

**Minutes of the GVCD Regular Board Meeting  
December 17, 2020**

The Greenbrier Valley Conservation District Board of Supervisors met on Thursday, December 17, 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  
Jerry Clifton  
Avery Atkins

**Supervisors Present:**

Gary Truex

**Supervisors Absent:**

Carolyn Miller

**Others:**

Aimee Figgatt (WVCA) (by skype)  
Linda Ortiz (NRCS) (by phone)  
Jeremy Salyer (WVCA) (by skype)  
Jake Lavender (WVCA) (by skype)  
Mike McMunigal (WVCA) (by skype)  
Dennis Burns (WVCA) (by skype)  
Lynn Woods (WVCA)

**Call to Order**

Chairman Gary Sawyers called the meeting to order at 7:01 pm.

**Approval of Minutes**

**Motion was made by Timothy VanReenen and seconded by Avery Atkins to approve the minutes of the November 19, 2020 regular board meeting. Motion passed.**

### Guests

Aimee Figgatt with the WVCA addressed the Board regarding education and outreach resources available to the Districts and how she is able to assist them.

### Administrative Specialist's Report

Gary Sawyers voiced his displeasure with the DM title change and the lack of input sought from District Supervisors. Avery Atkins concurred. Discussion ensued. Lynn Woods submitted a written report, which is attached, and reviewed highlights. She noted that auditors have begun Agreed Upon Procedures and their report should be ready for the February board meeting. She noted that invitations for virtual Legislative Brief have been sent and that Supervisors need to coordinate their roles. Discussion ensued and it was decided by consensus that a skype meeting would be held on January 30 at 9am to prepare for the presentation.

### Funding Requests

Gary Sawyers presented the following LORs for approval:

- #12521 January 2021 Rent \$1,908.75
- #12522 February 2021 Rent \$1,908.75
- #12523 March 2021 Rent \$1,908.75
- #12524 April 2021 Rent \$1,908.75
- #12525 May 2021 Rent \$1,908.75
- #12526 June 2021 Rent \$1,908.75

**Jerry Clifton moved and Timothy VanReenen seconded the motion to send the six LORs, numbered 12521 through 12526, in the amount of \$1,908.75 each, for January-June 2021 rent. Motion passed.**

### Cooperating Agency Reports

- *NRCS* – Linda Ortiz submitted a written report, which is attached. She reported on CSP applications from the last month. She wished everyone Happy Holidays and thanked the Board for their support.
- *WV Division of Forestry* – No report
- *FSA* – No report
- *WVCA* - Jeremy Salyer submitted a written report, which is attached. He noted that the WVCA is still waiting on AG opinion regarding water quality in the state code. He will keep the Districts posted regarding any need for code change.

### Unfinished Business

- There was brief discussion regarding the information Lynn Woods sent to Supervisors about chairs and tables. Due to not currently having in person meetings, this item was postponed.
- See Administrative Specialist's report for Coronavirus (COVID 19) response update.

### 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 Jerry Clifton. Motion passed.**
- **WVCA Restricted Funds Report –Avery Atkins moved to accept the WVCA Restricted Funds Reports and file for audit. Seconded by Timothy VanReenen. Motion passed.**
- **Payment of all General Funds bills— Jerry Clifton 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 noted that AgEP projects are in progress and reported on items discussed at the State AgEP meeting held December 4, 2020. He noted one proposed new practice was American Chestnut re-seeding.

*Grassland Committee:*

- Nothing to report this month.

*Building/Equipment Committee:*

- Gary Truex shared Eugene Wickline’s monthly report for November and there was a brief discussion.
- Timothy VanReenen has been working on getting an insurance quote. He has asked the company to make a presentation to the board but has not yet heard back from them. A brief discussion ensued. If they do not respond before the January meeting, it will not be pursued further.
- Avery Atkins ordered security cameras and they are scheduled to be picked up on 12/28/20.

