

Minutes of the GVCD Regular Board Meeting December 19, 2019

The Greenbrier Valley Conservation District Board of Supervisors met on Thursday, December 19, 2019, at 9am, in the conference room of the Lewisburg USDA Service Center. Those attending were:

Supervisors:

Gary Sawyers

Timothy VanReenen

Gary Truex

Jerry Clifton

Carolyn Miller

Supervisors Absent: Avery Atkins

Others:

Barry Level (GVCD)

Lynn Woods (WVCA)

Jacob Lavender (WVCA)

Dennis Burns (WVCA)

John Nelson (WVCA)

Mike McMunigal (WVCA)

Eugene Wickline (GVCD)

Linda Ortiz (NRCS)

Jeremy Salyer (WVCA) (by skype)

Call to Order

Chairman Gary Sawyers called the meeting to order at 9am and welcomed everyone. Introductions were made to our guest.

Approval of Minutes

Motion was made by Timothy VanReenen and seconded by Jerry Clifton to approve the minutes of the November 21, 2019 regular board meeting. Motion passed.

Guests

Kent Gilkerson spoke regarding deer damage to his strawberry crops and asked the Board to consider including deer exclusion fence in approved practices for the GVCD AgEP program. Discussion ensued. The Board will take this under consideration and place on the January agenda for a decision. Mr. Gilkerson thanked the group and departed the meeting.

Gary Sawyers announced a change in the order of the agenda due to schedule conflicts and gave the floor to Jerry Clifton for the 319 Committee:

Jerry Clifton presented the following payments for approval:

Analabs	\$ 312.00	Monitoring
Analabs	\$ 360.00	Monitoring
WVCA	\$ <u>200.00</u>	Soil Tunnel Trailer
	\$ 872.00	Total

Jerry Clifton moved on behalf of the committee and Carolyn Miller seconded the motion to pay the listed invoices totaling \$872.00. Motion passed.

Jerry Clifton presented the following payments for approval:

Red Silo Farms/Taylor	\$5,397.00	Indian Creek NPS 1706 Exclusion/Division Fence
James Ridgeway	\$2,349.00	Indian Creek NPS 1706 Exclusion Fence
David Pontius	<u>\$2,043.00</u>	Indian Creek NPS 1706 Division and Exclusion Fence
	\$9,789.00	Total

Jerry Clifton moved on behalf of the committee and Carolyn Miller seconded the motion to pay the listed invoices totaling \$9,789.00. Motion passed.

Jacob Lavender provided information on pricing for water analysis services. He has been researching lab services and looking for cost savings due to the significant amount of water monitoring he is doing. There was discussion about the purchasing policy. **Based on the handout he provided, Jerry Clifton moved to use SGS for fecal coliform sampling and Gary Truex seconded the motion.** In discussion, however, Jacob said that he would like to do more research and factor in the cost and availability of pickup services before making a final decision. **In light of this, Timothy VanReenen moved to postpone the motion to the January board meeting. Jerry Clifton seconded the motion. Motion passed.**

John Nelson discussed the need to send an LOR for Ag BMP implementation in the Second Creek area. **Jerry Clifton moved and Gary Truex seconded the motion to send an LOR for NPS 1708 Second Creek Karst III in the amount of \$42,000.00.** In discussion, Timothy VanReenen asked if we are already working on these. John noted there are two projects in progress. **Motion passed.**

John Nelson gave an update on the completed Wades Creek project and relayed some concerns over a small gap on the bridge and placement of rip rap. Both Greg Linder of CEC and Donny Dodd of NRCS have been consulted to determine whether the engineering design specs were met and what, if any, action is needed to remedy the concerns. A lengthy discussion ensued. This will be placed on the January 2020 board meeting agenda for any necessary action.

District Manager Report

Lynn Woods submitted a written report. She noted that it did not reference the Wades Creek concerns just reported; but only that all contracts had been paid as required. She also noted that policy reviews need to be scheduled.

Funding Requests

Timothy VanReenen moved and Jerry Clifton seconded the motion to send an LOR for OM&R State Supplemental Restricted funds in the amount of \$21,600.00. Motion passed.

Cooperating Agency Reports

- *NRCS – Linda Ortiz*

Linda Ortiz submitted a written report and reviewed its highlights (copy attached). She reported that they are starting 2020 applications and sent out over 200 letters to cooperators. She also reported that two positions

have been posted for the Buckeye office and she hopes to fill them by February. NRCS is implementing several new tools and she anticipates 2020 will be another year of heavy training.

