Minutes of the GVCD Regular Board Meeting June 18, 2020

The Greenbrier Valley Conservation District Board of Supervisors met on Thursday, June 18, 2020, at 7pm, at the Lewisburg USDA Service Center. This meeting was primarily virtual, to comply with social distancing recommendations during the COVID 19 outbreak. Call-in information was posted with the agenda, to comply with open meetings rules. Those attending were:

Supervisors Participating by telephone:

Gary Sawyers Timothy VanReenen Avery Atkins (joined at 8:18pm)

Supervisors Present:

Gary Truex Jerry Clifton

Supervisors Absent:

Carolyn Miller

Others:

Barry Level (GVCD) Lynn Woods (WVCA) Linda Ortiz (NRCS) Chris Ellison (WVCA) (by Skype)

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 Jerry Clifton to approve the minutes of the May 21, 2020 regular board meeting and the June 11, 2020 special board meeting. Motion passed.

Guests

There were no guests.

District Manager Report

Lynn Woods submitted a written report, which is attached, and reviewed the highlights.

Funding Requests

Chairman Sawyers presented the following LORs for approval:

• LOR #11436 - FY21 AgEP - \$95,000.00

Timothy VanReenen moved and Jerry Clifton seconded the motion to send LOR #11436 -FY21 AgEP, in the amount of \$95,000.00. Motion passed.

Cooperating Agency Reports

- NRCS Linda Ortiz submitted a written report, which is attached, and gave an update on the number of
 applications received per county for EQIP and AMA. She reported personnel changes.
- WV Division of Forestry No report
- FSA No report
- WVCA Jeremy Salyer was unable to attend, but submitted a written report.

Unfinished Business

- NRCS grant opportunity –Timothy VanReenen reported his findings from another district who is participating in this grant program. Discussion ensued. Consensus was that this was not the right fit for GVCD for several reasons, including the considerable reporting and administrative duties that would fall to a Supervisor and/or increase cost of outside services. The board noted that other options for Pocahontas County could be explored. No motion was made.
- Discussion about the purchase of chairs was postponed.
- Discussion continued regarding the 2020 banquet, due to the uncertainty surrounding large indoor gatherings and COVID 19. Additional outbreaks in Greenbrier County have now resulted in the cancellation of the WV State Fair. The banquet is currently scheduled for September 10, 2020, at the State Fairgrounds, but planning typically takes place throughout the summer. Jerry Clifton moved and Gary Truex seconded the motion to cancel the GVCD Legislative and Awards Banquet for 2020. Motion passed. Alternative ways to present Century Farm signs will be explored in the coming months.
- See District Manager's report for Coronavirus (COVID 19) response update.

Committee Reports

Finance Committee:

Financial Reports:

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

Agricultural Enhancement Program Committee:

- Timothy VanReenen moved on behalf of the committee and Jerry Clifton seconded the motion to approve cancellations for Gary Clarkson in the amount of \$8,790.67 and Frank Masters in the amount of \$375.00. Motion passed.
- Timothy VanReenen presented the following for approval. He explained that funds became available for the next cooperator in line as a result of cancellations.

o Bane Morris Lime \$3,806.70

Barry Level pointed out that this should have been listed as a CPD contract instead of lime. Timothy VanReenen moved on behalf of the committee and Gary Truex seconded the motion to approve the CPD contract in the amount of \$3,806.70 for Bane Morris. Motion passed.

• Timothy VanReenen presented the following payments for approval upon verification (with Bane Morris moved from Lime to CPD section):

0	Lime:				
	Belle Vue Dairy	\$1,984.50			
	Lucy A.Taylor	\$ 820.50			
	Sam McPaters	\$ 300.00			
	Charles Wilfong	\$3,000.00			
	Charles Wilfong II	\$1,500.00			
	Dave Rapp	\$3,750.00			
	Andrew J. Morgan	\$1,260.00			
0	Exclusion Fence:				
	Charles Wilfong	\$5,000.00			
0	Comprehensive Pasture Development:				
	Glenn Carter	\$1,993.10			
	Dawn Kieninger	\$6,932.44			
	William E. Miller	\$2,128.46			
	Bane Morris	\$3,806.70			

Total: \$32,475.70

Timothy VanReenen moved on behalf of the committee and Jerry Clifton seconded the motion to approve the payments, totaling \$32,475.70, upon verification. Motion passed.

- Jerry Clifton moved and Timothy VanReenen seconded the motion to suspend Gary Clarkson for two years from the AgEP program, per policy, and not to suspend Frank Masters. Discussion ensued regarding the circumstances for each of the cancellations. Motion passed.
- Timothy VanReenen moved on behalf of the committee and Gary Truex seconded the motion to submit the AgEP Agreement Addendum for FY21 with no changes (other than dates) from the current year. Motion passed.
- Timothy VanReenen moved on behalf of the committee and Gary Truex seconded the motion to submit the AgEP practice list for FY21 with no changes from the current year. Motion passed.
- Timothy VanReenen noted the need to appoint to a Supervisor to handle, between board meetings, any final AgEP issues for the closeout of FY20 since it ends on June 30, 2020. This would be mostly for final cancellations and one final payment. He volunteered, as chair of the committee to serve in this capacity. Jerry Clifton moved and Gary Truex seconded the motion to delegate authority to Timothy VanReenen to approve any final actions for FY20 AgEP, including cancellations and payment. Motion passed.

Grassland Committee:

 Gary Truex reminded the group of the survey the District was asked to complete for the WVDA regarding Himalayan Blackberries as an invasive species. Gary Truex moved on behalf of the committee and Jerry Clifton seconded the motion to submit the survey with answers indicating that neither sightings of, nor complaints regarding, the species have been reported to the GVCD. Motion passed.

Building/Equipment Committee:

- Gary Truex shared Eugene Wickline's monthly report for May.
- Gary Truex moved and Jerry Clifton seconded the motion to sell the no-till seeders known as Tye #1 and Tye #2. Discussion ensued regarding advertising requirements, minimum bids, etc., and also, the possibility of selling potato hillers. Chairman Sawyers appointed Gary Truex, Avery Atkins, and Timothy VanReenen to work out the details of the sale offering by the July 16 board meeting. Motion passed.
- Discussion about purchase of a manure spreader was postponed for more time to gather information about the demand for this piece of equipment.

Watershed Reports

- WVCA O, M & R Report Judith Lyons Judith Lyons sent a written report, which Gary Sawyers reviewed.
 - Gary Sawyers said that Judith had heard some information regarding the weir removal and would be following up with the Mayor of the City of White Sulphur Springs to clarify.
 - OM&R Questions were raised at the last meeting regarding the District performing its own mowing and weed-eating at the dams. Gary Sawyers reported that Judith confirmed that the District could, indeed, be paid the full amount of the work order estimates for mowing and weeding if the work was done by a district employee. Discussion ensued. He noted that she said two people must be on site during such work. There were concerns regarding the time it would take away from the District employee's regular duties and also that there would have to be another person on site. It was also noted that Marlin Run was typically done before the 4th of July. Jerry Clifton moved and Timothy VanReenen seconded the motion to approve the Marlin Run work order for SCD to do mowing and weed-eating for \$2,300.00. Motion passed. A decision for Howards Creek was postponed.
 - Avery Atkins joined the meeting.

319 Committee:

• Jerry Clifton moved on behalf of the committee and Gary Truex seconded the motion to pay the following invoices, totaling \$18,162.00. Motion passed.

