



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 21, 2017

The Greenbrier Valley Conservation District Board of Supervisors met on Thursday, December 21, 2017 in the conference room of the Lewisburg USDA Service Center. Those attending were:

Supervisors:

Avery Atkins
Gary Sawyers
Gary Truex
Jerry Clifton
Timothy Van Reenen

Others:

Jeff Hollifield, CPA
Dennis Burns by Skype
Lynn Woods

Supervisors Absent:

Carolyn Miller

Call to Order

Chairman Gary Sawyers called the meeting to order at 7:04pm.

Approval of Minutes

Motion was made by Gary Truex and seconded by Timothy VanReenen to approve the minutes of the November 16, 2017 Regular Board meeting. Motion passed.

Guests

- Jeff Hollifield, CPA presented the results of the FY17 Agreed Upon Procedures review conducted by his firm. There were no findings or recommendations, as all reviewed records were in order. **Timothy VanReenen moved and Gary Truex seconded the motion to accept the AEP results. Motion passed. Jerry Clifton moved and Avery Atkins seconded the motion to pay the invoice for \$3,500.00 from Hollifield & Associates for their services. Motion passed.**

District Manager Report

Lynn Woods referred to her written report and noted that a date needs to be set for annual review of policy. It was decided that this would be done on the same day as January committee meetings and anyone with any suggestions about policy changes should let Lynn know prior to then.

Funding Requests

- **Jerry Clifton moved and Avery Atkins seconded the motion to send the LOR for NPS 1587 Federal Second Creek Karst II in the amount of \$27,600.00. Motion passed.**
- **Jerry Clifton moved and Avery Atkins seconded the motion to send the LOR for reimbursement of AEP cost in the amount of \$3,500.00.**

Cooperating Agency Reports

- *NRCS – Jack O’Connell*
Jack O’Connell sent a written report, which is attached. Gary Sawyers reviewed.
- *WV Division of Forestry* – not present
- *FSA* – not present
- *WVCA*
Jeremy Salyer sent a written report, which is attached. Gary Sawyers reviewed.

Unfinished Business

- There was discussion regarding the state legislative briefing planned for January 4th. Dennis Burns skyped in to answer questions and review a draft of the presentation materials.

Committee Reports

Finance Committee:

Financial Report:

- *General and CDO Funds Report* – Gary Truex moved to accept the General and CDO Funds Reports and file for audit. Seconded by Avery Atkins. Motion passed.
- *WVCA Restricted Funds Report* – Timothy VanReenen moved to accept the WVCA Restricted Funds Reports and file for audit. Seconded by Avery Atkins. Motion passed.
- *Payment of all General Funds bills*— Jerry Clifton moved to pay all General Funds bills, per payables list, as presented. Seconded by Gary Truex. Motion passed. List is attached.

Agricultural Enhancement Program Committee:

- **Payments**
Timothy VanReenen presented the following for payment:

Watering System	
Jarrell Clifton	\$2,517.34
Eddie Williams	560.50
Total PDF	\$3,077.84

Jerry Clifton recused himself from voting on these payments and left the room. Timothy VanReenen moved on behalf of the committee and Gary Truex seconded the motion to approve the payments. Motion passed. Jerry Clifton returned to the meeting.

Timothy VanReenen presented the following for payment:

Lime	
Harold Wright	\$ 516.00
Everette Via	\$ 484.81

James Lucas	\$ 151.95
Steve Morton	\$1,449.45
Total Lime	\$ 2,647.21

Timothy VanReenen moved on behalf of the committee and Avery Atkins seconded the motion to approve the payments for lime. In discussion, Gary Truex reported that the amount of James Lucas would change because he had found another receipt that he had not turned in; however, he did not know the amount. Timothy VanReenen withdrew his motion and Avery Atkins withdrew his second. Timothy VanReenen then made a new motion to approve all payments for lime except James Lucas', which will be tabled until the next meeting. Motion passed.

Grassland Committee:

- No new information.

Building/Equipment Committee:

- No new information. Gary Truex will let Eugene know that winter maintenance needs to be completed so equipment will be in "top-notch shape" for spring.

Other Committees

None

Watershed Reports

- *WVCA O, M & R Report*
 - Judith Lyons sent written report from Kimberly Neal. Copy attached.
 - Lynn noted that she had been contacted by Alan Shipley regarding whether people were allowed to trap around the Tuckahoe Lake. Judith Lyons is looking into this.

319 Committee:

- Jerry Clifton presented the following 319 invoices for payment:

INVOICES

Grant	Billed From	Participant	Amount
Upper Meadow River Tribs	GVCD	Galena Knapp	\$16,568.00
Meadow River State	SCD	Rita Goff	\$ 6,410.00
Total Invoices			\$22,978.00

Jerry Clifton explained that the amount for Rita Goff had excluded a gate and should have been \$6,589.48 for total 319 invoices of \$23,157.48. **Jerry Clifton moved on behalf of the committee to pay the invoices in the total amount of \$23,157.48. Timothy VanReenen seconded the motion. In discussion, questions were asked and answered about the status of the Rita Goff job. Motion passed.**

- Jerry Clifton presented the following new 319 contract for approval:

NEW CONTRACTS (not to exceed the estimated figure posted here)

Grant	Participant	Amount (not to exceed)
Second Creek Karst	Kathleen Wilson	\$46,765.00

- Jerry Clifton moved on behalf of the committee to approve the new contract for Kathleen Wilson, not to exceed \$46,765.00. