

**Minutes of the GVCD Regular Board Meeting
February 23, 2021**

The Greenbrier Valley Conservation District Board of Supervisors met on Tuesday, February 23, 2021, at 7pm, at the Lewisburg USDA Service Center. (The meeting was postponed from its regularly scheduled date of February 18, due to severe weather and threat of power outages.) 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
Avery Atkins

Supervisors Present:

Gary Truex

Supervisors Absent:

None

Others:

Linda Ortiz (NRCS)
Jeremy Salyer (WVCA) (by skype)
Barry Level (GVCD)
Mike McMunigal (WVCA)
Lynn Woods (WVCA)

Call to Order

Chairman Gary Sawyers called the meeting to order at 7:00 pm.

Approval of Minutes

Motion was made by Timothy VanReenen and seconded by Jerry Clifton to approve the minutes of the January 21, 2021 regular board meeting and the February 3, 2021 special board meeting. Motion passed.

Guests

None

Administrative Specialist's Report

Lynn Woods submitted a written report, which is attached, and reviewed highlights. She noted most items were covered by the agenda.

Funding Requests

- **Gary Truex moved, and Carolyn Miller seconded the motion to send LOR #11374 for FY20 Audit Reimbursement in the amount of \$3,500.00. Motion passed.**

Cooperating Agency Reports

- *NRCS* – Linda Ortiz submitted a written report, which is attached and reviewed highlights. She noted they are currently contacting all 295 active contracts in the district to check on progress and see if modifications are needed. She also reported that all vacant NRCS positions in the district have now been filled.
- *WV Division of Forestry* – No report
- *FSA* – No report
- *WVCA* - Jeremy Salyer submitted a written report, which is attached. He reminded everyone that Ag Day at the Capitol has been cancelled for this year due to COVID. He also reported that the WVCA received an AG opinion regarding water quality in the state code and the item is attached to an Ag bill to clarify the language. He reported that no decision has been made on the State Conservation Farm contest for the year, but that districts can recognize farmers at the district level if they choose.

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. (No changes.)

Committee Reports

Finance Committee:

Financial Reports:

- **General and CDO Funds Report – Carolyn Miller moved to accept the General and CDO Funds Reports and file for audit. Seconded by Timothy VanReenen.** There was a brief discussion with two questions asked and answered. **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.

- *CD Personnel Plan for FY22* – Two versions of the CD Personnel Plan were presented for consideration. One version had no changes from FY21, and the second version updated the plan to reflect a full time Equipment Coordinator and eliminate the two assistant positions. **Gary Truex moved, and Timothy VanReenen seconded the motion to approve the updated CD Personnel Plan for FY22. Motion passed.**

Agricultural Enhancement Program Committee

- No business to address this month.

Grassland Committee:

- Nothing to report this month.

Building/Equipment Committee:

- Gary Truex reviewed Eugene Wickline’s monthly report. The report was emailed to Supervisors.
- Avery Atkins reported that security cameras are still on backorder at Lowes, so he is canceling the order and looking elsewhere to purchase the cameras within the approved budget.
- **Avery Atkins moved to re-advertise the Tye Seeders with a minimum bid of \$4,500.00 each. Gary Truex seconded the motion. Discussion ensued. Motion passed.**

Watershed Reports

- *WVCA O, M & R Report* - Judith Lyons submitted a written report, which Gary Sawyers reviewed for the group. A copy is attached.
 - Gary Sawyers reminded the Board that it was requested for two Supervisors from each district to participate in the virtual Watershed Meeting on 2/24/21 at 10am. There was discussion as to who would call in.
 - Jerry Clifton is working with Judith and Walt Helmick on a 7-1-3U agreement with Pocahontas County.
 - Sponsor reports have been sent out.
 - No update on weir.

319 Committee:

Payments

Jerry Clifton moved, and Carolyn Miller seconded the motion to pay the following invoices, totaling \$4,244.00. Motion passed.