0	Indian Creek NPS 1706	Misc Invoices	Kathleen Wilson	\$17,778.00
0	James River	In# 14973099	SGS Laboratory Monitoring	\$80.00
0	Meadow River	In# 14973100	SGS Laboratory Monitoring	\$64.00
0	Indian Creek	ln# 14973101	SGS Laboratory Monitoring	\$80.00
0	Anthony Creek	In# 14973102	SGS Laboratory Monitoring	\$160.00
0	Total			\$18,162.00

- Jerry Clifton presented the following new contracts for approval. He noted that Mike McMunigal had contacted him after the committee met and said that the amount for pumping had been left out of the total on the septic repair contract and therefore it should be not to exceed \$5,300.00 instead of \$5,000.00.
 - Indian Creek NPS 1706 Septic Repair
 Todd Baker
 \$5,000.00
 NOT TO EXCEED

Indian Creek NPS 1706 - Stormwater Project Todd Baker \$5,000.00 NOT TO EXCEED
 Jerry Clifton moved on behalf of the committee to approve the contracts for Todd Baker, in the amounts of not to exceed \$5,300.00 for the septic repair (including pumping) and not to exceed \$5,000.00 for the stormwater project. Motion passed.

• Greg Linder has told John Nelson that he will forward a letter regarding Wade's Creek upon final review.

Actions Between Board Meetings

None reported

Correspondence

No correspondence requiring action.

New Business

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- Gary Truex reported nominations for offices as follows:
 - Chair Gary Sawyers
 - Vice Chair Jerry Clifton
 - Sec-Treas Carolyn Miller
 - Directors (2) Gary Sawyers and Timothy VanReenen

Avery Atkins moved to accept the nominations and install these officers as of July 1, 2020. Timothy VanReenen seconded the motion. Motion passed.

o SWA appointments:

- Gary Truex moved and Jerry Clifton seconded the motion to re-appoint Matt Ford to the Greenbrier County SWA board for a 4 year term, beginning July 1, 2020. Motion passed.
- Jerry Clifton moved and Timothy VanReenen seconded the motion to re-appoint Jim Burks to the Pocahontas County SWA board for a 4 year term, beginning July 1, 2020. Motion passed.
- Avery Atkins moved and Jerry Clifton seconded the motion to re-appoint Bill Shiflett to the Monroe County SWA board beginning July 1, 2020. In discussion, Avery Atkins reported that Mr. Shiflett agreed to serve until a suitable replacement could be found. Motion passed.

Approval of Conservation Agreements & Terminations

None

Approval of Conservation Plans

None

CREP

None

Other Business

- Gary Sawyers reminded the board that all Supervisors have the right to vote for officers at the WVACD quarterly meeting.
- Gary Sawyers reported that he has talked with Mike McMunigal and the project with Mark Agee on Mill Creek is back on track. He had received a complaint that it had fallen through the cracks.

Adjournment

With no further business, the meeting adjourned by consensus at 8:59pm.

Respectfully submitted,

bary & There Board appointed cours 19 signatory

Gary Sawyers Chairman

Carolyn Miller Secretary/Treasurer

GS/CM/lw

Recorded by Lynn Woods, District Manager

GVCD District Manager Report

June 18, 2020

COVID 19 update:

The GVCD office remains closed to the public, with all WVCA staff teleworking and/or performing approved field work with social distancing measures. Our USDA office is also closed to walk-in traffic. We have posted all staff cell phone numbers on the front and back doors of the building with a notice that we are still working and can be reached by phone. Our office phone has an outgoing message referring calls to the cell phone provided to me by the WVCA or to the Equipment Coordinator for equipment related calls. I have posted all this information on our District Facebook page as well, and re-post it periodically.

Equipment rental operation has remained open with the following procedures: All scheduling is done by telephone. Noone is allowed inside the building. Coordinator uses proper social distancing and sanitizes hand controls and hitches between rentals. Drop box is available for paperwork and/or payment. The Coordinator has met with me weekly to turn in payments and paperwork for billing. He is on vacation the week of 6/15-6/19. With inspection and sanitization needed between rentals, it was decided to shut down the equipment operation for the week.

Our Grassland Technician has been teleworking and conducting field work with social distancing measures to do Grass Tech visits, soil samples, and AgEP verifications. Our FY21 AgEP program has been advertised and sign-ups will take place from June 1, 2020 until July 31, 2020. Flyers are available if you want some to share.

Cabinetry and building supplies have been ordered and should arrive within the next week or two. Upon delivery, Eugene will be construction on the new office entrance way/barrier.

I have forwarded to all of you, by email, a copy of the Governor's guidance for reopening of government office buildings.

