



# 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 18, 2019**

The Greenbrier Valley Conservation District Board of Supervisors met on Tuesday, July 18, 2019 in the conference room of the Lewisburg USDA Service Center. Those attending were:

#### **Supervisors:**

Timothy VanReenen  
Carolyn Miller  
Gary Truex  
Jerry Clifton  
Avery Atkins

#### **Others:**

Linda Ortiz (NRCS)  
Jeremy Salyer (WVCA) (by skype)  
  
Lynn Woods

#### **Supervisors Absent:**

Gary Sawyers

#### **Call to Order**

Vice Chairman Jerry Clifton called the meeting to order at 7:20pm.

#### **Approval of Minutes**

Motion was made by Gary Truex and seconded by Avery Atkins to approve the minutes of the June 18, 2019 regular board meeting and the June 27, 2019 and July 3, 2019 special board meetings. (There was no meeting on July 1, as it was rescheduled to July 3.) Motion passed.

#### **Guests**

None

#### **District Manager Report**

Lynn Woods submitted a written report (copy attached).

#### **Funding Requests**

- Carolyn Miller moved and Gary Truex seconded the motion to send the LOR for CD employee – April, May, June 2019, in the amount of \$10,962.13. Motion passed.
- Gary Truex moved and Avery Atkins seconded the motion to send the LORs for July 2019 Rent – \$1,908.75, August 2019 Rent – \$1,908.75, and September 2019 Rent – \$1,908.75. Motion passed.

### Cooperating Agency Reports

- **NRCS** – Linda Ortiz reported on the status of NRCS applications and submitted a written report (copy attached).
  - As a follow-up to information reported by Susie Daubert during committee meetings on 7/10/19, Linda reported that she will be meeting with Jennifer Skaggs on 7/24/19 to discuss the future of NWQI in the Indian Creek watershed. This should provide the information needed to determine whether the district's FCA should be re-focused for FY20. She asked the Board to request an extension from July 31 to August 31 for submission of FCA proposals in case a re-focus is needed. **Gary Truex moved to send a letter requesting an extension to August 31, 2019 for submitting FCA proposals. Avery Atkins seconded the motion. Motion passed.** Linda will follow-up with Lynn after her meeting with Jennifer to draft the letter.
  - Also, as a follow-up to discussion in committee meetings, Linda inquired of the Board's intentions regarding the opportunity presented for a competitive agreement grant application with NRCS. This grant would help support a district employee, with shared NRCS/GVCD goals and responsibilities, to provide more service in Pocahontas County. Discussion ensued. **Timothy VanReenen moved to submit a grant application in the amount of \$100,000.00 per year for three years. Avery Atkins seconded the motion.** Again, discussion ensued. Supervisors will meet to work on the grant application prior to August 7, 2019. A special board meeting to approve the application will be scheduled for August 7, 2019 along with regular committee meetings. Deadline for submission is August 8, 2019, which is the date of our Area Tour. **Motion passed.**
- **WV Division of Forestry** – Not present
- **FSA** – not present
- **WVCA** - Jeremy Salyer submitted a written report, which is attached, and deferred his time to the end of the meeting.

### Unfinished Business

- Banquet - Lynn reported that plans are being discussed but no action is needed at this meeting.
- Conservation Farm – Area tour is now scheduled for August 8, 2019. Lynn Woods requested a budget for snacks and supplies. **Avery Atkins moved and Carolyn Miller seconded the motion to approve a budget of up to \$200.00 for the Conservation Farm Area Tour. 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 Avery Atkins. Motion passed.**
- **WVCA Restricted Funds Report** – **Timothy VanReenen moved to accept the WVCA Restricted Funds Reports and file for audit. Seconded by Carolyn Miller. 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.

*Agricultural Enhancement Program Committee:*

Timothy VanReenen presented the committee's recommendation for FY20 AgEP funding allocation as follows:

1. Fund all lime applications
2. Of remaining funding after lime: 70% Comprehensive Pasture Development and 30% individual fence and water practices.