- *WV Division of Forestry* – No report
- *FSA* – no report
- *WVCA* - Jeremy Salyer submitted a written report, which is attached, and deferred his time to the end of the meeting.

Unfinished Business

- Timothy VanReenen reported that he had consulted with an insurance group in Pocahontas County regarding a quote for our insurance package. What he found was that in order to provide all the coverages needed, they would have to “farm out” parts of the policy, which would make it even more expensive than our current premiums. Gary Sawyers and Timothy VanReenen will consult with another group in Lewisburg. Lynn reported that our current carrier did not provide coverage for the refrigerated trailer because we do not currently have an auto policy. In light of this, it was decided that any renters of it would have to provide their own insurance and supply a copy of their insurance card. The issue of insurance will remain on the agenda for January.

Committee Reports

Finance Committee:

Financial Report:

- *General and CDO Funds Report* – Timothy VanReenen moved to accept the General and CDO Funds Reports and file for audit. Seconded by Gary Truex. Motion passed.
- *WVCA Restricted Funds Report* – Carolyn Miller moved to accept the WVCA Restricted Funds Reports and file for audit. Seconded by Jerry Clifton. Motion passed.
- *Payment of all General Funds bills*— Gary Truex 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:

Timothy VanReenen presented the following payments for approval:

- Lime

Bill Canterbury	\$1,897.05
Jann Holwick	\$2,748.00 (Adjust total approved for Holwick from \$2,745 to \$2,748 due to clerical error)
 - Exclusion Fence

Kirk Walton	<u>\$2,805.00</u>
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- Total: \$7,450.05**

Timothy VanReenen moved on behalf of the committee and Carolyn Miller seconded the motion to approve the listed payments, with adjustment for Jann Holwick, totaling \$7,450.05. Motion passed.

Timothy VanReenen reported on the State AgEP meeting which was held on December 10, 2019. He said there were ideas presented for consideration on several new practices and funding allocations. He also noted that it was suggested data on number of farms might be more accurate if obtained from tax records than from the Ag Census and that was being researched.

Finally, Timothy noted that the consideration of Deer Exclusion Fence as a practice should be placed on the January agenda, as a result of Mr. Gilkerson's earlier request.

Grassland Committee:

- Barry Level recommended the purchase of a Milwaukee 2704-22 M18 Fuel 1/2" Hammer Drill/Driver Kit for use with bit and bucket for taking soil samples in harder ground. Discussion ensued. **Gary Truex moved and Jerry Clifton seconded the motion to approve up to \$450.00 to purchase the drill or a suitable alternate. Motion passed.**

Building/Equipment Committee:

- Gary Truex shared Eugene Wickline's monthly report. Eugene reported on status of equipment.
- Gary Truex reported that a bankruptcy notice was received for M.D. Guynn.
- Eugene Wickline suggested the acceptance of debit cards to reduce delinquency.
- Gary Truex wants to get clarification on how to handle the letting of contracts with the problem of slow receipt of funds from the Auditor's office. Discussion ensued. It was noted that the District policy is to have money "in hand" prior to going to contract.

Other Committees

- None

Watershed Reports

- *WVCA O, M & R Report* - Judith Lyons sent a written report, which is attached.
- Jeremy Salyer reported that the WVACD Watershed Resource Committee will meet following the Legislative Breakfast on AgDay, January 31.

Actions Between Board Meetings

- None reported.

Correspondence

- A letter was received from Charles Burr regarding the water tank program. It said that he had inquired in October about the program after it was publicized state-wide, but was told it had not yet been approved in the District. When he inquired again at the end of November, he was told it had expired. He wanted to know if there was anything he could do to "correct this problem". Details of the letter indicated that the purchase would not have qualified for the program even if he had applied during the sign-up period, so no action was taken.

New Business

- No other new business.

Approval of Conservation Agreements & Terminations

- None

Approval of Conservation Plans

- None

CREP

The following CREP payments were requested by the Pocahontas County FSA office:

- Floyd Davis Jr. #11010 \$147.20
- Floyd Davis Jr. #11009 \$ 67.20

Jerry Clifton moved and Timothy VanReenen seconded the motion to approve the CREP payments listed. It was noted in discussion that these are one-time state payments. Motion passed.

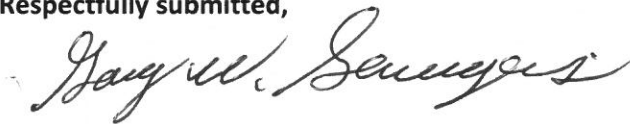
Other Business

- For Policy reviews, Lynn will email or mail copies of the current policy and employee policy to Supervisors and staff for review and comment prior to the January meeting.
- For Plan of Work review, Lynn will email or mail copies of the current Plan of Work to Supervisors, staff, and Partners for review and comment prior to the February meeting.
- Jeremy Salyer referred to his written report and reminded the Supervisors of the upcoming SCC meeting, Quarterly WVACD meeting, and Ag Day. There is still no final word on the budget cut, but the WVCA plans to absorb any cuts so Districts' support will not be affected.

