

**Minutes of the GVCD Regular Board Meeting  
January 21, 2021**

The Greenbrier Valley Conservation District Board of Supervisors met on Thursday, January 21, 2021, 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  
Carolyn Miller

**Supervisors Present:**

Gary Truex

**Supervisors Absent:**

Avery Atkins

**Others:**

Aimee Figgatt (WVCA) (by skype)  
Jeff Hollifield, CPA (Hollifield & Assoc.) (by phone)  
Linda Ortiz (NRCS) (by phone)  
Jeremy Salyer (WVCA) (by skype)  
Barry Level (GVCD)  
Lynn Woods (WVCA)

**Call to Order**

Chairman Gary Sawyers called the meeting to order at 7:09 pm.

**Approval of Minutes**

**Motion was made by Carolyn Miller and seconded by Timothy VanReenen to approve the minutes of the December 17, 2020 regular board meeting. Motion passed.**

## Guests

- Jeff Hollifield, CPA, of Hollifield and Associates, presented the Agreed Upon Procedures report for FY20. There were no findings or recommendations as a result of their procedures. He stated that everything looked good all the way around. Mr. Hollifield thanked the Board for the opportunity to conduct the procedures and left the meeting after the presentation.
  - **Jerry Clifton moved, and Carolyn Miller seconded the motion to accept the Agreed Upon Procedures report. Motion passed.**
  - **Gary Truex moved, and Timothy VanReenen seconded the motion to pay the invoice from Hollifield and Associates in the amount of \$3,500.00 for performance of the Agreed Upon Procedures. Motion passed.**
- Aimee Figgatt with the WVCA addressed the Board regarding the seed program. In the past, seeds have been distributed at in-person events, but this year, due to COVID, that hasn't been possible. Since there is no money in the program budget for postage, she is asking the Districts to sponsor the seed program by paying postage costs to mail seeds to participants within their District. These packets will have the District's logo and contact information on them. Cost to mail each packet is approximately \$2.00 and she is asking each District to consider sponsoring up to 200 participants in their district. Discussion ensued.
  - **Gary Truex moved, and Jerry Clifton seconded the motion to sponsor the seed program by paying for actual postage cost, up to a maximum of \$400.00, to mail seeds to program participants in the GVCD. Motion passed.**

## Administrative Specialist's Report

Lynn Woods submitted a written report, which is attached, and reviewed highlights. She noted that a FOIA request had been received and forwarded to the Supervisors. Discussion ensued regarding the request and compliance thereto. Lynn also noted that a copy of the current District policy manual was emailed to the Supervisors to begin their annual review and suggested that any proposed changes might be put on the February agenda.

## Funding Requests

- **Jerry Clifton moved, and Timothy VanReenen seconded the motion to send the LOR for FY21 Q2 CD Employee Reimbursement in the amount of \$10,890.59. Motion passed.**

## Cooperating Agency Reports

- *NRCS* – Linda Ortiz submitted a written report, which is attached and updated the Board on the status of applications. Between EQIP and AMA, there are almost 200 applications for this year.
- *WV Division of Forestry* – No report
- *FSA* – No report
- *WVCA* - Jeremy Salyer submitted a written report, which is attached. He noted that Judith Lyons is working on reports for OMR sponsors. He also reminded everyone that Ag Day at the Capitol has been cancelled for this year due to COVID. Finally, he reported 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

- 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 – Gary Truex moved to accept the General and CDO Funds Reports and file for audit. Seconded by Jerry Clifton. Motion passed.**
- **WVCA Restricted Funds Report – Timothy VanReenen moved to accept the WVCA Restricted Funds Reports and file for audit. Seconded by Carolyn Miller. 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 presented the following payments for approval:

<u>Payments:</u>	
Brandy Rapp	\$1,797.00
Mark Kilcollin	\$2,994.00
Bryan Dilley	\$ 684.00
James Allen	<u>\$ 750.00</u>
Total Payments	\$6,225.00

**Timothy VanReenen moved on behalf of the committee and Carolyn Miller seconded the motion to approve the AgEP payments, totaling \$6,225.00. Motion passed.**

Changes:

A change to a previously approved lime contract for James McGrady was presented for approval. **Timothy VanReenen moved on behalf of the committee and Gary Truex seconded the motion to approve the change in the amount of the contract from \$1,680.00 to \$1,723.50.** In discussion, Barry Level pointed out a clerical error on the agenda. The unit of measure should be tons, not acres. **Motion passed.**

*Grassland Committee:*

- Nothing to report this month.

*Building/Equipment Committee:*

- Eugene Wickline’s monthly report for December was emailed to Supervisors.

- Timothy VanReenen reported that the insurance company from whom he has been seeking a quote had finally responded that they cannot beat the pricing we have with our current provider; therefore, it will not be pursued further.
- Although ordered, security cameras have still not been received. No additional information was available.
- There was discussion regarding an offer to buy one of the Tye Seeders. It was determined that under the circumstances, the seeders would first have to be re-advertised. Gary Truex will notify the offeror and the Board will consider the details of the new advertisement at a later date.

**Watershed Reports**

- *WVCA O, M & R Report* - Judith Lyons submitted a written report, which Lynn Woods reviewed for the group. A copy is attached. Judith is working on annual reports to sponsors to be included with request letters and asked that county Supervisors work with their respective sponsors to get the 7-1-3U agreement on their agendas.
- There was discussion regarding the status of the Howards Creek weir. Jeremy was asked to discuss with Judith and find out whether there is still a go from NRCS for removal, which he agreed to do. Jeremy suggested the Board reach out to the Sponsor to open discussion.

**319 Committee:**

- **Jerry Clifton moved, and Carolyn Miller seconded the motion to pay the following invoices, totaling \$128.00. Motion passed.**

Inv# 15059278	SGS Laboratory Monitoring	\$ 64.00
Inv# 15059277	SGS Laboratory Monitoring	\$ 64.00
<b>Total Payments</b>		<b>\$128.00</b>

- **LOR:**
  - **Jerry Clifton moved, and Gary Truex seconded the motion to send LOR #12532- NPS 1686 Second Creek Karst IV- in the amount of \$60,000.00. There was a brief discussion. Motion passed.**
- **New Contracts:**
  - **Jerry Clifton moved, and Carolyn Miller seconded the motion to approve a new contract, for Todd Belcher, under the NPS 1686 Second Creek with \$45,140.00 in 319 funds. Discussion ensued. Jerry Clifton amended his motion to add “pending approval of funds from LOR #12532.” Carolyn Miller seconded the amended motion. Motion passed.**

**Actions Between Board Meetings**

None reported

**Correspondence**

An annual newsletter and request for donation was received from the Greenbrier River Watershed Association. Action on this was postponed to February.

**New Business**

**Other Business**

- It was decided by consensus to forego February committee meetings.
- Lynn Woods presented a change order from Komax to upgrade the copier finisher to enable in-house printing of brochures, booklets, and other special printed materials. This finisher was supposed to be included, but, was inadvertently omitted, from the original quote and order. The change results in an additional \$15.80 per month. The new monthly amount will not be charged until the upgraded finisher is delivered and installed. **Gary Truex moved, and Jerry Clifton seconded the motion to approve the change order (Contract #DIGCOP17A Change Order #10) to the Komax copier lease. Motion passed.**
- Timothy VanReenen gave an overview of the plan for the Legislative Brief and discussion followed.

**Adjournment**

With no further business, the meeting adjourned by consensus at 9:05pm.

Respectfully submitted,

Gary Sawyers  
Chairman

*Board designated signatory during COVID19*  
*Gary L. Truex*

Carolyn Miller  
Secretary/Treasurer

*Gary L. Truex*

GS/CM/lw

Recorded by Lynn Woods, District Manager

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

*January 21, 2021*

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 through the first quarter of 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.)

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Aimee Figgatt (WVCA) has asked to address the Board about postage costs for the seed program. Information from Aimee has been forwarded to Supervisors by email for reference.

The Agreed Upon Procedures have been completed by Hollifield and Associates. Jeff Hollifield will give his report via call-in at the January board meeting.

Having followed up with Komax regarding the missing component of our copier, it was determined there is a cost difference and a change order is required. This is on the agenda for approval.

Monthly communications conference call was held on December 1<sup>st</sup>. I was on leave and did not participate, but, forwarded the notes from the prior meeting to the Supervisors by email.

A schedule for 2021 GVCD Regular board meetings has been posted to the WVCA website and the GVCD Facebook page.

January committee meetings were cancelled. The date for standing committee meetings in February 2021 falls on 02/10/21, if the board chooses to hold them. These would, of course, be call-in meetings.

Our virtual Legislative Brief was postponed from January 5 to January 26, 2021.

District W-2s have been mailed. Please review for accuracy and report any corrections needed ASAP.