**Timothy VanReenen moved on behalf of the committee and Gary Truex seconded the motion to approve the committee's recommendation for FY20 AgEP funding allocation. Motion passed.**

*Grassland Committee:*

- The Grasslands Steering Committee's State-Wide Farm Field Day was cancelled. Cancellation notice was received prior to mailing of our previously approved \$100.00 donation, so it will not be made. There may be another event planned in 2020 in the southern part of the state.

*Building/Equipment Committee:*

- Gary Truex reminded the group of prior discussion about inland marine insurance coverages. Discussion ensued. It was suggested that coverage be kept on the post-drivers and that increasing the deductible might reduce cost. Lynn will inquire as to savings with an increase in deductible. Item will be on the August agenda for a decision.
- **Gary Truex moved on behalf of the committee and Avery Atkins seconded the motion to eliminate the part-time Equipment Coordinator Assistant position. Motion passed.**
- **Gary Truex moved on behalf of the committee and Avery Atkins seconded the motion to approve the Full-time Equipment Coordinator job description, effective July 1, 2019. Motion passed.**
- Avery Atkins will try to get a quote for insulation in August.

**Other Committees**

- EOI – The selection process is on hold until Gary Sawyers returns.

**Watershed Reports**

- *WVCA O, M & R Report* - Judith Lyons sent a written report, which is attached. She also sent pictures of O&M work at the dams, which were shared on video.
- **Timothy VanReenen moved and Gary Truex seconded the motion to pay the invoice from SCD for O&M work performed on Marlin Run in the amount of \$2,500.00. Motion passed.**
- **Carolyn Miller moved and Timothy VanReenen seconded the motion to pay the invoice from SCD for O&M work performed on Howards Creek in the amount of \$10,405.84. There was discussion regarding the charges for the landfill. Motion passed.**

### 319 Committee:

- **Avery Atkins moved and Carolyn Miller seconded the motion to delegate authority to Gary Truex to accept or reject the bid for 2019-07-10 GVCD CS319 Wades Ck SS&R Bridge.** Discussion ensued. Validation of the bid was received earlier on the afternoon of 7/18/2019, but further review is needed to make a decision due to the high amount of the bid. **Motion passed.**
- **Timothy VanReenen moved and Gary Truex seconded the motion to send an LOR for the remaining balance of USF&W funds for Wades Creek SS&R project. Motion passed.**
- **Gary Truex moved and Timothy VanReenen seconded the motion to send the LOR for Spring Creek in the amount of \$50,000.00. Motion passed.**

### INVOICES

Jerry Clifton presented the following 319 invoices for payment:

	Billed From:	Participant	Amount
Kitchen Creek State	Analabs	Monitoring	\$150.00
Wades Creek Fish and Wildlife Service	GVCD via H&R	Hatchery	\$635.21
Indian Creek	Preston Fencing	Ben Preston	\$11,877.00
Wades Creek Fish and Wildlife Service	Valley Rebuilders	Hatchery	\$918.82
James River C-Bay		Clyde Wickline	\$19,812.56 <del>\$22,000.00</del>
Wades Creek Fish and Wildlife Service	CEC	Hatchery	\$3,996.97
Muddy Creek State Funds	CEC	Feedlot demo	\$2,750.00
Indian Creek	Wilson Fencing	Red Silo	\$8,034.00
Total Invoices			\$48,174.56 <del>\$50,362.00</del>

Lynn Woods noted that the amount for Clyde Wickline, listed on the agenda, was a not-to-exceed amount and that the actual total was \$19,812.56.

**Timothy VanReenen moved and Avery Atkins seconded the motion to pay all of the listed invoices, totaling \$48,174.56. Motion passed.**

### CONTRACTS

- **Avery Atkins moved and Carolyn Miller seconded the motion to approve additional fencing for the previously approved contract for Larry Echols in Indian Creek, bringing the total (not-to-exceed) 319 funds amount to \$36,000.00.** Discussion ensued and Avery Atkins said that he had discussed this with Mike McMunigal who provided satisfactory clarification of the issues that had been brought up in committee. **Motion passed.**

### Actions Between Board Meetings

- Per his delegated authority, Gary Truex signed the work orders for O&M for Howards Creek and Marlin Run.

