



# GREENBRIER VALLEY

## Conservation District

USDA Service Center ♦ 179 Northridge Drive ♦ Lewisburg, WV 24901  
Phone: (304) 645-6173

*Serving Greenbrier, Monroe, and Pocahontas Counties*

### Minutes of the GVCD Regular Board Meeting December 20, 2018

The Greenbrier Valley Conservation District Board of Supervisors met on Thursday, December 20, 2018 in the conference room of the Lewisburg USDA Service Center. Those attending were:

#### Supervisors:

Timothy VanReenen  
Gary Sawyers  
Gary Truex  
Jerry Clifton  
Avery Atkins was absent due to a family illness.  
Carolyn Miller was absent.

#### Others:

Linda Ortiz (NRCS)  
Jeremy Salyer (by Skype)  
Davin White (by Skype)  
Lynn Woods

#### Call to Order

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

#### Approval of Minutes

Motion was made by Gary Truex and seconded by Timothy VanReenen to approve the minutes of the November 27, 2018 regular board meeting. Motion passed.

#### Guests

- Davin White presented proofs of the Ag Day Banners. The proofs met with the Board's approval and will be sent to print. Hardware will be taken to Guthrie by Brian Farkas after the Legislative Briefing on January 3<sup>rd</sup>.

#### District Manager Report

- Lynn Woods reviewed her written report, which is attached. She noted that policy review will need to be scheduled in the first of the year. Also, that state tags have been returned. Discussion ensued about tags for trailers.

#### Funding Requests

- None

#### Cooperating Agency Reports

- NRCS – Linda Ortiz reported on the status of NRCS applications. There was a lengthy discussion and Linda answered questions from the Supervisors. Deadline for FCA applications is January 18, 2019 for all three counties. Linda also clarified that the letter received last month regarding approvals had a typographical error regarding the funding year and a new, corrected letter was sent.

- *WV Division of Forestry* – not present
- *FSA* – not present

- *WVCA*

Jeremy Salyer submitted a written report which is attached. He deferred his time to the end of the meeting as much would be covered by the agenda.

### **Unfinished Business**

- Gary Sawyers provided an update on the plans for the Legislative briefing. Dennis Burns has completed a condensed version of the power point presentation and books have been prepared. Supervisors were given a copy of the book to review and were pleased with it. Discussion ensued. Supervisors will work on the presentation on January 2, 2019 at 9am. Lynn will send a reminder email to Legislators and Supervisors will make calls.

### **Committee Reports**

#### *Finance Committee:*

##### *Financial Report:*

- *General and CDO Funds Report* – **Timothy VanReenen moved to accept the General and CDO Funds Reports and file for audit. Seconded by Gary Truex. 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 Timothy VanReenen. Motion passed.** List is attached.

#### *Agricultural Enhancement Program Committee:*

- Timothy VanReenen presented the following AgEP payment for approval:  

Jerry Clifton	\$ 320.48	Lime
---------------	-----------	------

**Jerry Clifton recused himself from the discussion and vote. Timothy VanReenen moved on behalf of the committee and Gary Truex seconded the motion to approve the payment totaling \$320.48. Motion passed.**

#### *Grassland Committee:*

- The matter of a conservation forage plot was again discussed. The Supervisors still have questions about the maintenance and upkeep of the plot. They will request a proposal with details about schedule and parties responsible for upkeep. It was noted that they appreciate the initiative staff takes to bring new ideas for outreach and education to the board. Field days on our Conservation Farm winners' farms was suggested as a potential alternative.