**Watershed Reports**

- **WVCA O, M & R Report - Judith Lyons submitted a written report, which Lynn Woods reviewed for the group. A copy is attached.**
- **Gary Truex moved and Timothy VanReenen seconded the motion to approve Emergency Action Plans (EAPs) for Howards Creek and Marlin Run. Motion passed.**

**319 Committee:**

- **Jerry Clifton moved, and Gary Truex seconded the motion to pay the following invoices, totaling \$475.00. Motion passed.**

Greenbrier Printing – USFW Wades Creek project -	\$ 267.00
Inv# 15042908 SGS Laboratory Monitoring	\$ 64.00
Inv# 15042907 SGS Laboratory Monitoring	\$ 80.00
Inv# 15042929 SGS Laboratory Monitoring	<u>\$ 64.00</u>
<b>Total Payments</b>	<b>\$475.00</b>

- **LOR:**  
Jerry Clifton asked Mike McMunigal for clarification on the LOR for Meadow River Mill Creek, which he provided. **Jerry Clifton moved and Gary Truex seconded the motion to send LOR #12514 – NPS 1707 Meadow River Mill Creek Septic Systems and Bio Engineering – in the amount of \$37,067.00. There was a brief discussion. Motion passed.**
- **New Contracts:**
  - It was noted that after the posting of the agenda, it was realized that the Kleinfelter contract had already been approved, but just needed to be signed.
  - There was a lengthy discussion about the contract for Bill Harrison and the need to expedite the approval process due to the size of the project and time constraints of the funds. Rather than appointing a Supervisor to approve the contract between meetings, it was decided that the project would be broken into separate contracts for approval. One contract will cover fence, pipeline, and troughs, and because the designs are still pending, another separate contract will be written for heavy use protection areas. This will allow the work to begin on the other practices while waiting for finalization of the HUA designs. **Jerry Clifton moved and Gary Truex seconded the motion to approve a new contract under the Spring Creek project fund, for Bill Harrison, which would include the fence, pipeline, and troughs, for an amount not to exceed \$50,000.00. Motion passed, 3-1, with Timothy VanReenen casting the no vote.**
  - No action was taken regarding other future Spring Creek contracts.

#### **Actions Between Board Meetings**

- Per her delegated authority, Carolyn Miller signed the C-Bay contract for David Furrow, which was presented at the November board meeting.
- Gary Truex signed the annual engagement letter from Hollifield and Associates for the Agreed Upon Procedures for FY20.

#### **Correspondence**

Correspondence not requiring action was forwarded to Supervisors by email.

#### **New Business**

#### **Other Business**

- Jake Lavender reported that there had been more vandalism to the state trucks parked at the office and asked the Board to contact the landlord about putting up security cameras. Discussion ensued regarding past inquiries. Jake will follow-up with FSA to determine last communications and report back.
- It was decided by consensus to forego January committee meetings.

#### **Adjournment**

With no further business, the meeting adjourned by consensus at 8:43pm.

**Respectfully submitted,**

**Gary Sawyers  
Chairman**

*Gary K. Sawyer.  
Board designated COVID 19 signatory*

**Carolyn Miller  
Secretary/Treasurer**

*Gary K. Sawyer  
Board designated COVID 19 signatory*

**GS/CM/lw**

**Recorded by Lynn Woods, District Manager**

## **GVCD Administrative Specialist's Report**

*December 17, 2020*

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. At this time, the WVCA plans to remain on teleworking status into 2021.

Equipment rental operation has remained open with the proper precautions. The Coordinator has met with me weekly to turn in payments and paperwork for billing.

Our Grassland Technician has been teleworking and conducting field work with social distancing measures.

The new office entryway/barrier is complete, with the exception of a piece of trim and painting the trim. Upon completion, we will need to send a request to the WVCA for reimbursement for half the cost.

I am still coming to the office at least 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.)

---

Aimee Figgatt (WVCA) has asked to address the Board about what she is doing and what resources she has available to the Districts for education and outreach.

The 12/31/20 deadline for C-Bay funds has been extended to April 30, 2021.

Our new copier was delivered, but, was missing one promised component. We are awaiting delivery and installation of that component. I contacted Komax on 12/15 to follow up on this.

Century Farm information and statistics have been provided to us by John Sencindiver. I have forwarded that to Supervisors by email. A "Sestercentennial" designation has been added for farms who have reached the 250 year mark. We are still awaiting a date for the Wilfong presentation. Advertisement for the Century Farm program for the upcoming year has been submitted to newspapers for publication and posted on Facebook.

Timothy VanReenen has been working on getting an insurance quote and has invited the company to present to the Board. The company has not yet provided the final quote, so we will postpone until January.

Agreed Upon Procedures for FY20 will be conducted by Jeff Hollifield, CPA. The review began today and he hopes to have results for us by the February meeting.

Emergency Action Plans (EAPs) for Howards Creek and Marlin Run are on the agenda for approval.

Katy McBride has asked for input from the Districts about the Grassland Evaluation contest. This information was forwarded to Supervisors by email.

Final payment under the USFW Wades Creek project fund is on the agenda for approval. This will close out that fund. The project may be featured in the WVCA's annual report.

Monthly communications conference call was held on December 1<sup>st</sup>. I participated and forwarded the notes from the prior meeting to the Supervisors by email.

December committee meetings were cancelled. The date for standing committee meetings in January 2021 falls on 01/13/21, if the board chooses to hold them. These would, of course, be call-in meetings. A schedule for 2021 will be posted after the first of the year.

Our virtual Legislative Brief is scheduled for January 5, 2021. Invitations and a copy of the presentation have been mailed to all of our representatives. The Board will need to assign roles for the presentation.

Poster Contest information will be published after the holidays.

All operations will be closed for the holidays on December 24, 25, 31, and January 1.

Hope everyone has a very safe and very Merry Christmas!

**Dates to Note:**

<b>December 24-25</b>	<b>Christmas Holidays - closed</b>
<b>December 31-January 1</b>	<b>New Year Holidays – closed</b>
<b>January 5</b>	<b>Legislative brief (call-in)</b>
<b>January 12</b>	<b>Standing Committee Meetings (if held)</b>
<b>January 21*</b>	<b>Regular Board meeting 7pm</b>

**\*Teleconference unless otherwise announced**

United States Department of Agriculture



Natural Resources Conservation Service  
179 Northridge Drive  
Lewisburg, WV 24901

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

---

**Greenbrier Valley Board Meeting  
December 17<sup>th</sup>, 2020**

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

- Conservation Stewardship Program-Grassland Conservation Initiative (GCI)- **3 applications approved (one per county).**
- Conservation Stewardship Program (CSP-Renewals)- **Submitted 16 applications (5-Greenbrier, 10-Monroe and 1- Pocahontas).**

**Farm Bill Programs and Staff Activities:**

- Meeting and visiting new applicants to get ready for FY2021 funding.
- Adam Merritt and Linda Ortiz are part of an Employee Development team to work/create a curriculum to help new employees coming on-board with WV-NRCS. Presenting to the State Conservationist tomorrow, Friday December 18<sup>th</sup>.
- Contract Management in-progress with active contracts for modifications, practice certification, designs and payments.

**Merry Christmas & Happy New Year!**

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

An Equal Opportunity Provider and Employer





## December 2020 WVCA Report

### WVCA Operations

The WVCA employees will continue to telecommute until the governor removes his “safer at home” order. It’s anticipated this will last into 2021.

The WVCA is encouraging its employees and supervisors to follow COVID protocols and wear masks and practice social distancing. The WVCA also encourages the use of telecommunication as much as possible.