- Per his delegated authority, Gary Truex signed the modification of 2019-04-16 GVCD CS319 Wades Ck SS&R Phase II, which suspended the contract until after bridge work is completed.

### **Correspondence**

- A thank you note for sponsorship to Jr. Conservation Camp was received from Layla Pence.
- A request for advertising was received from the GVFP. There was no motion to participate.
- Delbert Shriver of NRCS sent Safety Certification of Marlin Run 1.
- WV Extension Service has requested sponsorship of Women-in-Ag in November. This will be considered once it is determined whether there will be a local event.

### **New Business**

- Nominations for Carroll Greene, Honorary Member, and Member-at-Large need to be considered and decided upon at the August meeting.

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

- None

### **Approval of Conservation Plans**

- None

### **CREP**

- None

### **Other Business**

Jeremy Salyer referred to his written report. He also noted that Davin White had requested a decision on whether GVCD wanted rack cards for the fair. There was no motion to participate. Brian Farkas has requested a roll call of Supervisors for new ID cards. It was reported that Jerry Clifton and Carolyn Miller had received their new cards and none of the other Supervisors needed one. He noted two changes in the SB655 that were made as a result of comments.

Timothy VanReenen referred to his written report from the WVACD quarterly meeting. He noted that plans to participate in Ag Day are tentative, due to it falling on a Friday. The Association is discussing having their traditional breakfast on an alternate day to maximize legislator attendance. He also noted there is a grant writing workshop available to Supervisors and possibly staff in September; however, it is believed to be the same day as our banquet. He noted that there were concerns from some districts that Supervisors were not receiving information on a timely basis from their DMs but that GVCD does not have that issue.

### **Adjournment**

With no further business, the meeting adjourned by consensus at 9:21pm.

Respectfully submitted,

**Jerry Clifton**  
**Vice Chairman**

A handwritten signature in cursive script that reads "Carolyn Miller". The signature is written in dark ink and is positioned above the printed name and title.

**Carolyn Miller**  
**Secretary/Treasurer**

**GS/CM/lw**

**Recorded by Lynn Woods, District Manager**



## GVCD District Manager Report

*July 18, 2019*

- AgEP FY20 has been announced. Press release was sent to newspapers, posted on facebook, and posted at the office. Sign-ups are currently being taken by appointment. Funds in the amount of \$95,000.00 are pending for FY20 program. Barry Level has scheduled days to take applications at several locations throughout the District and posted calendars.
- 2019-04-16 GVCD CS319 Wades Ck SS&R Phase 2, has been suspended, by modification. Job showing for 2019-07-10 GVCD CS319 Wades Ck SS&R Bridge was conducted on 7/10/19 and the bid opening was conducted by Gary Truex on 7/17/19. Only one bid was submitted, in the amount of \$71,449.50, from Valley Rebuilders. The bid was submitted for validation. A Supervisor will need to be appointed to accept or reject the bid upon validation.
- Approved Partnership Plan of Work was submitted to replace the draft submitted earlier.
- Supervisors are requested by WVACD to sign-up for the State Fair booth.
- O&M MOU with SCD and WVCA was approved and submitted.
- O&M work has been completed on Marlin's Run and Howards Creek and invoices are on the agenda for approval. Judith Lyons has emailed photos of the work being performed for our records.
- The State-Wide Farm Field Day, sponsored by the Grasslands Steering Committee, scheduled for August 3, 2019, has been cancelled. The donation approved by the board had not yet been mailed.
- Outreach event with the Conservation Fund is being postponed. This will be targeted to high school students age students (FFA, 4-H, etc.) and teachers, leaders, etc. Dennis Burns will keep the board updated.
- EOI for engineering firms was advertised in the Monroe Watchman, WV Daily News, and Pocahontas times. The legal ads ran two weeks each with a deadline for submission of May 31. We received two EOIs. Committee will meet to review and rank. This process is currently on hold due to Gary Sawyers being unable to participate.
- Inland marine schedule with cost break-down has been provided as requested.
- New agreement for OMR with Town of Marlinton has been mailed for signature and an invoice sent for FY19.
- Banquet date has been set for 9/26 and WVU Building is under contract. Soil Tunnel Trailer will be on site for social hour. "Save the Date" emails have been sent to Legislators and other key attendees.
- Layla Pence from Greenbrier County sent a thank you note for her sponsorship to Jr. Conservation Camp.
- Reminder to close non-interest bearing account.
- Eugene Wickline started his full-time schedule on 7/1/19. Full-time Equipment Coordinator Job Description is on the agenda for approval. We developed daily equipment logs and monthly reporting forms for his use. His first monthly report to the board will be in August.
- Conservation Farm Area Tour in the GVCD is scheduled for August 8<sup>th</sup>. Staff is working with the farmer in preparation for the Area Tour.
- Brickstreet Audit has been prepared for submission.
- FY19 AgEP database has been completed.
- **Reminder that August meeting was moved to August 22, 2019.**