#### *Building/Equipment Committee:*

- Lynn reported that Avery Atkins has not yet been able to meet with the insulation contractor about a reduced price. No action was taken.
- Gary Truex reported that the equipment committee had discussed revising the rental equipment agreement to include wording that would draw attention to the change in policies and the need for renters to read all of the

terms before signing the agreement. A draft of such revision was provided. **Timothy VanReenen moved and Jerry Clifton seconded the motion to approve the revised agreement as presented.** A lengthy discussion ensued about the need to follow all terms and the need to always have a signed agreement before equipment is picked up. The suggestion was made to add a signature line for the staff person who checked out the equipment. **Upon a vote, the motion failed. Timothy VanReenen moved to approve the revised agreement presented, with the addition of a signature line for the staff person who signed out the equipment. Jerry Clifton seconded the motion.** Again, discussion ensued, this time regarding the “weather is not a factor” term of the agreement. It was pointed out that we have no way to control the weather and to be fair to all cooperators this term was necessary. It was also pointed out that this is a common practice among rental companies. **Motion to add the staff signature line passed.**

- Gary Truex reported that he had been asked to approach the Board about the purchase of a new no-till seeder. Discussion about the condition of the seeders and their repair history ensued. No action was taken.
- Gary Truex reported that he had followed up with M.D. Guynn again on 12/18/18 about payment and that he was promised a check would be in the mail that day.
- **Jerry Clifton moved to accept Dean Hanson’s payment of \$607.00 plus \$114.00 for the damaged tire in settlement of Invoice #4790. Timothy VanReenen seconded the motion.** In discussion, Lynn said that she would notify the bookkeeper of the decision and ask her to adjust the account “per board action” and send a new invoice for \$114.00 for the tire. **Motion passed with Gary Truex abstaining from the vote as he was not present at the last meeting when Mr. Hanson appeared.**

#### Other Committees

Nothing to report.

#### Watershed Reports

- Jeremy Salyer reported that final SSRP program information is still not available.
- *WVCA O, M & R Report* - Gary Sawyers read the written report sent by Judith Lyons (copy attached). The Supervisors had questions about the report. Jeremy Salyer explained that the WVCA has been asked to cooperate with the National Guard to do some recon of streams for potential cleanout to prevent future flooding. There is no commitment at this time to perform any other work.

#### *319 Committee:*

- No action needed.

#### Actions Between Board Meetings

- None

#### Correspondence

- A corrected letter from Louis Aspey notifying the GVCD of projects selected for implementation.
- Howards Creek Dam certification was received.

#### New Business

- Information and pricing for promotional items was provided to the Supervisors for review. Discussion ensued. No promotional items have been purchased in the last couple of years and our supplies are depleted. Supervisors will review the information and bring any ideas they have to discuss at a later date.
- Lynn reported that it is time for the Poster and Photo contests to be publicized again. She requested a purchase of pens for giveaways to kids who participate in the poster contest and presented an item for approval. **Jerry Clifton moved to approve the purchase of 250 pens from Quality Logo in the amount of \$178.86 as requested. Timothy VanReenen seconded the motion. Motion passed.**

#### Approval of Conservation Agreements & Terminations

- None

#### Approval of Conservation Plans

- None

#### CREP

- None

#### Other Business

- The floor was given to Jeremy Salyer to complete his report. He noted the following:
  - Comments to the State AgEP Committee are due January 31, 2019.
  - Ag Day at the Capitol will be January 30, 2019.
  - Quarterly WVACD meeting dates are in his written report.
  - Cindy Shreve has been hired to manage the northern half of the state (counterpart to our Jennifer Skaggs).

#### Adjournment

With no further business, and wishes for a Merry Christmas, the meeting adjourned by consensus at 9:10pm.

Respectfully submitted,



Gary Sawyers  
Chairman



Jerry Clifton  
Vice Chairman

GS/JC/lw

Recorded by Lynn Woods, District Manager

## **GVCD District Manager Report**

*December 20, 2018*

- Ag Day Display proofs are ready for approval. Frank Masters will attend Ag Day for introductions to the Legislature and travel arrangements have been made for him.
- Legislative Brief presentation has been completed and printed.
- Green state tags were sent back to WVCA as directed.
- AgEP database has been updated with all approved contracts.
- Century Farm program announcement has been sent to district newspapers and posted on Facebook.
- Poster contest and photo contest will be advertised in January.
- Reminder to close non-interest bearing account.
- Equipment rental contract updated to draw more attention to policy changes.
- Annual policy review needs to be scheduled.
- Information on promotional items has been provided in Supervisor packets.