Funds have been received for LOR #12514, 11372, and 12473.

We received an annual newsletter from the Greenbrier River Watershed Association with a request for donation.

OMR Sponsor letters will be sent out as soon as annual reports are received.

I have emailed a copy of the current policy to Supervisors to begin their annual review, with a target of February board meeting for any proposed changes to be considered/approved.

A FOIA request was received and forwarded to Supervisors by email for handling.

Other correspondence not requiring action has been forwarded to Supervisors by email.

WVU Extension "winter dinner meetings," which the District usually sponsors, are being held virtually this year, via Zoom. Information and links to registration have been posted on the GVCD Facebook page.

**Dates to Note:**

<b>January 26, 2021</b>	<b>Legislative brief (call-in)</b>
<b>February 10*</b>	<b>Standing Committee Meetings (if held)</b>
<b>February 15</b>	<b>Presidents Day Holiday</b>
<b>February 18*</b>	<b>Regular Board meeting 7pm</b>

**\*Teleconference unless otherwise announced**



Natural Resources Conservation Service  
179 Northridge Drive  
Lewisburg, WV 24901

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

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**Greenbrier Valley Board Meeting  
January 21<sup>st</sup>, 2021**

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

- Conservation Stewardship Program (CSP-Renewals)- **Submitted 16 applications and 14 were pre-approved (5-Greenbrier, 10-Monroe and 1- Pocahontas).**
- **Current applications in the system for FY2021; 177 EQIP and 17 AMA.**

**Farm Bill Programs and Staff Activities:**

- Getting ready for FY2021 planning/contracting season.
- Adam Merritt and Linda Ortiz, working on the final details of the training plan as part of the WV-NRCS Employee Development team.
- Contract Management in-progress with active contracts for modifications, practice certification, designs and payments.





## **January 2021 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.

### **West Virginia 2021 Legislative Calendar**

February 10, 2021 - First day of session

March 1, 2021- Legislative Rule-Making Review bills due

March 16, 2021 - Last day to introduce bills in the House

March 22, 2021 - Last day to introduce bills in the Senate

March 28, 2021 - Bills due out of committees

March 31, 2021 - Last day to consider bill on third reading in house of origin

April 10, 2021 - Last day of session

### **2021 Dates for the WVACD Quarterly Meetings**

January 19 & 20            Flatwoods - Cancelled

April 19 & 20

July 19 & 20            CCD

October 18 & 19        Flatwoods

### **AgEP:**

- **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.

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

**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.

## January 2021 Watershed Section Report

### **Citizen Contact Request (CCR)**

- None received

### **Request for Assistance (RFA)**

- None received

### **7-1-3U:**

- I have attached the most current template that we are to use for the 7-1-3U agreements now. We have Monroe and Pocahontas Counties to try to get an agreement with. These will be most beneficial for stream work and floods. If the supervisor of the county wants to contact the commission to get this on their agenda, I will help you with the meeting. The agreements are and can be written specifically for each county. They are not set in stone and can be changed according to the need. We use the template as the base.

### **O&M:**

#### *Status:*

- Howard Creek #12- EAP Submitted to DEP for approval
- Marlin Run #1- EAP Submitted to DEP for approval

#### *Sponsor Reports:*

- Reports will be sent over by the end of the month to be included in the sponsor request letters. There will be one each for:
  - City of White Sulphur Springs
  - Greenbrier County Commission
  - Town of Marlinton

**Greenbrier Valley Conservation District**  
**A/P Aging Summary**  
**As of January 21, 2021**

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	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
Boone Tractor & Implement, Inc.	17.28	0.00	0.00	0.00	0.00	17.28
City of Lewisburg	23.78	0.00	0.00	0.00	0.00	23.78
First Citizens Bank	89.03	0.00	0.00	0.00	0.00	89.03
Greenbrier PSD #1	22.13	0.00	0.00	0.00	0.00	22.13
Hollifield & Associates	3,500.00	0.00	0.00	0.00	0.00	3,500.00
Komax, LLC	181.57	0.00	0.00	0.00	0.00	181.57
Matheson Tri-Gas Inc.	73.18	0.00	0.00	0.00	0.00	73.18
Mon Power	43.18	0.00	0.00	0.00	0.00	43.18
Mountaineer Gas Company	270.57	0.00	0.00	0.00	0.00	270.57
Sherry W. Ferrell	375.00	0.00	0.00	0.00	0.00	375.00
<b>TOTAL</b>	<b><u>4,595.72</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>4,595.72</u></b>