### Dates to Note:

<b>August 7</b>	<b>Standing Committee Meetings 9am</b>
<b>August 8</b>	<b>Conservation Farm Area Tour</b>
<b>August 8 – 17</b>	<b>WV State Fair</b>
<b>August 22</b>	<b>Regular Board Meeting 7pm</b>
<b>September 26</b>	<b>BANQUET</b>



Natural Resources Conservation Service  
179 Northridge Drive  
Lewisburg, WV 24901

PHONE: 304-645-6172

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**Greenbrier Valley Board Meeting  
July 18<sup>th</sup>, 2019**

**NRCS Progress Report:** Linda Ortiz- District Conservationist

**Farm Bill Programs Applications, Obligations and Deadlines:**

- Additional 9 applications have been pre-approved under NWQI in Monroe County (total of 15 for 2019).
- Conservation Stewardship Program- Grasslands Conservation Initiative (CSP-GCI) sign-up period ends tomorrow- Friday the 19<sup>th</sup>.
- General-CSP ranking cut-off is tomorrow-Friday the 19<sup>th</sup>.
- FY20 Indian Creek NWQI- new requirements and future changes.
- Request an extension letter from the GVCD to be able to submit a new FCA for Monroe Co. (if needed) by August 31<sup>st</sup>.

**Farm Bill Programs and Staff Activities:**

- Employees participated of the Conservation Desktop (new planning/contracting software) training in June.
- Completed Easements monitoring for Monroe County (FRRP) in June 24<sup>th</sup> and 25<sup>th</sup>.
- Local Group Meeting was conducted on June 27<sup>th</sup> at the Lewisburg Service Center.
  - o FCA's were approved by the District Directors (Anthony Creek, Deer Creek and Central Indian Creek).
- Our new Area Conservationist, Suzy Daubert started working with us on June 24<sup>th</sup>.
- Participated of the Committee Meeting on July 10<sup>th</sup> to discuss a potential funding opportunity to bring new staff members into the District (Competitive Agreement).
- Josh Cook, Katy McBride and Tiffany Beachy participated of the Conservation Focus Area Meeting lead by WVDNR, to conserve and protect priority wildlife species and habitat (July 17<sup>th</sup> and 18<sup>th</sup>).
- Dewey Broyles, Lee Godbey and Linda Ortiz participated of the Economic of Conservation Planning in Greensboro, NC (June 16<sup>th</sup> to June 18<sup>th</sup>).
- Staff continues to work actively with contracts, practice certification, designs and payments.





## **July 2019 WVCA Report**

### **Conservation Farm Tour**

#### **Timelines:**

- **July/August-** Area judging.
- **Mid to Late 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.

