

Minutes of the GVCD Regular Board Meeting January 16, 2020

The Greenbrier Valley Conservation District Board of Supervisors met on Thursday, January 16, 2020, 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
Avery Atkins

Others:

Barry Level (GVCD)
Jacob Lavender (WVCA)
Dennis Burns (WVCA)
John Nelson (WVCA)
Lynn Woods (WVCA)
Jeremy Salyer (WVCA)
Judith Lyons (WVCA)
Jeff Hollifield, CPA

Call to Order

Chairman Gary Sawyers called the meeting to order at 9am and welcomed everyone.

Approval of Minutes

Motion was made by Timothy VanReenen and seconded by Jerry Clifton to approve the minutes of the December 19, 2019 regular board meeting. Motion passed.

Guests

Jeff Hollifield, CPA of Hollifield & Associates appeared to present his report on the FY19 Agreed Upon Procedures. There were no findings or recommendations as a result of the review. **Timothy VanReenen moved to accept the report and Carolyn Miller seconded the motion. Motion passed. Jerry Clifton moved and Avery Atkins seconded the motion to pay the invoice in the amount of \$3,500.00 from Hollifield & Associates for performance of the FY19 Agreed Upon Procedures. Motion passed.** Acceptance and check were signed and presented to Mr. Hollifield, who then left the meeting.

District Manager Report

Lynn Woods submitted a quarterly report which will be submitted to the WVACD. In addition, she noted that the Small Farms Conference will be February 19-22, 2020 and she has brochures available for anyone interested. The office will be closed on January 20 for Martin Luther King Jr. Day. An email was received from Americorp Vista, Marina Goldgisser, asking for financial assistance and/or resources for a native pollinator garden at the National Fish Hatchery. Discussion ensued. Since this was received too late for action at this meeting, it will be placed on the February agenda. Nominations are being accepted for the 2020 Ag and Forestry Hall of Fame. Anyone wanting more information should see Lynn.

Funding Requests

- **Timothy VanReenen moved and Avery Atkins seconded the motion to send an LOR for District Support: CD Employee - Oct/Nov/Dec 2019 - in the amount of \$10,683.28. Motion passed.**
- **Jerry Clifton moved and Avery Atkins seconded the motion to send LOR #8165 for District Support: FY19 Audit in the amount of \$3,500.00. Motion passed.**

Cooperating Agency Reports

- *NRCS* – No report
- *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 an insurance agent from Pocahontas County is meeting with Eugene Wickline next week to see our property and equipment in order to quote coverage. There was a brief discussion. **Jerry Clifton moved and Avery Atkins seconded the motion to appoint Timothy VanReenen as a committee of one to get insurance quotes and report to the Board as information is available. Motion passed.**
- There was discussion about appointing a replacement for Matt Tuckwiller, who resigned, as the GVCD's representative on the Greenbrier County Solid Waste Authority Board. Gary Truex suggested Jake Lavender, who was undecided about accepting the appointment. Matt Ford was also suggested as a good candidate. Guidance was requested regarding appointing someone who was a WVCA employee and the item was tabled to wait for an answer.
- Timothy VanReenen reminded the Board that a request had been made at the last meeting by Kent Gilkerson to consider adding deer exclusion fence as an approved practice under our AgEP program. While the group was sympathetic to the problem he reported, the consensus was that the District's limited AgEP cost-share dollars would be best spent on practices with more conservation value. There was no motion to add the practice.

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 Carolyn Miller. Motion passed.**

- *WVCA Restricted Funds Report* – Carolyn Miller moved to accept the WVCA Restricted Funds Reports and file for audit. Seconded by Timothy VanReenen. Motion passed.
- *Payment of all General Funds bills*— Gary Truex moved to pay all General Funds bills, per payables list, as presented. Seconded by Avery Atkins. Motion passed. List is attached.

Agricultural Enhancement Program Committee:

- Timothy VanReenen presented the following payment for approval:
Woody Hanna – Lime – \$1,212.75

Timothy VanReenen moved on behalf of the committee and Avery Atkins seconded the motion to approve the payment. Motion passed.

- Timothy VanReenen reminded the group that any comments regarding the upcoming AgEP year should be directed to Jennifer Skaggs by 1/31/2020. This would include comments about new practices and funding allocation formulae.

