

**Minutes of the GVCD Regular Board Meeting
August 20, 2020**

The Greenbrier Valley Conservation District Board of Supervisors met on Thursday, August 20, 2020, at 7pm, at the Lewisburg USDA Service Center. This meeting was primarily virtual, to comply with social distancing recommendations during the COVID 19 pandemic. 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
Jerry Clifton
Carolyn Miller

Supervisors Present:

Gary Truex

Supervisors Absent:

None

Others:

Linda Ortiz (NRCS)
Judith Lyons (WVCA) (by Skype)
Jeremy Salyer (WVCA) (by phone)
Mike McMunigal (WVCA) (by phone)
Barry Level (GVCD)
Lynn Woods (WVCA)

Call to Order

Chairman Gary Sawyers called the meeting to order at 7:03pm.

Approval of Minutes

Motion was made by Timothy VanReenen and seconded by Carolyn Miller to approve the minutes of the July 16, 2020 regular board meeting. Motion passed.

Guests

None

District Manager Report

Lynn Woods reviewed a written report, which is attached. **Gary Truex moved and Timothy VanReenen seconded the motion to proceed with steps to renew copier lease. Motion passed.**

Funding Requests

Chairman Sawyers presented the following LORs for approval:

- LOR #12468 - July 2020 Rent - \$1,908.75
- LOR #12469 – August 2020 Rent - \$1,908.75
- LOR #12470 – September 2020 Rent - \$1,908.75
- LOR #12471 – October 2020 Rent - \$1,908.75
- LOR #12472 – November 2020 Rent - \$1,908.75
- LOR #12473 – December 2020 Rent - \$1,908.75

Jerry Clifton moved and Gary Truex seconded the motion to send LORs #12468, #12469, #12470, #12471, #12472, and #12473, as listed. Motion passed.

Cooperating Agency Reports

- *NRCS* – Linda Ortiz submitted a written report, which is attached, and gave an update on obligations and the number of pre-approvals. She asked the board to consider working with NRCS on a way to collect statistical data from the equipment program. The board agreed to look at ways to accomplish this without compromising privacy. Linda suggested that it be worked on during September so the tracking could begin with their new fiscal year, October 1. She also shared personnel updates.
- *WV Division of Forestry* – No report
- *FSA* – No report
- *WVCA* - Jeremy Salyer reviewed his written report, which is attached. Items he noted were that teleworking will continue until January, what to do if you receive unsolicited seeds in the mail, the CDO budget report, and starting the Agreed Upon Procedures process. Other items, he said, would be covered by the agenda.

Unfinished Business

- Discussion about the purchase of chairs was postponed. At the last meeting, Lynn Woods noted that, considering the construction of the new wall, it would be best to wait and reassess the office space upon completion.
- See District Manager's report for Coronavirus (COVID 19) response update. WVCA teleworking will continue through 2020. Framing and drywall for the entryway wall have been completed. Eugene Wickline is working on this as time away from equipment allows.

Committee Reports

Finance Committee:

Financial Reports:

- **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 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 Avery Atkins. Motion passed. List is attached.**
- **Gary Truex moved and Jerry Clifton seconded the motion to approve and submit the actual CDO budget for FY20. Motion passed.**

Agricultural Enhancement Program Committee:

- Timothy VanReenen noted that AgEP sign up period has been extended through August 31 and that FY21 AgEP funds have been received.

Grassland Committee:

- Nothing to report this month.

Building/Equipment Committee:

- No bids were received from other CDs on the seeders, so the bid will go out to the public. **Avery Atkins moved and Gary Truex seconded the motion to advertise the Tye 1 and Tye 2 seeders to the public with a bid opening at the September 16, 2020 board meeting. Motion passed.**
- Gary Truex shared Eugene Wickline's monthly report for June.
- Gary Truex presented a financial report for the equipment program for FY20. There was discussion about the loss, sources of revenue subsidizing the program, how to reduce expenses, and how to better account for employee's equipment time vs. non-equipment time. It was noted that there were some items on the report that may have been a one-time expense or may have included expenses that were not solely equipment related. Consensus was that the program is operating much better with a full-time coordinator.
- Timothy VanReenen will do an insurance review for the September meeting. There were differing opinions about self-insuring equipment.
- Avery Atkins reported that the security cameras he had hoped to order have been out of stock. If they are not available within the next two weeks he will look at other models, but they may be more expensive.

Watershed Reports

WVCA O, M & R Report - Judith Lyons

- Judith Lyons reported that EWP work with Greenbrier County Commission finished on Monday. There were 4 sites, at a cost of about \$16,000.00. Mayor of Alderson requested that they look at a creek that turns into Greenbrier River that needs work. Howards Creek Channel rip rap needs cut down. Work order will be sent to the District. No special board meeting needed.