### **Upcoming Dates:**

<b>December 24-25</b>	<b>Merry Christmas! (Office Closed)</b>
<b>December 31-Jan 1</b>	<b>Happy New Year! (Office Closed)</b>
<b>January 2</b>	<b>Legislative Briefing preview @9am</b>
<b>January 3</b>	<b>Legislative Briefing @ 5pm</b>
<b>January 10</b>	<b>Committee Meetings</b>
<b>January 12</b>	<b>Payroll needs signed</b>
<b>January 18</b>	<b>Regular Board Meeting</b>
<b>January 30</b>	<b>Ag Day at the Capitol – Legislative Breakfast @ 7:30am</b>
<b>January 29</b>	<b>Payroll needs signed</b>



## **December 2018 WVCA Report**

### **Agreed Procedures Engagement (Audit):**

Conservation Districts are asked to begin the Agreed Procedures Engagement (APE) audit. Please check your current agreement to make sure it is current.

### **Request to Conservation Districts**

The WVCA is encouraging Conservation Districts to review and update your District Policy Manuals. In addition to your policy manual you are encouraged to review your CD Employee Manual (if you have one) and your CD Plan of Work. If you are already doing these reviews, please disregard this request.

### **AGEP:**

Jennifer Skaggs will be scheduling meetings with each district to provide an overview of the AgEP program. AgEP Timeline for 2019

**January 31** - Deadline for CDs to submit program comments

**Early February** – Review and organize comments received, develop options based on comments, have AgEP staff meeting to review comments received

**February** - Comments reviewed and forms revised

**Late February** - Revisions sent to CDs/staff for review

**Mid-March** - CDs submit recommendations for upcoming FY practices

**Late March** - State AgEP committee meeting to finalize upcoming FY AgEP, including allocation formula

**April** - Presentation of upcoming FY AgEP to SCC

### **West Virginia Legislative Calendar**

January 9, 2019 - First day of session

January 28, 2019 - Legislative Rule-Making Review bills due

February 12, 2019 - Last day to introduce bills in the House

February 18, 2019 - Last day to introduce bills in the Senate

February 24, 2019 - Bills due out of committees

February 27, 2019 - Last day to consider bill on third reading in house of origin

March 19, 2019 - Last day of session

### **Agricultural Day at the Capitol**

Agricultural Conservation Day will be January 30, 2019. Please make appointments to see your House and Senate representatives before going to Agricultural Conservation Day. There will also be a Legislative breakfast at 7:30am, so contact your representatives to invite them to the breakfast.

### **2019 WVACD Quarterly Meeting Dates/Locations:**

January 22 & 23      Flatwoods

April 22 & 23      Pipestem State Park

July 15 & 16      Highlands Event Center, Triadelphia

October 21 & 22      Flatwoods

### **O&M Sponsor letters**

Brian has sent letters to all current O&M sponsors requesting a meeting to review O&M agreements. These meetings will start in mid December with Mercer county being the first. Given the number of meetings, the visits will last until March. Brian will be reviewing the AG opinion relating to the O&M agreements, have a tailored presentation for each sponsor, and review the 5-year maintenance plan.

### **SSRP Program**

SSRP (Streambank Stabilization and Restoration Program) is on the final drafting and will be released by mid-December. Districts will have January and February to review and approve. Districts will need to vote to approve the SSRP program to be eligible for funding allocation for the program, so this should be an upcoming agenda item.

### **WVCA Project Section:**

#### **OM&R**

- Work for this season is ongoing in most districts. Approximately \$335,000 has been paid to date, there are contracts and additional work pending.
- Five-year work plans including estimates will be developed for all districts.
- NFHR debris removal: Tygart's Valley work crew completed all debris removal and is currently dressing the site this week.
- Annual fall inspections are complete. Reports are being prepared to submit to Sponsors and Districts.
- Supervisors are always welcome to attend inspections. Please contact the Watershed Manager in your area for an updated schedule.

