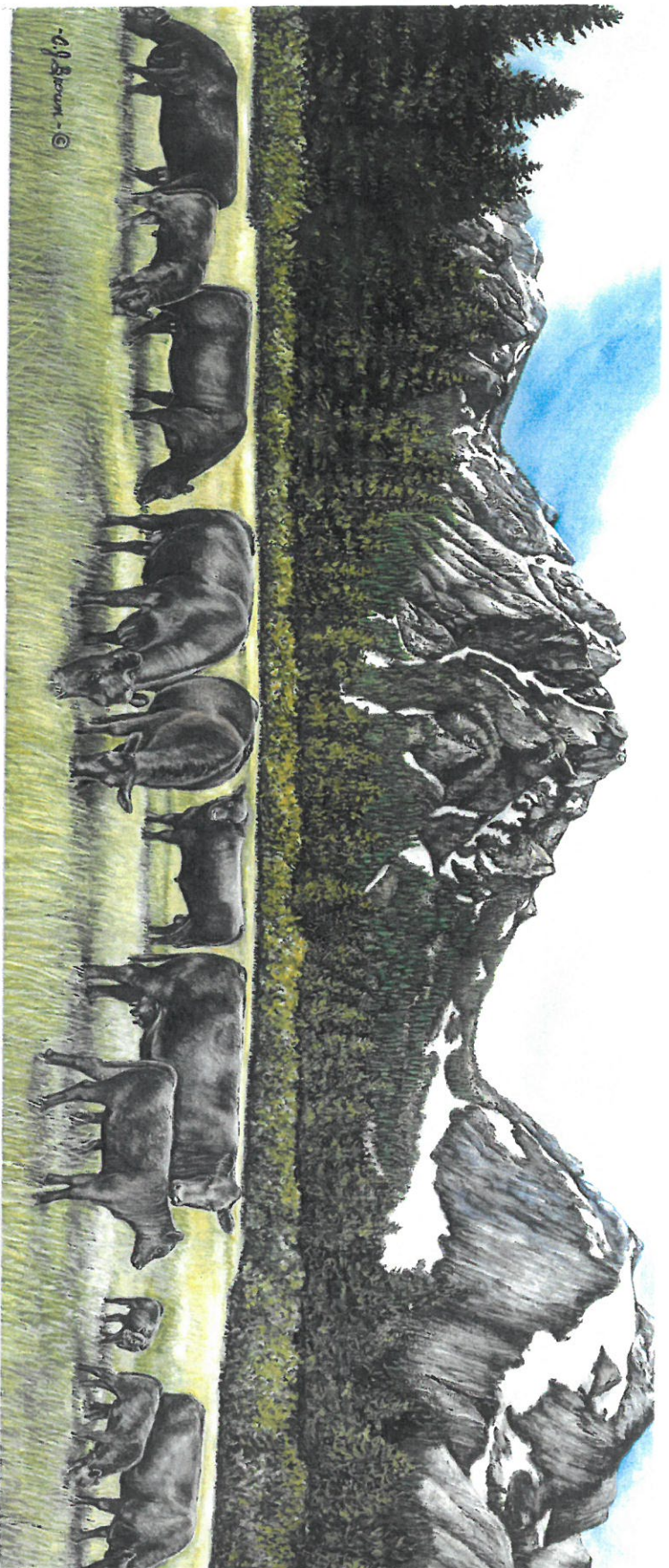
**Legislative Tour:**

I do not have any new information about the legislative tour that will look at Howards Creek channel with the weir.

**Projects:**

- Al Whitaker has left the position of OES director. Paula Brown has taken that position. I am working with Paula for permits for the sediment removal sites. We have a job showing scheduled for October 5<sup>th</sup>. The District does not have to attend the showing only if they so desire which you are more than welcome. It will begin at Rainelle at 10:00 a.m. at the Kroger parking area. The permits are in the OES name. The District will process the administrative part only. This comes from the 2016 flood and the funding is from the Governors Civil Contingency fund that is in the District under the Co-admin funds that is specifically for the 2016 flood.





Dear GVSCD:

We would like to Thank the staff, board, members for nominating our family and our farm in 2017. We sincerely appreciate the time, work and effort getting us to be finalist and winner at the state level. We appreciate your passion and interest in conservation, and taking the time to support us in that endeavor. With many thanks and sincere gratitude,

The Helwick Family

**Woods, Lynn**

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**From:** Riffe, Andrew  
**Sent:** Monday, September 17, 2018 2:31 PM  
**To:** Woods, Lynn  
**Cc:** 00 - District Fiscal Operations; Salyer, Jeremy  
**Subject:** Non-Interest to Interest Bearing transfer and closure

Hey Lynn,

Please put on the agenda for your next board meeting to transfer the non-interest bearing accounts money to the interest bearing account. We finally got the ok from Pam Russell to move all of the 319 money in the districts to the interest bearing accounts. Since the 319 money that we receive comes from state DEP and that the money is looked at as a reimbursement, the money is technically ours. So basically, if the 319 program would end we would keep the money and therefore we can earn interest on it.

All we would need the board to do is have the bank for the non-interest account cut a cashier's check to the interest bearing account and issue us a final bank statement with a zero amount. Have the board close the bank account after that. Then, send us the deposit information so we can record it. If you have any questions, please just let me know.

Thank you,  
Andrew