Some hand sanitizer and sanitizing wipes have been purchased. This will be an ongoing need.

I, am still coming to the office one to two days per week to conduct essential business that cannot be done remotely (i.e. bank deposits, mail, etc.) I have stayed in contact with the District Supervisors by phone, email, and when necessary, regular mail. I have also been in contact with staff and Area Director on a regular basis. I am in touch with the District bookkeeper and DFO at Guthrie by email and scan documents to them as needed. Gary Truex has come to the office to meet me whenever signatures have been needed (usually once a week.)

As of this morning, we can add the WV State Fair to our list of cancellations due to COVID19.

SWA Appointments/Re-appointments will need to be made in June for the next term. I have spoken with Matt Ford, who was appointed to fulfill the unexpired term of Matt Tuckwiller. He is willing to continue to serve, if appointed. Jim Burks is willing to serve another term for Pocahontas County. Bill Shiflett has declined to serve another term in Monroe County.

Nominations for officers for the upcoming two years were reported at the committee meetings and are as follows: Chair – Gary Sawyers Vice Chair – Jerry Clifton

Sec/Treas – Carolyn Miller (if willing; Gary Truex if not)

Directors (2) - Gary Sawyers and Timothy VanReenen

The people hauler purchase, approved at the special board meeting held June 11, 2020, has been made and we are now in possession of the trailer.

Per Mike McMunigal and John Nelson, a letter is forthcoming, from CEC, regarding the Wades Creek bridge. Greg Linder has a draft and will send it after he reviews it.

Also, per Mike McMunigal, the Mill Creek/Agee project is back on track and currently in the hands of the Watershed division.

Dates to Note:

June 19WV Day HolidayJuly 3Independence Day HolidayJuly 8*Standing Committee meetings 9amJuly 16*Regular Board meeting 7pm

*Teleconference unless otherwise announced



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

Greenbrier Valley Board Meeting June 18th, 2020

NRCS Progress Report: Linda Ortiz- District Conservationist

Farm Bill Programs Applications, Obligations and Deadlines:

- Ranking deadline for EQIP and AMA was yesterday-June 17th.
- Applications submitted for FY20 funding;
 - Greenbrier Co.- 80 EQIP and 24 AMA
 - Monroe Co.- 35 EQIP and 8 AMA
 - Pocahontas Co.- 17 EQIP and 6 AMA
- Ranking deadline for Conservation Stewardship Program (CSP) is July 3rd, 2020.

Farm Bill Programs and Staff Activities:

- New employee in Buckeye Field Office- John Dave Moore, Soil Conservationist starts next Monday- June 22nd.
- New employee for Union Field Office will start in September, Anthony Panek coming from Colorado NRCS.
- Wanda Smith still working as an Acting DC in Princeton & Beckley Field Offices, until mid-July.
- Staff continues to work with active contract, practice certification, designs and payments.

The Natural Resources Conservation Service provides leadership in a partnership effort to help people conserve, maintain, and improve our natural resources and environment.



June 2020 WVCA Report

Covid-19

The governor has deemed it safer for West Virginians to remain at home until it's deemed safe to lift all precautions he has put in place. WVCA employees will continue to operate under telecommute status for the foreseeable future.

Request to Conservation Districts

The WVCA is encouraging Conservation Districts to review and update your District Plan of Work. Plans are due to Guthrie by June 15.

Engineering Expression of Interest

Review your current contract and if needed, prepare to advertise and go through interview/selection process if needed.

The WVCA is interested in working with the district to ensure they retain a firm that has strong civil engineering and is familiar with dams.

Because of questions raised about these agreements, it's important to make sure that the scope of work is clearly defined and an agreement between the district and engineering firm is signed.

Also, the district may want to consider whether it wants an engineering firm that also can perform environmental assessments.

Himalayan blackberry

We have been asked by the WVDA to assist it with some fact finding on the Himalayan blackberry. To help the department with its research, we are asking you to please take the time to answer the following survey on the plant. The survey seeks to understand the problem and to determine how widespread it is in West Virginia. This type of information is necessary to determine if the plant should be placed on the WVDA's noxious weed list. To place the plant on the list, it will have to go through the legislative rule process.