#### **Citizens Contact Reports**

- Call Log Procedure – a call log procedure has been implemented to assure that calls are directed to the appropriate project section staff. Please call 304-872-4302 and your call will be directed as needed.
- Technicians are performing site visits and generating stream management plans in response to the calls that are received.

#### **SSRP**

- Area Directors will have information to provide to Districts at December board meetings.

#### **EWP**

- The final work for the 2016 flood is complete in Greenbrier County. This work was at the request of the County OES Directors.

#### **Interagency Agreements**

- Work on the Little Grave Creek Bank Stabilization project in Glen Dale with Marshall County and NRCS is complete.

#### **Dam Rehab**

- Gannett Fleming is continuing to work on planning studies for Brush Creek 9 & 15 and New Creek 1 & 17 and perform the construction oversight for UDC1.
- Upper Deckers 1
  - WVCA continues to work on the permits and mitigation plan.
  - Construction continues.
- NPCD, SCD, MCD and PVCD – Please track hours that District Supervisors attend any rehab meetings.
- Rehab meetings have been suspended at this time with the exception of Upper Deckers 1. This call takes place on Mondays at 9:00 am.

8:07 AM

12/20/18

**Greenbrier Valley Conservation District**  
**A/P Aging Summary**  
 As of December 19, 2018

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
BJW Printing & Office Supplies	61.23	0.00	0.00	0.00	0.00	61.23
Boone Tractor & Implement, Inc.	190.16	0.00	0.00	0.00	0.00	190.16
Brickstreet Insurance	251.00	0.00	0.00	0.00	0.00	251.00
City of Lewisburg	19.16	0.00	0.00	0.00	0.00	19.16
First Citizens Bank	138.22	0.00	0.00	0.00	0.00	138.22
Komax, LLC	246.33	0.00	0.00	0.00	0.00	246.33
Mon Power	21.29	0.00	0.00	0.00	0.00	21.29
Mountaineer Gas Company	210.92	0.00	0.00	0.00	0.00	210.92
Sherry W. Ferrell	375.00	0.00	0.00	0.00	0.00	375.00
Suddenlink	219.47	0.00	0.00	0.00	0.00	219.47
Waters Agricultural Laboratories, Inc.	36.50	0.00	0.00	0.00	0.00	36.50
Westfield Insurance	1,684.95	0.00	0.00	0.00	0.00	1,684.95
<b>TOTAL</b>	<b><u>3,454.23</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>3,454.23</u></b>



**Site Visits Conducted:**

**CCRs:**

- Site 13336-R. Boone-Sulphur Branch-Caldwell-Greenbrier Co.-In Progress
- Site 13484-J. Patrick-Howards Creek-Caldwell-Greenbrier Co.-In Progress

**Stream Permits:**

No new ones received.

**Dams:**

EAPS up to date

**Projects:**

WVCA is starting a pilot project of review of streams that could use some work for flood remediation. We have reviewed streams of Wades, Anthony, Sewell, Boggs and Howards Creeks for Greenbrier County. If the project moves forward, we would be removing any woody debris,/blockages, debris 30 feet out on the floodplain, sediment bars, potential problems with snags and looking for areas for floodplain restoration. We started Monday in Greenbrier county with three technicians reviewing streams. We will keep the District updated on the progression of the work as it moves forward.