John D. Furrow		Potts Creek Obj 32.10 1614	\$3,588.00
Inv# 15069617	SGS Laboratory Monitoring	State Proposed Indian Ck	\$ 112.00
Inv# 15069618	SGS Laboratory Monitoring	S Fork of Potts/Sweet Spgs	\$ 64.00
Inv# 15069619	SGS Laboratory Monitoring	Meadow River State	\$ 64.00
Inv# 15069620	SGS Laboratory Monitoring	319 State Monitoring	\$ 160.00
Inv# 15069621	SGS Laboratory Monitoring	Kitchen Ck Phase 1 & 2	\$ 128.00
Inv# 15069622	SGS Laboratory Monitoring	Milligan Ck/Davis Spring	\$ <u>128.00</u>

Total Payments

\$4,244.00

LORs

Jerry Clifton presented the following LORs, as listed on the agenda, for approval:

#12536 – NPS 1643 Spring Creek Phase 1 Ag BMP Implementation	\$50,000.00
#12543 – 319 Spring Creek Phase I State Match	\$72,000.00
#12545 – 319 Anthony Creek State Match for NPS 1737	\$60,000.00
#pending - 319 Anthony Creek (NPS 1737)	\$45,000.00

Jerry Clifton moved, and Carolyn Miller seconded the motion to send LOR#12536 – NPS 1643 Spring Creek Phase 1 Ag BMP Implementation - in the amount of \$50,000.00 and LOR#12543 – 319 Spring Creek Phase I State Match - in the amount of \$72,000.00. Motion passed.

Jerry Clifton noted that the pending LOR# has now been received and is #12555.

Jerry Clifton moved, and Gary Truex seconded the motion to send LOR #12545 – 319 Anthony Creek State Match for NPS 1737 – in the amount of \$60,000.00 and LOR #12555 – 319 Anthony Creek (NPS 1737) – in the amount of \$45,000.00. 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 from the January meeting. **Timothy VanReenen moved, and Carolyn Miller seconded the motion to donate \$100.00 to the GRWA. There was a brief discussion. Motion passed.**

New Business

Other Business

- It was decided by consensus to forego March committee meetings, except for 319. There will be a 319 call-in committee meeting at 9am on March 10, 2021. Lynn Woods noted that the date in her report incorrectly stated March 11th and it should be March 10th. It will be corrected.
- Gary Sawyers reminded everyone about the policy review. Proposed changes should be submitted on March 10 and will be considered for approval at the March board meeting.
- CDO budget for FY22 is due by March 31. This year there may be funds to reallocate due to COVID preventing many of our activities. The Board asked Lynn Woods to prepare and provide them with budget figures on March 10 and the budget will be considered for approval at the March board meeting.
- Gary Sawyers asked the Board to think about seeking a lawyer to have on retainer for times when legal advice is needed.

- Gary Sawyers reported that the FOIA request received last month had been granted.

Adjournment

With no further business, the meeting adjourned by consensus at 8:00pm.


Respectfully submitted,

**Gary Sawyers
Chairman**



COVID signatory

**Carolyn Miller
Secretary/Treasurer**



COVID signatory

GS/CM/lw

Recorded by Lynn Woods, District Manager

10:20 AM

02/23/21

Greenbrier Valley Conservation District
A/P Aging Summary
As of February 23, 2021

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Adkins Auto Parts	26.85	0.00	0.00	0.00	0.00	26.85
City of Lewisburg	49.94	0.00	0.00	0.00	0.00	49.94
First Citizens Bank	478.18	0.00	0.00	0.00	0.00	478.18
Fisher Auto Parts	20.90	0.00	0.00	0.00	0.00	20.90
Greenbrier County Landfill	13.56	0.00	0.00	0.00	0.00	13.56
Greenbrier PSD #1	19.10	0.00	0.00	0.00	0.00	19.10
Komax, LLC	178.95	0.00	0.00	0.00	0.00	178.95
Mon Power	47.41	0.00	0.00	0.00	0.00	47.41
Mountaineer Gas Company	360.72	0.00	0.00	0.00	0.00	360.72
Sherry W. Ferrell	525.00	0.00	0.00	0.00	0.00	525.00
Suddenlink	226.66	0.00	0.00	0.00	0.00	226.66
USI Insurance Services, LLC	600.00	0.00	0.00	0.00	0.00	600.00
TOTAL	<u>2,547.27</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,547.27</u>