### WV State Conservation Committee

The SCC/WVCA is still waiting on the Attorney General’s office to provide its opinion regarding conservation projects that involve water quality.

The SCC/WVCA will inform the districts when the opinion is issued and potential courses of action.

### Legislature 2021

With the election behind us, it’s time to turn our attention to the upcoming 2021 Legislative Session. The opening day is Wednesday, January 13. The Legislature will break until the start of the 60-day session on February 10. The session ends on April 10.

Please make sure you reach out to new elected Delegates and Senators or renew past relationships with those re-elected.

### 2021 Dates for the WVACD Quarterly Meetings

January 19 & 20	Flatwoods
April 19 & 20	EPCD
July 19 & 20	CCD
October 18 & 19	Flatwoods

### AgEP:

- **December 4, 2020** – State AgEP committee mid-year meeting to review allocation formula proposals and new practices. This is a SKYPE meeting only.
- **February 2021**- Comments reviewed and forms revised
- **March 2021**- State AgEP committee meeting to finalize upcoming FY AgEP
- **April 2021**- Presentation of upcoming FY AgEP to SCC
- **May/June/July 2021**– CDs to finalize upcoming FY program, update AgEP agreement addendum, take action to approve LORs

### 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.

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.

**Citizen Contact Request (CCR)**

- No new ones received for the month

**Request for Assistance (RFA)**

- Site 15762-R. Ferguson-Trib to Howard's Creek-White Sulphur Springs-Greenbrier Co.-In Progress
- Site 15763-M. Masters-Howards Ck-White Sulphur Springs-Greenbrier Co.-Submitted to COE.

**O&M:**

*Status:*

*Emergency Action Plan (EAP). The EAPs for both dams are ready for signature. The plans are renewed bi-annually and the years in between a Statement of Review is required. This ensures that the dams have an active plan in case an emergency would occur. Every year a report is provided to WVDEP. It is either the EAP or a SOR. Kim Neal submits the information to WVDEP and keeps track of records.*

- Howard Creek #12- Ready for signature at Dec. board meeting
- Marlin Run #1- Ready for signature at Dec. board meeting

*Annuals:*

- The annuals are being put together and will be sent to NRCS, District and WVDEP upon completion.

*Sponsor Reports:*

- The yearly sponsor report will be prepared in the month of January and provided to the District.

*Weir Removal:*

- Nothing received from City of WSS. I suggest we inquire with USFWS about the possibility of getting a standing permit or some form of permission to remove the sediment with reports provided to them of each removal. The District would be clear to get sediment removed when deemed necessary according to inspections if permission could be obtained.

11:12 AM

12/17/20

**Greenbrier Valley Conservation District**  
**A/P Aging Summary**  
**As of December 17, 2020**

---

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
<b>Adkins Auto Parts</b>	37.55	0.00	0.00	0.00	0.00	37.55
<b>City of Lewisburg</b>	23.78	0.00	0.00	0.00	0.00	23.78
<b>Encova Insurance</b>	295.00	0.00	0.00	0.00	0.00	295.00
<b>First Citizens Bank</b>	505.20	0.00	0.00	0.00	0.00	505.20
<b>Fisher Auto Parts</b>	32.01	0.00	0.00	0.00	0.00	32.01
<b>Greenbrier PSD #1</b>	22.13	0.00	0.00	0.00	0.00	22.13
<b>Komax, LLC</b>	189.72	0.00	0.00	0.00	0.00	189.72
<b>Mon Power</b>	34.93	0.00	0.00	0.00	0.00	34.93
<b>Mountaineer Gas Company</b>	94.32	0.00	0.00	0.00	0.00	94.32
<b>S. J. Neathawk Lumber, Inc.</b>	72.68	0.00	0.00	0.00	0.00	72.68
<b>Sherry W. Ferrell</b>	525.00	0.00	0.00	0.00	0.00	525.00
<b>Smith's Towing and Auto</b>	795.32	0.00	0.00	0.00	0.00	795.32
<b>Suddenlink</b>	228.40	0.00	0.00	0.00	0.00	228.40
<b>TOTAL</b>	<u>2,856.04</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,856.04</u>