## Greenbrier Valley Conservation District

12/19/2018 12:03 PM

Register: 10003 · Bank of Monroe Ck 2603 General

From 11/28/2018 through 12/20/2018

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
11/28/2018			12000 · Undeposited F...	Girlonza Scott	X		150.00	352,795.82
11/28/2018			12000 · Undeposited F...	Brent Baldwin	X		98.00	352,893.82
11/28/2018			12000 · Undeposited F...	Ted Knight	X		55.50	352,949.32
11/28/2018			12000 · Undeposited F...	Don Dransfield	X		300.00	353,249.32
11/28/2018			12000 · Undeposited F...	Cecil Mullins	X		360.00	353,609.32
11/28/2018			12000 · Undeposited F...	David Hedrick	X		180.00	353,789.32
11/28/2018			12000 · Undeposited F...	Clyde Wickline	X		15.00	353,804.32
11/28/2018			41700 · WVCA Fundi...	FYE19 CD Su...	X		15,192.00	368,996.32
11/30/2018			40500 · Interest Revenue	Interest	X		14.92	369,011.24
11/30/2018	4596	Barrett L Level	-split-		915.17			368,096.07
11/30/2018	4597	Lacy E Wickline	-split-		288.33			367,807.74
11/30/2018	4598	Barrett L. Level	20000 · Accounts Paya...	Reimbursement	177.44			367,630.30
12/04/2018	ACH	WV State Tax Depart...	21040 · State Payroll T...	1048-0059	181.00			367,449.30
12/05/2018	ACH	Consolidated Public ...	-split-	X58300	389.69			367,059.61
12/05/2018	ACH	United States Treasur...	-split-	55-6008337	832.12			366,227.49
12/12/2018			41700 · WVCA Fundi...	CDO Emp July...			12,551.32	378,778.81
12/14/2018			12000 · Undeposited F...	Gary Truex			50.00	378,828.81
12/14/2018			12000 · Undeposited F...	Gordon Totten			98.00	378,926.81
12/14/2018			12000 · Undeposited F...	Stone Meadow ...			180.00	379,106.81
12/14/2018			12000 · Undeposited F...	Michael S. Rose			120.00	379,226.81
12/14/2018			12000 · Undeposited F...	Gary Hedrick			21.00	379,247.81
12/14/2018			12000 · Undeposited F...	Jason Angell			413.00	379,660.81
12/14/2018			12000 · Undeposited F...	John Chapman			40.00	379,700.81
12/14/2018			12000 · Undeposited F...	Larry Dean			98.00	379,798.81
12/14/2018			12000 · Undeposited F...	Wayne Persinger			42.00	379,840.81
12/14/2018			12000 · Undeposited F...	Aviagen Turkeys			1,050.00	380,890.81
12/14/2018			12000 · Undeposited F...	Donald McNeel			84.00	380,974.81
12/14/2018			12000 · Undeposited F...	Barry Miller			98.00	381,072.81
12/14/2018			12000 · Undeposited F...	Jarrell Clifton			98.00	381,170.81
12/14/2018			12000 · Undeposited F...	WVCAC			29.00	381,199.81
12/14/2018	4599	Barrett L Level	-split-		869.05			380,330.76
12/20/2018	4600	BJW Printing & Offi...	20000 · Accounts Paya...	Invoice 84054OS	61.23			380,269.53
12/20/2018	4601	Boone Tractor & Imp...	20000 · Accounts Paya...	Invoice LI64348	190.16			380,079.37
12/20/2018	4602	Brickstreet Insurance	20000 · Accounts Paya...	Policy WCB10...	251.00			379,828.37
12/20/2018	4603	City of Lewisburg	20000 · Accounts Paya...	Acct. 05328	19.16			379,809.21
12/20/2018	4604	First Citizens Bank	20000 · Accounts Paya...	-5650	138.22			379,670.99
12/20/2018	4605	Komax, LLC	20000 · Accounts Paya...	AR87647 & A...	246.33			379,424.66
12/20/2018	4606	Mon Power	20000 · Accounts Paya...	110 121 466 186	21.29			379,403.37
12/20/2018	4607	Mountaineer Gas Co...	20000 · Accounts Paya...	525479-679446	210.92			379,192.45
12/20/2018	4608	Sherry W. Ferrell	20000 · Accounts Paya...	Invoice 1565	375.00			378,817.45

## Greenbrier Valley Conservation District

12/19/2018 12:03 PM

Register: 10003 · Bank of Monroe Ck 2603 General

From 11/28/2018 through 12/20/2018

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
12/20/2018	4609	Suddenlink	20000 · Accounts Paya...	100001-2323-7...	219.47		378,597.98
12/20/2018	4610	Waters Agricultural ...	20000 · Accounts Paya...	A2181204-66	36.50		378,561.48