- There was a lengthy discussion about a proposed amendment to the Howards Creek Channel OMR agreement with GVCD, WVCA, and City of White Sulphur Springs, that would allow the City to take responsibility for the weir section of the channel. An agreement was drafted by the WVCA legal section and shared with all parties for comment. Judith has not yet heard any comments from the City regarding the draft. The GVCD board discussed a number of concerns about the agreement. Judith reiterated that the agreement was in draft form and that all concerns should be addressed before moving forward. She said that concerns should be sent in writing for review. Jeremy Salyer will share concerns with Brian Farkas. Jeremy and Lynn will compare notes and compile a list to be submitted. Lynn will send notes to Supervisors for any further comment prior to submission.
- Judith wants to pursue master 7-1-3U agreements with Monroe and Pocahontas Counties, so that these will be in place for future events that may arise. **Gary Truex moved and Jerry Clifton seconded the motion to give Judith Lyons permission to talk to Monroe and Pocahontas County Commissions about establishing a 7-1-3U agreement with each of them. Motion passed.**
- **Timothy VanReenen moved and Carolyn Miller seconded the motion, to pay the invoice from Southern CD in the amount of \$4,000.00 for mowing of Howards Creek dam. Motion passed.**

319 Committee:

- **Jerry Clifton moved and Timothy VanReenen seconded the motion to pay the following invoices, totaling \$11,714.14. There was discussion about the maximums and eligibility for septic system cost share. Motion passed.**

Indian Creek NPS 1706	William Todd Baker	\$ 1,134.34
Indian Creek NPS 1706	William Todd Baker	\$ 5,031.80
Indian Creek NPS 1706	Dirk McCormick	\$ 4,908.00
Kitchen Creek	In# 14996693 SGS Laboratory Monitoring	\$ 128.00
Meadow River	In# 14996651 SGS Laboratory Monitoring	\$ 64.00
Indian Creek	In# 14996691 SGS Laboratory Monitoring	\$ 80.00
South Fork Potts	In# 14996694 SGS Laboratory Monitoring	\$ 80.00
Milligan / Davis	In# 14996649 SGS Laboratory Monitoring	\$ 64.00
319 State Monitoring	In# 14996692 SGS Laboratory Monitoring	\$ 160.00
Howards Creek AGO	In# 14996657 SGS Laboratory Monitoring	\$ 64.00
Total Payments		\$11,714.14

- **Jerry Clifton moved and Carolyn Miller seconded the motion to send LOR #12475 – NPS 1706 Upper Indian Creek II - \$40,770.00. Motion passed.**
- Jerry Clifton reported that John Nelson told him the rip rap has been removed and one upstream structure has been completed on the Wades Creek project. They hope to finish next week and get Greg Linder to sign off on the project.

Actions Between Board Meetings

- None

Correspondence

- An email was received from Jennifer Liddle of DEP regarding the donation GVCD made for the annual Watershed Celebration Day. Due to Covid 19, their plans have changed to a virtual event for 2020 and will not require as much funding. She is asking permission to carry over any remaining funds to 2021 and/or to use funds to provide cash prizes, in a number of categories, to Watershed groups. Discussion ensued. The board had no objections to carrying over funds to 2021, but was uncertain about the appropriateness of funds being used for cash prizes. **Timothy VanReenen moved and Jerry Clifton seconded the motion to respond to Ms. Liddle that due to the gray area surrounding cash prizes, they would prefer donated funds be carried over to 2021. Motion passed.**

New Business

- Chairman Sawyers stated that decisions need to be made about nominations for awards and recognition for the following:
 - Carroll Greene and/or District Supervisor of the Year
 - Member-At-Large
 - Honorary Member
 - Rookie Award (new this year)
 - Excellence in Conservation Communication (new this year)
 - Conservation Farmer (to be recognized at WVACD banquet- NOT part of contest)
 - Century Farm sign presentations

Carolyn Miller moved and Timothy VanReenen seconded the motion to hold off on participating in awards and recognitions this year, with the exception of Century Farm sign presentations. Discussion ensued regarding Covid 19-related cancellations and the ability, or lack thereof, to honor recipients, as well as, options for ways to deliver and present the Century Farm signs using appropriate social distancing measures. **Motion passed. Timothy VanReenen moved and Gary Truex seconded the motion to request Century Farm signs as soon as possible so we can make arrangements for presentation. Motion passed.** Gary Sawyers will call about the signs.

Approval of Conservation Agreements & Terminations

None

Approval of Conservation Plans

None

CREP

None

Other Business

- Avery Atkins asked about personnel changes. Carolyn Miller said that Dennis Burns is going to be stationed in SCD's Beckley office. There was a question about whether he would be replaced or whether the Conservation Specialist position left vacant by Mike McMunigal's promotion would be filled, but Mike had already left the meeting and was not available to answer. Lynn noted that she had become aware earlier in the day that there is a Conservation Specialist position for Greenbrier Valley posted on the WVCA website, but she has not been given any information about it.

Adjournment

With no further business, the meeting adjourned by consensus at 9:45pm.

Respectfully submitted,

 *Board appointed signatory designee*

Gary Sawyers
Chairman

Carolyn Miller
Secretary/Treasurer

GS/CM/lw

Recorded by Lynn Woods, District Manager