Greenbrier Valley Conservation District

12/17/2020 12:28 PM

Register: 10003 · Bank of Monroe Ck 2603 General

From 11/20/2020 through 12/17/2020

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
11/23/2020	5192	Greenbrier PSD #1	20000 · Accounts Paya...	Acct. 663163-00	19.10	X		469,015.19
11/27/2020	ACH	PELA	-split-	808319911	841.40	X		468,173.79
11/27/2020	ACH	Retiree Health Benefi...	21020 · Health Insuran...	808319911	160.00	X		468,013.79
11/30/2020			12000 · Undeposited F...	Gary Sawyers		X	60.00	468,073.79
11/30/2020			40500 · Interest Revenue	Interest		X	19.75	468,093.54
11/30/2020	5190	Barrett L Level	-split-		955.81			467,137.73
11/30/2020	5191	Barrett L. Level	20000 · Accounts Paya...	Reimbursement...	262.18			466,875.55
11/30/2020	5193	Lacy E Wickline	-split-		575.62			466,299.93
11/30/2020			41700 · WVCA Fundi...	CDO operating...		X	16,692.00	482,991.93
12/03/2020	ACH	Consolidated Public ...	-split-	X58300	781.96			482,209.97
12/03/2020	ACH	WV State Tax Depart...	21040 · State Payroll T...	1048-0059	255.00			481,954.97
12/03/2020	ACH	United States Treasur...	-split-	55-6008337	2,172.75			479,782.22
12/16/2020	5194	Barrett L Level	-split-		955.81			478,826.41
12/16/2020	5195	Lacy E Wickline	-split-		776.45			478,049.96
12/16/2020	5196	Barrett L. Level	20000 · Accounts Paya...	Reimbursement...	49.45			478,000.51
12/16/2020	5197	Lacy E. Wickline	20000 · Accounts Paya...	Reimbursement	195.48			477,805.03
12/17/2020	5198	Adkins Auto Parts	20000 · Accounts Paya...	Invoice 009-23...	37.55			477,767.48
12/17/2020	5199	City of Lewisburg	20000 · Accounts Paya...	05328	23.78			477,743.70
12/17/2020	5200	Encova Insurance	20000 · Accounts Paya...	WCB1006102	295.00			477,448.70
12/17/2020	5201	First Citizens Bank	20000 · Accounts Paya...	-4279	453.28			476,995.42
12/17/2020	5202	First Citizens Bank	20000 · Accounts Paya...	-5650	51.92			476,943.50
12/17/2020	5203	Fisher Auto Parts	20000 · Accounts Paya...	2020-11-12 & ...	32.01			476,911.49
12/17/2020	5204	Greenbrier PSD #1	20000 · Accounts Paya...	Acct. 663163-00	22.13			476,889.36
12/17/2020	5205	Komax, LLC	20000 · Accounts Paya...	AR201732 & ...	189.72			476,699.64
12/17/2020	5206	Mon Power	20000 · Accounts Paya...	110 121 466 186	34.93			476,664.71
12/17/2020	5207	Mountaineer Gas Co...	20000 · Accounts Paya...	525479-679446	94.32			476,570.39
12/17/2020	5208	S. J. Neathawk Lumb...	20000 · Accounts Paya...	2011-143896 ...	72.68			476,497.71
12/17/2020	5209	Sherry W. Ferrell	20000 · Accounts Paya...	Invoice 1685	525.00			475,972.71
12/17/2020	5210	Smith's Towing and ...	20000 · Accounts Paya...	Inovice 2665	795.32			475,177.39
12/17/2020	5211	Suddenlink	20000 · Accounts Paya...	07713-104391-...	228.40			474,948.99