Grassland Committee:

- Dennis Burns suggested implementing an outreach education program by broadcasting segments of the WV Forage and Livestock School on the GVCD Facebook page. He has the recordings in hand and has received permission from Ed Rayburn to post them on Facebook. This would be a no-cost means of providing on-going education to cooperators in the District. Discussion ensued. Dennis will monitor and respond to questions from cooperators. He said that Brian Wickline has offered to help field questions as well. Any questions they could not answer would be referred to Ed Rayburn. **Gary Truex moved and Timothy VanReenen seconded the motion to implement said program. Motion passed.**

Building/Equipment Committee:

- Gary Truex shared Eugene Wickline's monthly report.
- Gary Truex reported on the status of the equipment. He said that Big Silver was going to require parts that cost (shipped) approximately \$3,000.00 to be ready for spring. While an expensive repair, this should result in the spreader being "like-new". Comparatively, a new spreader would cost \$20,000+. Gary Truex advised purchasing the parts. Discussion ensued. **Jerry Clifton moved and Timothy VanReenen seconded the motion to purchase the needed parts for the repairs. Motion passed.**

Other Committees

- None

Watershed Reports

- *WVCA O, M & R Report* - Judith Lyons reported on CCRs and stream management plans. They are working on work orders for routine maintenance of the dams and she noted that work order estimates will be increased

some this year due to cost of living adjustments. She has been pleased with Southern CD's work on the GVCD's dams and asked if the District planned to use them again and the answer was yes. At Howard's Creek Dam this year, she wants to move the guardrails to keep people off the spillway and work on a plan for vegetation on the dam. She asked for suggestions for compost suppliers and some ideas were discussed. She also said that the DOH may be willing to trade the moving of the guardrails for shale. She will have more information about the work plans at the February meeting. She requested support from the District to push NRCS to move forward on the Howards Creek weir removal. **Timothy VanReenen moved and Avery Atkins seconded the motion to send a letter to the state NRCS office urging them to move forward with the weir removal process. Motion passed.** Judith will help with the writing of the letter. Judith asked who from the GVCD will attend the Watershed Resource meeting following the Legislative Breakfast. Gary Sawyers is the GVCD representative to that committee. Judith reported that the WVCA is not renewing an agreement with DEP that provided funding for Ross Tuckwiller's position and he is now solely funded by the WVCA. She brought Ross in at this time for an update on the South Fork of the Cherry River natural stream restoration project. Ross reported that a 1,300 foot section has been completed at a cost of approximately \$64,000.00. The project has been on hold, but there is around \$200,000.00 remaining in the fund, which should enable them to complete about a mile of additional restoration. The plan is to survey and do construction this coming summer, however, the schedule may be affected by spawning season. Gary Truex shared with Ross the policy to have money in hand prior to starting any new contracts; however, these funds are already in the District.

319 Committee:

- Jerry Clifton presented the following payments for approval:
 - Analabs \$ 1,410.00 Monitoring (multiple invoices)
 - Clyde Wickline \$ 8,898.50 NPS 1614 Potts Creek
 - Sharadhill Farms \$ 10,200.00 NPS 1706 Upper Indian Creek
 - CEC \$ 219.52 USFW Wades Creek
 - **Total Payments \$20,728.02**

Jerry Clifton moved on behalf of the committee and Timothy VanReenen seconded the motion to pay the listed invoices. Motion passed.

- Jacob Lavender provided information on pricing for water analysis services at the last meeting. He reminded the group that SGS offered services at \$16 per sample, Analabs charged \$30 per sample, and Pace charged \$28 per sample. His additional research following the last meeting did not find any significant differences in cost for travel and therefore he recommends that SGS be selected for water sampling. (Other vendors may still be needed for soil samples.) **Jerry Clifton moved on behalf of the committee and Timothy VanReenen seconded the motion to use SGS for water sampling services. Motion passed.**
- **Jerry Clifton moved on behalf of the committee and Gary Truex seconded the motion to send LOR #10334 – NPS 1706 Upper Indian Creek II Burnside Branch in the amount of \$56,000.00. Motion passed.**
- John Nelson gave an update on the Wades Creek project. Last week an on-site meeting was held with NRCS, WVCA, GVCD, USFW, and CEC. The resulting recommendation is to remove the rip-rap and install Armormax erosion control matting. This is installed by hand, so the bridge does not have to be lifted. The trip concern will be remedied by installation of a piece of steel to cover the problem area. Steel on hand from an earlier phase will be used and installation will be done by Eugene Wickline. An in-stream structure will probably be placed to protect the bridge abutments. John reported that the budget will be tight, but there should be enough funds for

these items. Once these changes are completed, Greg Linder will certify the project. No board action is needed at this time, but a special board meeting may be called if necessary.

Actions Between Board Meetings

- None reported.

Correspondence

- A letter was received from Brian Farkas requesting a \$100.00 donation to support the WVWN's annual Watershed Celebration Day. **Timothy VanReenen moved to make the donation. Jerry Clifton seconded the motion. Motion passed.**

New Business

- Lynn Woods presented suggested policy changes as follows:
 - Article III Administrative Policy – Section I, Item C. Remove the word “part-time”.
 - Employee Policy – Section VIII Holidays Paid – Change to all “STATE” holidays will be observed for full time employees of the Greenbrier Valley Conservation District.