Adjournment

With no further business, the meeting adjourned by consensus at 11:36am. Gary Sawyers wished everyone a Merry Christmas.

Respectfully submitted,



Gary Sawyers
Chairman



Carolyn Miller
Secretary/Treasurer

GS/CM/lw

Recorded by Lynn Woods, District Manager

GVCD District Manager Report

December 19, 2019

- Auditor has conducted the field work for the FY19 Agreed Upon Procedures. He anticipates no findings but final report will be issued for the January meeting.
- The USFW Wades Creek project is finally completed and all payments were made within contract guidelines.
- Lynn Woods has been helping SCD with DM duties in the interim between Becky Floyd's retirement and replacement. A new DM has been selected with a start date of January 4, 2019. Lynn will continue to help the SCD during the transition and training.
- GVCD annual Legislative Briefing was held on December 5 at 11:15am. Materials were mailed as requested to those not in attendance.
- District Christmas dinner was held on December 2, 2019. Special thanks to the Lewisburg Church of Christ for allowing us the use of their wonderful facility.
- There were no applications for the water tank cost-share program. Sign-ups were open from October 28 to November 1.
- Shirts were ordered for those Supervisors who needed them.
- Poster and photo contests will be advertised as soon as WVACD rules are confirmed.
- Policy Reviews and Plan of Work Review need to be scheduled.
- Updated meeting schedule for first quarter of 2020 has been posted.
- Refer to agenda for other items needing action.

Dates to Note:

December 25	Christmas Holiday – Office Closed
January 16	Regular Board Meeting 9am
January 31	Ag Day at the Capitol with Legislative Breakfast



Natural Resources Conservation Service
179 Northridge Drive
Lewisburg, WV 24901

PHONE: 304-645-6172
FAX: 304-647-9627

**Greenbrier Valley Board Meeting
December 19th, 2019**

NRCS Progress Report: Linda Ortiz- District Conservationist

Farm Bill Programs Applications, Obligations and Deadlines:

- CSP- GCI (Grassland Conservation Initiative)- obligation period will be the end of January
 - o 9 eligible applications received (5- Greenbrier, 3- Monroe and 1-Pocahontas)
- 2015 CSP- Renewals. Modifications completed to extend expiration date. (2-Monroe & 1- Pocahontas).
- Completed the majority of the FY2019 payments for participants with an active CSP contracts.
- Pending Letters mailed-out yesterday for FY2020 participants (EQIP- 210 and AMA- 21).

Farm Bill Programs and Staff Activities:

- Positions for the Soil Conservationist and Soil Conservationist Technician for Buckeye Field Office were advertised in USAJOBS.
- Staff still actively working on practices certification and payments (e.g. AMA, EQIP and CSP) for FY2020.

MERRY CHRISTMAS!



December 2019 WVCA Report

WVSCC Meeting:

The next West Virginia State Conservation Committee meeting will be January 14th @ 10:30 a.m.

2020 Dates for the WVACD Quarterly Meetings

January 21 & 22	Flatwoods
April 20 & 21	CCD/Mardi Gras Casino & Resort
July 20 & 21	EPCD/Harpers Ferry Clarion Inn
October 19 & 20	Flatwoods

AgEP:

- **December 10, 2019** – State AgEP committee mid-year meeting to review allocation formula proposals and new practices. ECD conference room 10am
- **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)

West Virginia Legislative Calendar

January 8, 2020 - First day of session

January 27, 2020 - Legislative Rule-Making Review bills due

February 11, 2020 - Last day to introduce bills in the House

February 17, 2020 - Last day to introduce bills in the Senate

February 23, 2020 - Bills due out of committees

February 26, 2020 - Last day to consider bill on third reading in house of origin

March 7, 2020 - Last day of session

AgDay at the Capitol / Legislative Breakfast

AgDay will be held on January 31, 2020. There will be another Legislative breakfast planned for that morning.

Request to Conservation Districts

The WVCA is encouraging Conservation Districts to review and update their District Policy Manuals. Districts are also encouraged to review their CD Employee Manual (if you have one) and CD Plan of Work. If you are already doing the reviews, please disregard this request. However, please let us know with a written response that you are already reviewing or will be reviewing the documents.