2020 WVACD Quarterly Meeting Dates/Locations:

July 20 & 21FlatwoodsOctober 19 & 20Flatwoods

AGEP:

• 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. The deadline for submitting is June 15 to Guthrie.

12:24 PM

05/19/20

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Greenbrier Valley Conservation District A/P Aging Summary As of May 21, 2020

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Adkins Auto Parts					- 50	TOTAL
	83.77	0.00	0.00	0.00	0.00	83.77
Brickstreet Insurance	295.00	0.00	0.00	0.00	0.00	295.00
City of Lewisburg	23.78	0.00	0.00	0.00	0.00	23.78
First Citizens Bank	370.38	0.00	0.00	0.00	0.00	370.38
Greenbrier Printing, Inc.	87.90	0.00	0.00	0.00	0.00	87.90
Greenbrier PSD #1	19.10	0.00	0.00	0.00	0.00	19.10
Mon Power	44.73	0.00	0.00	0.00	0.00	44.73
Mountaineer Gas Company	377.07	0.00	0.00	0.00	0.00	377.07
S. J. Neathawk Lumber, Inc.	64.40	0.00	0.00	0.00	0.00	64.40
Sherry W. Ferrell	525.00	0.00	0.00	0.00	0.00	525.00
Smith's Towing and Auto	631.78	0.00	0.00	0.00	0.00	631.78
Suddenlink	225.00	0.00	0.00	0.00	0.00	225.00
Waters Agricultural Laboratories, Inc.	5.50	0.00	0.00	0.00	0.00	5.50
OTAL	2,753.41	0.00	0.00	0.00	0.00	2,753.41

Greenbrier Valley Conservation District

Register: 10003 · Bank of Monroe Ck 2603 General

From 04/17/2020 through 05/21/2020

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balanc
04/23/2020	5019	Carolyn J Miller	-split-		1,438.12		448,442.4
04/23/2020		Gary W Sawyers	-split-		1,483.35 X		446,959.1
04/23/2020		Jarrell L Clifton	-split-		1,476.20		445,482.9
04/23/2020		First Citizens Bank	20000 · Accounts Paya	-4279	320.36		445,162.5
04/23/2020		First Citizens Bank	20000 · Accounts Paya		22.85		445,139.6
04/23/2020	5024	First Citizens Bank	20000 · Accounts Paya		383.69		444,756.0
04/30/2020			12000 · Undeposited F		х	180.00	444,936.0
04/30/2020			12000 · Undeposited F		х	360.00	445,296.0
04/30/2020			12000 · Undeposited F		х	198.00	445,494.0
04/30/2020			12000 · Undeposited F	c	х	98.00	445,592.0
04/30/2020			12000 · Undeposited F		х	480.00	446,072.0
)4/30/2020			12000 · Undeposited F	Kevin Sawyers	х	60.00	446,132.0
4/30/2020			12000 · Undeposited F	Larry Burwell	х	95.00	446,227.0
4/30/2020			12000 · Undeposited F	William Carrin	х	720.00	446,947.0
4/30/2020			12000 · Undeposited F	Terry O. Livesay	х	98.00	447,045.00
4/30/2020			12000 · Undeposited F	Beiler Dairy Fa	х	98.00	447,143.00
4/30/2020			12000 · Undeposited F	Jill Waid (Glad	Х	360.00	447,503.0
4/30/2020			12000 · Undeposited F	James R. Clend	х	360.00	447,863.00
4/30/2020			12000 · Undeposited F	Greg Sibold	х	98.00	447,961.00
4/30/2020			12000 · Undeposited F	Lewis L. Kincaid	Х	98.00	448,059.00
4/30/2020			12000 · Undeposited F	Larry R. Dean	х	308.00	448,367.00
4/30/2020			12000 Undeposited F	Angell Livesto	Х	196.00	448,563.00
4/30/2020			40500 · Interest Revenue	Interest	Х	18.18	448,581.18
4/30/2020	5025	Barrett L Level	-split-		955.81		447,625.37
4/30/2020	5026	Lacy E Wickline	-split-		683.60		446,941.77
4/30/2020	5027	Barrett L. Level	20000 · Accounts Paya	Reimbursement	65.53		446,876.24
4/30/2020	5028	Lacy E. Wickline	20000 · Accounts Paya	Reimbursement	27.60		446,848.64
5/01/2020	ACH	PEIA	-split-	808319911	832.20		446,016.44
5/01/2020	ACH	Retiree Health Benefi	21020 · Health Insuran	808319911	168.00		445,848.44
5/06/2020	ACH	Consolidated Public	-split-	X58300	815.56		445,032.88
5/06/2020	ACH	United States Treasur	-split-	55-6008337	2,403.21		442,629.67
5/06/2020	ACH	WV State Tax Depart	21040 · State Payroll T	1048-0059	267.00		442,362.67
5/13/2020			12000 · Undeposited F	Christopher Bis		180.00	442,542.67
5/13/2020			12000 · Undeposited F	Emory L. Hanna		98.00	442,640.67
5/13/2020			12000 · Undeposited F	Aviagen Turkeys		1,050.00	443,690.67
5/13/2020			12000 · Undeposited F	Silas Sattler		360.00	444,050.67
/13/2020			12000 · Undeposited F	Windspring Far		170.00	444,220.67
5/13/2020			12000 · Undeposited F	Long Farm (Ch		55.00	444,275.67
/13/2020			-split-	Receipt of Apri		1,908.75	446,184.42
/15/2020	5029	Barrett L Level	-split-		990.95		445,193.47