### **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 1
- WVACD Honorary Member At Large – form due to Joe Gumm by September 1
- WVACD Lifetime Honorary Member – form due to Joe Gumm by September 1

### **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 you have questions, ask Kim or Jeremy.

### **WV Conservation District News: *New section for district updates***

DAVIN TO ADD

### **2019 WVACD Quarterly Meeting Dates/Locations:**

July 15 & 16                      Highlands Event Center, Triadelphia  
October 21 & 22                Flatwoods

### **AGEP:**

- **July 1 2019-** Start of Program Year
- **July 15 2019** – Deadline for DMs to close out database for previous FY
- **July 31 2019** - CDs submit annual progress report/AgEP Newsletter
- **October 31 2019** – Deadline for CDs to submit allocation formula proposals and new practices for FY 21 program year.
- **November/December 2019** – State AgEP committee mid-year meeting to review allocation formula proposals and new practices
- **February 2020-** Comments reviewed and forms revised
- **March 2020-** State AgEP committee meeting to finalize upcoming FY AgEP
- **April 2020-** Presentation of upcoming FY AgEP to SCC
- **May/June/July 2020**– CDs to finalize upcoming FY program, update AgEP agreement addendum, take action to approve LORs

- **June 15 2020**– Deadline for CDs submit final practice list to WVCA (CDs can submit final list any time after SCC approval of practice list)

If you haven't updated your AgEP Administration agreement and addendum for the upcoming year please do so now.

AgEP Funding allocation figures have been released. Please begin the necessary steps to have your LORs processed with the start of the new FY.

### **West Virginia Legislative Calendar**

#### **SB 655**

Public Comment Period for the Legislative Rule Ended June 29<sup>th</sup>. A meeting of the Legislative Rule Committee is scheduled for July 2<sup>nd</sup> to review comments received.

### **State Fair of WV Volunteer Sign Ups**

The schedule for state fair volunteers is now available under WVCA admin. If you would like to schedule a time to work at the state fair, please contact your district manager. State Fair Committee Chairman Clyde Bailey encourages district supervisors and others who wish to sign up to work at the fair to do so as soon as possible.

WVACD has scheduled a block of rooms for supervisors who work at the state fair. Please call the Fairfield Inn, attention Susan McCormick to make reservations. 1-304-645-7999

### **O&M**

WVCA is in the midst of developing agreements with the districts that will perform the work. The agreements will spell out the costs for each dam and watershed total and require the signatures of the district doing the work, the district where the dams are located and WVCA.

If you have not finalized your agreements please do so in July.

### **NACD/WVACD Listening Session**

NACD and the association is working to hold a listening session in October to coincide with the conservation farmer event. The event will be in Flatwoods and ALL supervisors are encouraged to attend.

### **Ag Day**

Ag Day will be January 31, 2020

**Site Visits Conducted:**

**CCRs**

- No new ones received.

**Stream Permits:**

- No new ones received

**Dams:**

EAPS are up- to- date.

Both Marlin Run and Howards Creek dams have been mowed and weedeated.

Ross Tuckwiller and Brian Fry will be doing a plan for the old tannery site that Walt Helmick called for assistance with.

## WVACD Report (Timothy VanReenen)

### Conservation Education

- Photo Contest all winners adult and youth from EPCD
- Poster Contest NPCD, NPCD, NPCD, NPCD, EPCD
- District of the year winner will be announced in October
- Envirothon Meeting September 4, at Sutton
- Teacher training will be held in late September
- Century Farm Report 9 Districts involved in program with 17 farms.
- Scholarship Auction please donate items and send information to Mark Fitzsimmons.