Water Resources Committee

At the last quarterly meeting the Water Resources Committee voted to support the WVCA plan to hold Watershed Committee meeting to review flooding, stream mitigation and dam repair and maintenance issues throughout the state. Therefore, they moved that WVACD encourage each District to send at least 1 representative to these periodic committee meetings that are scheduled by Gene Saurborn. The first meeting was tentatively scheduled for December 11, 2019 in Flatwoods. A new date will be provided due to schedule conflicts.

Watershed LORs

Agency staff will be contacting CDs that will have O&M work requiring LORs from the supplemental funding received. Please take action on this item quickly even if it requires a special board meeting.

Agreed Procedures Engagement (Audit):

Conservation Districts are asked to begin the Agreed Procedures Engagement (APE) audit if you haven't already. Please check your current agreement to make sure it is valid.

2020 WV State Fair Volunteer Schedule

The dates for this year's fair is from August 13th – August 22th. It is suggested that Supervisors contact their District Manager to sign-up for the time period(s) they wish to work.

Budget Update

Faced with a possible \$100 million budget deficit, the governor has informed agencies to expect a 4.6 percent mid-year budget cut. This would amount to a \$551,000 mid-year cut to the WVCA's budget.

The plan is to absorb the cuts at the state agency level and maintain the 14 districts at current appropriations.

Districts should look for ways to trim expenses if the need arises in the FY2021 budget year. We should know more about future budget actions after the governor releases in FY2021 budget in January.

Site Visits Conducted:

CCRs none received

Stream Permit App:

- Site 14686-J. Lynch-Anthony's Creek-White Sulphur Springs-Greenbrier Co.-In Progress
- Site 14684-B. Chestnut- Anthony's Creek-White Sulphur Springs-Greenbrier Co.-In Progress
- Site 14678-M. Agee-Mill Creek-Hines-Greenbrier Co.-In Progress
- Site 14677-L. Lewis- Anthony's Creek-White Sulphur Springs-Greenbrier Co.-In Progress
- Site 14676-J. Oconell-Dotson Branch-Frankfort-Greenbrier Co.-In Progress
- Site 14683-T. Hefner- Anthony's Creek-White Sulphur Springs-Greenbrier Co.-In Progress

Weir Removal

NRCS Fort Worth office has sent comments of the weir removal. The comments will have to be addressed and changes made and sent back for their review. Once accepted, we will be able to go to contract.

1:37 PM

12/17/19

Greenbrier Valley Conservation District
A/P Aging Summary
As of December 17, 2019

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Brickstreet Insurance	276.00	0.00	0.00	0.00	0.00	276.00
City of Lewisburg	19.16	0.00	0.00	0.00	0.00	19.16
First Citizens Bank	626.54	0.00	0.00	0.00	0.00	626.54
Greenbrier PSD #1	21.01	0.00	0.00	0.00	0.00	21.01
Jims Drive In	113.75	0.00	0.00	0.00	0.00	113.75
Komax, LLC	251.77	0.00	0.00	0.00	0.00	251.77
Mon Power	47.25	0.00	0.00	0.00	0.00	47.25
Mountaineer Gas Company	32.07	0.00	0.00	0.00	0.00	32.07
Patricia Melvin-Somerville	15.00	0.00	0.00	0.00	0.00	15.00
Sherry W. Ferrell	375.00	0.00	0.00	0.00	0.00	375.00
Suddenlink	227.36	0.00	0.00	0.00	0.00	227.36
Westfield Insurance	1,772.05	0.00	0.00	0.00	0.00	1,772.05
TOTAL	<u>3,776.96</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>3,776.96</u>