Timothy VanReenen moved and Avery Atkins seconded the motion to adopt the changes to the policies as presented. Motion passed.

Timothy VanReenen questioned whether we need to change the policy to reflect the change in time of the monthly meetings to 9am. Gary Sawyers said that was a temporary change through March and it would be re-visited at that time.

Approval of Conservation Agreements & Terminations

- None

Approval of Conservation Plans

- None

CREP

- None

Other Business

- Jeremy Salyer referred to his written report and reminded the Supervisors of the upcoming SCC meeting, Quarterly WVACD meeting, and Ag Day. It appears at this point that the budget will remain intact for the upcoming year. There will be a roundtable type discussion at the Watershed Resource meeting following the Ag Day Legislative Breakfast. There was discussion about Ag Day.
- Supervisors filing for re-election this cycle are Carolyn Miller, Gary Sawyers, and Timothy VanReenen. January 25, 2020 at midnight is the deadline for filing.
- A Greenbrier River Watershed Association newsletter is included in Supervisor folders.

- The appointment of a representative to the GC SWA was re-visited. Jeremy Salyer reported that it was advised not to appoint a WVCA employee.
- **Avery Atkins moved and Timothy VanReenen seconded the motion to appoint Matt Ford, if he is willing to serve, to fill the seat on the Board of the Greenbrier County Solid Waste Authority left vacant by Matt Tuckwiller's resignation, for the remainder of the term ending June 30, 2020. Motion passed.** At that time, it will be necessary to appoint someone for the next four-year term.

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



January 2020 WVCA Report

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.

The district personnel plan is due to SCC in March, so please add to your February agenda for review and approval.

WVCA Budget

Now is the time for districts to explore additional funding opportunities/partnerships to maintain local programming. It's also time to talk to their local representatives about the work of their districts, and why it's important to maintain funding.

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:

- **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

Legislative Breakfast is January 31, at 7:30 a.m. It will be held in Building 7, in the corner of the Capitol complex, across from the main Capitol Bldg., in the Gaston Caperton Training Center, on the second floor. Go to the top of the steps on the second floor and turn left. We will have directional signs pointing to the breakfast.

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. This meeting will be held following the AgDay Breakfast at 9:15am.**

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.

10:36 AM

02/19/20

Greenbrier Valley Conservation District
A/P Aging Summary
 As of February 20, 2020

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Adkins Auto Parts	25.97	0.00	0.00	0.00	0.00	25.97
City of Lewisburg	17.42	0.00	0.00	0.00	0.00	17.42
First Citizens Bank	465.21	0.00	0.00	0.00	0.00	465.21
Greenbrier PSD #1	22.13	0.00	0.00	0.00	0.00	22.13
Komax, LLC	236.96	0.00	0.00	0.00	0.00	236.96
Liskey Truck Sales, LC	3,308.50	0.00	0.00	0.00	0.00	3,308.50
Mon Power	43.16	0.00	0.00	0.00	0.00	43.16
Mountaineer Gas Company	31.91	0.00	0.00	0.00	0.00	31.91
Precision Ag Resources, Inc.	69.85	0.00	0.00	0.00	0.00	69.85
Rayetta's Lunch Box	100.00	0.00	0.00	0.00	0.00	100.00
S. J. Neathawk Lumber, Inc.	5.96	0.00	0.00	0.00	0.00	5.96
Sherry W. Ferrell	525.00	0.00	0.00	0.00	0.00	525.00
Suddenlink	224.41	0.00	0.00	0.00	0.00	224.41
TOTAL	5,076.48	0.00	0.00	0.00	0.00	5,076.48

Greenbrier Valley Conservation District

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Register: 10003 · Bank of Monroe Ck 2603 General