Greenbrier Valley Conservation District

5/20/2020 11:49 AM

Register: 10003 · Bank of Monroe Ck 2603 General

From 04/17/2020 through 05/21/2020

Sorted by: Date, Type, Number/Ref

Date	Number	Рауее	Account	Memo	Payment C	Deposit Balance
05/15/2020	5030	Barrett L. Level	20000 · Accounts Paya	Reimbursement	133.98	445,059.49
05/15/2020	5031	Lacy E Wickline	-split-		695.68	444,363.81
05/15/2020	5032	Lacy E. Wickline	20000 · Accounts Paya	Reimbursement	136.25	444,227.56
05/21/2020	5033	Adkins Auto Parts	20000 · Accounts Paya	009-222400; 0	83.77	444,143.79
05/21/2020	5034	Brickstreet Insurance	20000 · Accounts Paya	WCB1006102;	295.00	443,848.79
05/21/2020	5035	City of Lewisburg	20000 · Accounts Paya	Acct. 05328	23.78	443,825.01
05/21/2020	5036	First Citizens Bank	20000 · Accounts Paya	-4279	294.28	443,530.73
05/21/2020	5037	First Citizens Bank	20000 · Accounts Paya	-5650	76.10	443,454.63
05/21/2020	5038	Greenbrier Printing, I	20000 · Accounts Paya	Envelopes	87.90	443,366.73
05/21/2020	5039	Greenbrier PSD #1	20000 · Accounts Paya	Acct. 663163-00	19.10	443,347.63
05/21/2020	5040	Mon Power	20000 · Accounts Paya	110 121 466 186	44.73	443,302.90
05/21/2020	5041	Mountaineer Gas Co	20000 · Accounts Paya	525479-679446	377.07	442,925.83
05/21/2020	5042	S. J. Neathawk Lumb	20000 · Accounts Paya	2004-011429;	64.40	442,861.43
05/21/2020	5043	Sherry W. Ferrell	20000 · Accounts Paya	Invoice 1650	525.00	442,336.43
05/21/2020	5044	Smith's Towing and	20000 · Accounts Paya	Invoice 2211	631.78	441,704.65
05/21/2020	5045	Suddenlink	20000 · Accounts Paya	Acct. 07713-10	225.00	441,479.65
05/21/2020	5046	Waters Agricultural	20000 · Accounts Paya	A2200504-111	5.50	441,474.15