Greenbrier Valley Conservation District

12/17/2019 2:07 PM

Register: 10003 · Bank of Monroe Ck 2603 General

From 11/22/2019 through 12/19/2019

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
11/27/2019			12000 · Undeposited F...	Michael M. Qu...	X		180.00	425,372.46
11/27/2019			12000 · Undeposited F...	Summer Lynn ...	X		98.00	425,470.46
11/27/2019			12000 · Undeposited F...	Tim H. Wade	X		148.00	425,618.46
11/27/2019			12000 · Undeposited F...	Thomas Turpin	X		33.00	425,651.46
11/27/2019			12000 · Undeposited F...	Aaron Childers	X		98.00	425,749.46
11/27/2019			12000 · Undeposited F...	319 Project Ac...	X		649.83	426,399.29
11/27/2019			-split-	October 2019 r...	X		1,908.75	428,308.04
11/29/2019	4898	Barrett L Level	-split-		955.81			427,352.23
11/29/2019	4899	Lacy E Wickline	-split-		655.34	X		426,696.89
11/29/2019	4900	Lacy Wickline	20000 · Accounts Paya...	Reimbursement...	62.64	X		426,634.25
11/29/2019	4901	Barrett L. Level	20000 · Accounts Paya...	Reimbursement	166.10			426,468.15
11/29/2019	4902	Betty's Cafe LLC	20000 · Accounts Paya...	Invoice dated 1...	540.00			425,928.15
11/29/2019	4903	Taste of Heaven Bak...	20000 · Accounts Paya...	Lunch 12/5/19	250.00			425,678.15
11/30/2019			40500 · Interest Revenue	Interest		X	17.66	425,695.81
12/05/2019	ACH	Consolidated Public ...	-split-	X58300	799.88			424,895.93
12/05/2019	ACH	PEIA	-split-	808319911	832.20			424,063.73
12/05/2019	ACH	Retiree Health Benefi...	21020 · Health Insuran...	808319911	168.00			423,895.73
12/05/2019	ACH	United States Treasur...	-split-	55-6008337	1,359.01			422,536.72
12/05/2019	ACH	WV State Tax Depart...	21040 · State Payroll T...	1048-0059	260.00			422,276.72
12/16/2019			12000 · Undeposited F...	Ronnie Lemons			65.00	422,341.72
12/16/2019			12000 · Undeposited F...	Aviagen Turkeys			1,050.00	423,391.72
12/16/2019			12000 · Undeposited F...	David Brown			144.00	423,535.72
12/16/2019			12000 · Undeposited F...	Walt Helmick			294.00	423,829.72
12/16/2019			12000 · Undeposited F...	David Workman			39.00	423,868.72
12/16/2019			12000 · Undeposited F...	Gary Cutlip			98.00	423,966.72
12/16/2019			12000 · Undeposited F...	Doug Lewis			37.65	424,004.37
12/16/2019			12000 · Undeposited F...	Bobby Dunbar			6.00	424,010.37
12/16/2019			12000 · Undeposited F...	Earl Tuckwiller			294.00	424,304.37
12/16/2019			12000 · Undeposited F...	Lee Johnson			98.00	424,402.37
12/16/2019	4904	Barrett L Level	-split-		955.81			423,446.56
12/16/2019	4905	Lacy E Wickline	-split-		566.53			422,880.03
12/16/2019	4906	Barrett L. Level	20000 · Accounts Paya...	Reimbursement...	45.36			422,834.67
12/16/2019	4907	Lacy Wickline	20000 · Accounts Paya...	Reimbursement	58.03			422,776.64
12/19/2019	4908	Brickstreet Insurance	20000 · Accounts Paya...	WCB1006102;...	276.00			422,500.64
12/19/2019	4909	City of Lewisburg	20000 · Accounts Paya...	Account 05328	19.16			422,481.48
12/19/2019	4910	First Citizens Bank	20000 · Accounts Paya...	-4279	84.27			422,397.21
12/19/2019	4911	First Citizens Bank	20000 · Accounts Paya...	-5650	347.71			422,049.50
12/19/2019	4912	First Citizens Bank	20000 · Accounts Paya...	-6800	194.56			421,854.94
12/19/2019	4913	Greenbrier PSD #1	20000 · Accounts Paya...	663163-00	21.01			421,833.93
12/19/2019	4914	Jims Drive In	20000 · Accounts Paya...	Receipt dated 1...	113.75			421,720.18

Greenbrier Valley Conservation District

12/17/2019 2:07 PM

Register: 10003 · Bank of Monroe Ck 2603 General

From 11/22/2019 through 12/19/2019

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
12/19/2019	4915	Komax, LLC	20000 · Accounts Paya...	AR143892 & ...	251.77		421,468.41
12/19/2019	4916	Mon Power	20000 · Accounts Paya...	110 121 466 186	47.25		421,421.16
12/19/2019	4917	Mountaineer Gas Co...	20000 · Accounts Paya...	525479-679446	32.07		421,389.09
12/19/2019	4918	Patricia Melvin-Som...	20000 · Accounts Paya...	Refund for lid (...)	15.00		421,374.09
12/19/2019	4919	Sherry W. Ferrell	20000 · Accounts Paya...	Invoice 1625	375.00		420,999.09
12/19/2019	4920	Suddenlink	20000 · Accounts Paya...	07713-104391-...	227.36		420,771.73
12/19/2019	4921	Westfield Insurance	20000 · Accounts Paya...	Acct. 4701508...	1,772.05		418,999.68