Greenbrier Valley Conservation District

2/23/2021 12:31 PM

Register: 10003 · Bank of Monroe Ck 2603 General

From 01/22/2021 through 02/26/2021

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
01/29/2021			12000 · Undeposited F...	Aviagen Turkeys	X		1,050.00	476,864.25
01/29/2021			12000 · Undeposited F...	Wayne Persinger	X		180.00	477,044.25
01/29/2021			12000 · Undeposited F...	Will Nester	X		264.00	477,308.25
01/29/2021			12000 · Undeposited F...	Doug Lewis	X		188.22	477,496.47
01/29/2021			12000 · Undeposited F...	Don Dransfield	X		84.00	477,580.47
01/29/2021			12000 · Undeposited F...	David Ray Ent...	X		360.00	477,940.47
01/29/2021			12000 · Undeposited F...	Jill Wade	X		370.88	478,311.35
01/29/2021			12000 · Undeposited F...	Bryan Dilley	X		98.00	478,409.35
01/29/2021			12000 · Undeposited F...	Russell Arbogast	X		98.00	478,507.35
01/29/2021			12000 · Undeposited F...	Olivia McHale	X		109.00	478,616.35
01/29/2021			12000 · Undeposited F...	Russell Sherwo...	X		27.00	478,643.35
01/29/2021	ACH	PEIA	-split-	808319911	841.40	X		477,801.95
01/29/2021	ACH	Retiree Health Benefi...	21020 · Health Insuran...	808319911	160.00	X		477,641.95
01/29/2021	5234	Barrett L Level	-split-		955.81			476,686.14
01/29/2021	5235	Barrett L. Level	20000 · Accounts Paya...	Reimbursement	50.00			476,636.14
01/29/2021	5236	Lacy E Wickline	-split-		655.34			475,980.80
01/29/2021			-split-	CDO District S...		X	18,599.75	494,580.55
01/31/2021			40500 · Interest Revenue	Interest		X	8.29	494,588.84
02/08/2021	ACH	Consolidated Public ...	21010 · Retirement De...	X58300	526.16			494,062.68
02/08/2021	ACH	Consolidated Public ...	21010 · Retirement De...	X58300	273.72			493,788.96
02/08/2021	ACH	United States Treasur...	-split-	55-6008337	2,004.09			491,784.87
02/08/2021	ACH	WV State Tax Depart...	21040 · State Payroll T...	1048-0059	260.00			491,524.87
02/12/2021	5237	Lacy E Wickline	-split-		577.62			490,947.25
02/12/2021	5238	Lacy E. Wickline	20000 · Accounts Paya...	Reimbursement	66.68			490,880.57
02/12/2021	5239	Barrett L Level	-split-		955.81			489,924.76
02/23/2021	5240	Adkins Auto Parts	20000 · Accounts Paya...	009-237136	26.85			489,897.91
02/23/2021	5241	City of Lewisburg	20000 · Accounts Paya...	Acct. 05328	49.94			489,847.97
02/23/2021	5242	First Citizens Bank	20000 · Accounts Paya...	-4279	48.59			489,799.38
02/23/2021	5243	First Citizens Bank	20000 · Accounts Paya...	-6800	429.59			489,369.79
02/23/2021	5244	Fisher Auto Parts	20000 · Accounts Paya...	Invoice 090-25...	20.90			489,348.89
02/23/2021	5245	Greenbrier County L...	20000 · Accounts Paya...	Acct. 562; Invo...	13.56			489,335.33
02/23/2021	5246	Greenbrier PSD #1	20000 · Accounts Paya...	Acct. 663163-00	19.10			489,316.23
02/23/2021	5247	Komax, LLC	20000 · Accounts Paya...	AR212394 & ...	178.95			489,137.28
02/23/2021	5248	Mon Power	20000 · Accounts Paya...	110 121 466 186	47.41			489,089.87
02/23/2021	5249	Mountaineer Gas Co...	20000 · Accounts Paya...	525479-679446	360.72			488,729.15
02/23/2021	5250	Sherry W. Ferrell	20000 · Accounts Paya...	Invoice 1695	525.00			488,204.15
02/23/2021	5251	Suddenlink	20000 · Accounts Paya...		226.66			487,977.49
02/23/2021	5252	USI Insurance Servic...	20000 · Accounts Paya...	Client Code G...	600.00			487,377.49
02/26/2021	5253	Barrett L Level	-split-		955.81			486,421.68
02/26/2021	5254	Lacy E Wickline	-split-		577.62			485,844.06