### District Operations

- Bylaw work in moving slowly but shortly recommendations will be presented
  - WVACD Facebook page Any information from our district that we would like submitted please send to the page and it will be published.
  - State Fair Planning Meetings are happening continually, it will be a great exhibit. Workers are needed please sign up.
  - Supervisor Training, A grant training workshop will be offered Tuesday September 24 or Wednesday 25 from 9am-12pm. One supervisor is encouraged to participate. Cost \$65.00 Money paid to WVACD office in Sutton. Districts need to call Bob Buchanan with the names of individuals attending.
- Other trainings are in the works.
- Awards Banquet Suggested to move presentation to the evening and go straight into the Auction. With that WVACD will have more responsibility for the banquet. Dates October 21-23
  - Quarterly Meetings Districts that are interested in hosting a quarterly meeting may present bids to the WVACD. Jan 21-22, April 20-21, July 20-21, Oct 19-20 2020
  - NACD Listening Session Highly important as we determine the future direction of NACD Policy implementation, etc. Any supervisor is encouraged to attend.
  - Information for Supervisors. Some districts are having trouble getting information disseminated to all supervisors. DM's should send information within 24 hours (Personal Note, we have a great DM that does this) If there are problems please let Brian Farkas know.

### Legislative

- Full Committee has been established
- Senate Bill 655
- Ag Day Update

### Natural Resources

- Statewide Field Day was cancelled. A field day will be held next year in the Southern part of the state. Money donated can be returned or kept for the next field day
- AgEP was discussed as well as Emergency Program
- Lime availability is a problem in parts of the state.

### Water Resources

- WVACD program worked discussed.
- June 29th Declaration \$260,000 with flood damage
- Long term commitment to completing programs is very important and all supervisors need to

work in their districts.

- Discuss having a Dam Monitor Training for monitors in the next year.

#### RC&D and NACD

- See Reports

- RC&D Mission was discussed as well as the current status of the five WV Councils.

- NACD Northeast Meeting was discussed.

#### FSA

- Fiscal Year is wrapping up and budget wise should be good.

- Hiring is now taking place.

- CRP/CREP CREP has been and continues to be positive in WV. Sign up June 3-August 23 new and re-enrollments will be accepted.

- Wet Weather has been an issue

- Beekeepers are beginning to use FSA programs in more volumes

- FSA County Elections Nominations are being accepted and will end August 1. Producers may nominate themselves or others and you can serve on both the FSA Committee and Districts

#### NRCS

- Positions are being filled

- Two state office employees are leaving in mid August

- EQUIP WV received around \$9.5 Million with 75% obligated, rest will be obligated in 4th Qtr.

- EWP sites in Tucker, Preston and Randolph counties have been submitted, funding requested around \$1 Million.

#### WVCA

- EWP was approved with no comments from Districts.

- The WVACD, Districts, and WVCA needs to develop a formula for flood mitigation and work.

- SB 655, Rule approved and sent to Secretary of State.

- New Fiscal Year and do have new OM&R agreements with local partners. Most agreed to increase by 10% Need agreement Monroe County, Greenbrier County, and City of Marlinton.



11:59 AM

07/18/19

**Greenbrier Valley Conservation District**  
**A/P Aging Summary**  
**As of July 18, 2019**

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
Boone Tractor & Implement, Inc.	847.02	0.00	0.00	0.00	0.00	847.02
City of Lewisburg	17.42	0.00	0.00	0.00	0.00	17.42
First Citizens Bank	344.32	0.00	0.00	0.00	0.00	344.32
Fisher Auto Parts	60.29	0.00	0.00	0.00	0.00	60.29
Greenbrier County Landfill	11.69	0.00	0.00	0.00	0.00	11.69
Komax, LLC	235.52	0.00	0.00	0.00	0.00	235.52
Mon Power	19.18	0.00	0.00	0.00	0.00	19.18
S. J. Neathawk Lumber, Inc.	39.50	0.00	0.00	0.00	0.00	39.50
Sherry W. Ferrell	375.00	0.00	0.00	0.00	0.00	375.00
Suddenlink	225.48	0.00	0.00	0.00	0.00	225.48
Waters Agricultural Laboratories, Inc.	5.00	0.00	0.00	0.00	0.00	5.00
<b>TOTAL</b>	<b><u>2,180.42</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>2,180.42</u></b>