Greenbrier Valley Conservation District

1/21/2021 12:10 PM

Register: 10003 · Bank of Monroe Ck 2603 General

From 12/21/2020 through 01/21/2021

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
12/21/2020			12000 · Undeposited F...	Aviagen Turkeys		X	1,050.00	478,298.46
12/21/2020			12000 · Undeposited F...	Warren Haynes		X	98.00	478,396.46
12/21/2020			12000 · Undeposited F...	John Morgan		X	180.00	478,576.46
12/21/2020			12000 · Undeposited F...	West Farm/Pa...		X	360.00	478,936.46
12/21/2020			12000 · Undeposited F...	Seth Myles		X	98.00	479,034.46
12/21/2020			12000 · Undeposited F...	Rocky/Brenda ...		X	360.00	479,394.46
12/21/2020			12000 · Undeposited F...	Philip Wickline		X	203.00	479,597.46
12/21/2020			12000 · Undeposited F...	Amy Rae Hubb...		X	98.00	479,695.46
12/21/2020			12000 · Undeposited F...	Morgan McCo...		X	180.00	479,875.46
12/21/2020			-split-	Nov rent \$1908...		X	12,893.71	492,769.17
12/30/2020	ACH	PEIA	-split-	808319911	841.40	X		491,927.77
12/30/2020	ACH	Retiree Health Benefi...	21020 · Health Insuran...	808319911	160.00	X		491,767.77
12/31/2020			40500 · Interest Revenue	Interest		X	9.46	491,777.23
12/31/2020	5212	Barrett L Level	-split-		955.74			490,821.49
12/31/2020	5213	Lacy E Wickline	-split-		722.91			490,098.58
12/31/2020	5214	Barrett L. Level	20000 · Accounts Paya...	Reimbursement	50.00			490,048.58
01/02/2021	5215	Avery Atkins	-split-		1,438.12			488,610.46
01/02/2021	5216	Gary W Sawyers	-split-		1,515.19			487,095.27
01/06/2021	ACH	Consolidated Public ...	21010 · Retirement De...	X58300	553.46			486,541.81
01/06/2021	ACH	Consolidated Public ...	21010 · Retirement De...	X58300	290.10			486,251.71
01/06/2021	ACH	United States Treasur...	-split-	55-6008337	1,430.78			484,820.93
01/06/2021	ACH	WV State Tax Depart...	21040 · State Payroll T...	1048-0059	277.00			484,543.93
01/06/2021	5217	Westfield Insurance	20000 · Accounts Paya...	Acct. 4701508...	1,815.68			482,728.25
01/06/2021	5218	Gary L Truex	-split-		1,515.03			481,213.22
01/15/2021	5219	Barrett L Level	-split-		955.81			480,257.41
01/15/2021	5220	Lacy E Wickline	-split-		655.34			479,602.07
01/15/2021	5221	Lacy E. Wickline	20000 · Accounts Paya...	Reimbursement	53.45			479,548.62
01/20/2021	5222	Timothy W VanReen...	-split-		1,438.12			478,110.50
01/21/2021	5223	Boone Tractor & Imp...	20000 · Accounts Paya...	LI79135	17.28			478,093.22
01/21/2021	5224	City of Lewisburg	20000 · Accounts Paya...	Acct. 05328	23.78			478,069.44
01/21/2021	5225	First Citizens Bank	20000 · Accounts Paya...	-4279	34.03			478,035.41
01/21/2021	5226	First Citizens Bank	20000 · Accounts Paya...	-5650	55.00			477,980.41
01/21/2021	5227	Greenbrier PSD #1	20000 · Accounts Paya...	Acct. 663163-00	22.13			477,958.28
01/21/2021	5228	Hollifield & Associates	20000 · Accounts Paya...	Agreed Upon P...	3,500.00			474,458.28
01/21/2021	5229	Komax, LLC	20000 · Accounts Paya...	AR206918 & ...	181.57			474,276.71
01/21/2021	5230	Matheson Tri-Gas Inc.	20000 · Accounts Paya...	#22828676 & ...	73.18			474,203.53
01/21/2021	5231	Mon Power	20000 · Accounts Paya...	110 121 466 186	43.18			474,160.35
01/21/2021	5232	Mountaineer Gas Co...	20000 · Accounts Paya...	525479-679446	270.57			473,889.78
01/21/2021	5233	Sherry W. Ferrell	20000 · Accounts Paya...	Invoice 1690	375.00			473,514.78