From 01/17/2020 through 02/20/2020

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
01/17/2020	4948	Carolyn J Miller	-split-		1,438.12			416,047.41
01/17/2020	4949	Gary L Truex	-split-		1,547.07			414,500.34
01/17/2020	4950	WV Rivers Coalition	20000 · Accounts Paya...	WCD 2020	100.00			414,400.34
01/24/2020			12000 · Undeposited F...	Aviagen Turkeys		X	1,050.00	415,450.34
01/24/2020			12000 · Undeposited F...	David Wills		X	110.00	415,560.34
01/24/2020			12000 · Undeposited F...	John Shinaberry		X	107.15	415,667.49
01/24/2020			12000 · Undeposited F...	Chad Smailes		X	114.62	415,782.11
01/24/2020			12000 · Undeposited F...	Adam Morris		X	98.00	415,880.11
01/24/2020			12000 · Undeposited F...	Sharon (Trevor...		X	98.00	415,978.11
01/24/2020			12000 · Undeposited F...	Glenden Comer		X	180.00	416,158.11
01/24/2020			12000 · Undeposited F...	West Farms LL...		X	180.00	416,338.11
01/24/2020			12000 · Undeposited F...	WV Dept. of A...		X	508.00	416,846.11
01/24/2020			12000 · Undeposited F...	Porter Robertson		X	98.00	416,944.11
01/24/2020			12000 · Undeposited F...	Sharon Whited		X	98.00	417,042.11
01/24/2020			-split-	December 201...		X	1,908.75	418,950.86
01/24/2020			41700 · WVCA Fundi...	FYE 6/30/20 C...		X	16,691.00	435,641.86
01/31/2020			12000 · Undeposited F...	Michael Massie		X	185.44	435,827.30
01/31/2020			12000 · Undeposited F...	David Hambrick		X	37.50	435,864.80
01/31/2020			12000 · Undeposited F...	Dale Crooksha...		X	50.00	435,914.80
01/31/2020			40500 · Interest Revenue	Interest		X	18.31	435,933.11
01/31/2020	4951	Barrett L Level	-split-		955.81			434,977.30
01/31/2020	4952	Lacy E Wickline	-split-		703.78			434,273.52
01/31/2020	4953	Barrett L. Level	20000 · Accounts Paya...	Reimbursement	54.32			434,219.20
02/05/2020	ACH	PEIA	-split-	808319911	832.20			433,387.00
02/05/2020	ACH	Retiree Health Benefi...	21020 · Health Insuran...	808319911	168.00			433,219.00
02/05/2020	ACH	Consolidated Public ...	-split-	X58300	817.97			432,401.03
02/05/2020	ACH	United States Treasur...	-split-	55-6008337	2,094.70			430,306.33
02/05/2020	ACH	WV State Tax Depart...	21040 · State Payroll T...	1048-0059	265.00			430,041.33
02/14/2020	4954	Barrett L Level	-split-		1,124.91			428,916.42
02/14/2020	4955	Lacy E Wickline	-split-		575.62			428,340.80
02/14/2020	4956	Barrett L. Level	20000 · Accounts Paya...	Reimbursement...	232.30			428,108.50
02/14/2020	4957	Lacy E. Wickline	20000 · Accounts Paya...	Reimbursement	98.30			428,010.20
02/18/2020			12000 · Undeposited F...	Pam West			540.00	428,550.20
02/18/2020			12000 · Undeposited F...	Carrie Ortman			40.00	428,590.20
02/18/2020			12000 · Undeposited F...	Stone Meadow ...			180.00	428,770.20
02/18/2020			12000 · Undeposited F...	Aviagen Turkeys			1,050.00	429,820.20
02/18/2020			12000 · Undeposited F...	James Rose			390.00	430,210.20
02/18/2020			12000 · Undeposited F...	David Hedrick			180.00	430,390.20
02/20/2020	4958	Adkins Auto Parts	20000 · Accounts Paya...	Invoices 009-2...	25.97			430,364.23
02/20/2020	4959	City of Lewisburg	20000 · Accounts Paya...	Acct. 05328	17.42			430,346.81

Greenbrier Valley Conservation District

2/19/2020 2:45 PM

Register: 10003 · Bank of Monroe Ck 2603 General

From 01/17/2020 through 02/20/2020

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
02/20/2020	4960	First Citizens Bank	20000 · Accounts Paya...	-4279	308.88			430,037.93
02/20/2020	4961	First Citizens Bank	20000 · Accounts Paya...	-5650	156.33			429,881.60
02/20/2020	4962	Greenbrier PSD #1	20000 · Accounts Paya...	Acct. 663163-00	22.13			429,859.47
02/20/2020	4963	Komax, LLC	20000 · Accounts Paya...	AR154002 & ...	236.96			429,622.51
02/20/2020	4964	Liskey Truck Sales, LC	20000 · Accounts Paya...	Invoice 963813	3,308.50			426,314.01
02/20/2020	4965	Mon Power	20000 · Accounts Paya...	110 121 466 186	43.16			426,270.85
02/20/2020	4966	Mountaineer Gas Co...	20000 · Accounts Paya...	525479-679446	31.91			426,238.94
02/20/2020	4967	Precision Ag Resour...	20000 · Accounts Paya...	Invoice 61014	69.85			426,169.09
02/20/2020	4968	Rayetta's Lunch Box	20000 · Accounts Paya...	WVU Dinner ...	100.00			426,069.09
02/20/2020	4969	S. J. Neathawk Lumb...	20000 · Accounts Paya...	Invoice 2001-2...	5.96			426,063.13
02/20/2020	4970	Sherry W. Ferrell	20000 · Accounts Paya...	Invoice 1635	525.00			425,538.13
02/20/2020	4971	Suddenlink	20000 · Accounts Paya...	07713-104391-...	224.41			425,313.72