Greenbrier Valley Conservation District

2/23/2021 12:31 PM

Register: 10003 · Bank of Monroe Ck 2603 General

From 01/22/2021 through 02/26/2021

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
02/26/2021	5255	Barrett L. Level	20000 · Accounts Paya...	Reimbursement	50.00		485,794.06



Natural Resources Conservation Service
179 Northridge Drive
Lewisburg, WV 24901

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

Greenbrier Valley Board Meeting February 23rd, 2021

NRCS Progress Report: Linda Ortiz- District Conservationist

- Current applications in the system for FY2021; **174 EQIP and 18 AMA.**
- Completing contract reviews for all the active contracts, a total of **295** (EQIP, AMA and CSP).
- Working on new applications for the Farm and Ranch Lands Protection Program (FRRP).

Farm Bill Programs and Staff Activities:

- New employee in Lewisburg Field Office. Hannah Walls, Soil Conservationist.
- Multiple trainings completed:
 - o RUSLE2 (Erosion prediction tool)
 - o Easements Programs
 - o Cultural Resources
 - o Weathering the Change: Helping People Help the Land Through Climate Smart Farming.
- New staff members participated of the Conservation Agricultural Monitoring Program (CAMP) Training (Grazing System) in Lost Creek, WV on February 23rd, 2021.
- Moving forward with planning for FY2021.
- Contract Management in-progress with active contracts for modifications, practice certification, designs, and payments.



February 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

AG Day and the Legislative Breakfast have been cancelled for this year. You are encouraged to keep up continued conversation with you legislators.

2021 Dates for the WVACD Quarterly Meetings

January 19 & 20 Flatwoods - Cancelled

April 19 & 20 Stonewall

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.

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.

O&M Sponsor letters

Now is the time for districts to reach out to local sponsors regarding the annual Operation and Maintenance agreements. The watershed section is developing sponsor reports for the districts to send along with the reminder letters.

The O&M agreement templates should be updated to reflect FY22. The amount in the agreement has not changed for the new fiscal year.

Per the state Auditor's office, a new signed amount is required before the WVCA can release its match.

Conservation Farm Tour

Although COVID-19 still has the state in its grips, it's time to plan for the 2021 conservation farm recognition in your district. There are ongoing talks about what a statewide contest will look like this year. This is being developed by the District Association and the Awards Council.

We hope to have a define plan by April. In the meantime, districts should consider how to honor local cooperators.

2021 Calendar of Events - Deadlines

If you have meetings/events that need to be included, let your Area Director know.

February 15	President's Day – Holiday
March 3	Envirothon Committee Meeting
April 7	Envirothon Committee Meeting
April 13	WV State Conservation Committee Meeting
April 15 & 16	WV Envirothon Virtual Testing Dates
April 19 & 20	WVACD Quarterly Meeting – Stonewall Resort
May 31	Memorial Day – Holiday
June 21	WV Day – Holiday
July 5	Fourth of July – Holiday
July 13	WV State Conservation Committee Meeting
July 19 & 20	WVACD Quarterly Meeting -
August 12-21	State Fair of West Virginia
September 6	Labor Day – Holiday
October 11	Columbus Day – Holiday
October 12	WV State Conservation Committee Meeting
October 18 & 19	WVACD Quarterly Meeting - Flatwoods

February 2021 Watershed Section Report

Watershed Meeting:

- **Tomorrow Wednesday the 24th at 10:00 a.m. join by skype the Watershed Meeting. This meeting is just to get all the districts together to over the work we done last year and informational updates.**

Citizen Contact Request (CCR)

- None received

Request for Assistance (RFA)

- Site 3773-J. Smith-Anthony Creek-White Sulphur Springs-Greenbrier Co.-Completed by John Nelson

7-1-3U:

- Jerry Clifton has worked on getting the Pocahontas agreement started. Walt Helmick has it in his possession and will take it to the commission.

O&M:

Status:

- Howard Creek #12- Approved by DEP 2/8/2021
- Marlin Run #1- Approved by DEP 2/8//2021

Sponsor Reports:

- Sent to district for the sponsor letters.

Weir:

- No update as of right now. We are trying to get this resolved in order to move forward. The original O&M agreement between the district and White Sulphur Springs remains in force. What that means for the district is that if the weir needs cleaned out and the district can get that done without charge, they are free to do so. However, there must be permission from USFWS to be in the clear. I am working on that to get clearance.

GVCD Administrative Specialist's Report

February 23, 2021

(The February 18, 2021 board meeting was postponed to February 23, 2021, due to severe weather and threat of power outages.)

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 until further notice.

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.)

Reminder to Supervisors that there is a Watershed Meeting (skype) on 2/24/2021 at 10am. Gene Saurborn has requested that two Supervisors from each district call in for the meeting. I have forwarded the call-in information to Supervisors with a pdf of the agenda attached, in case anyone had trouble opening the first one.

CD Personnel plan for FY22 is on the agenda. This was emailed to Supervisors in advance of the meeting, with items to consider changing.

CDO Budget for FY22 is due March 31. Supervisors may wish to schedule a finance committee meeting to review this and bring proposed changes to the March board meeting for approval.

I have emailed a copy of the current District policy to Supervisors to begin the annual review. The original target for proposed changes was February, but that has been postponed until the March meeting. (Please let me know of any proposed changes and I will compile a list for consideration.)

Avery Atkins has checked with Lowes multiple times regarding cameras, but they are still backordered. He is going to cancel the order and look to purchase them elsewhere.

Monthly communications conference call was held on January 27, 2021. I participated in the call and have forwarded the notes from the prior meeting to Supervisors by email.

There were no February committee meetings. The date for standing committee meetings in March 2021 falls on ~~03/11~~ 10/21, if the board chooses to hold them. These would, of course, be call-in meetings.

Virtual Legislative Brief was held on January 26, 2021. Senator Stephen Baldwin, Senator Jack David Woodrum, and Delegate Todd Longanacre called in, along with Supervisors, Brian Farkas, and a number of WVCA and GVCD staff.

Funds have been received for LOR #12532 and #12547.

OMR Sponsor packets were sent out with Judith Lyons' annual report for 2020, a request for FY22 funds to be budgeted, and a renewal agreement for FY22. The Sponsors were asked to proceed with approval of the FY22 agreement and return it for further approvals so that we can have a signed agreement in place for the beginning of the new fiscal year.

We received an annual newsletter from the Greenbrier River Watershed Association with a request for donation. Consideration for this was postponed from the January meeting.

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

Information regarding the WVACD scholarship program was published and reminders sent to all Ag Teachers/FFA Advisors.

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.

We did not receive any Century Farm applications this year. We still plan to honor the three from 2020 at the 2021 banquet, since Covid kept us from having one last fall.

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

Dates to Note:

February 24	Watershed Meeting (skype) 10am
March 11 10*	Standing Committee Meetings (if held)
March 18*	Regular Board meeting 7pm

***Teleconference unless otherwise announced**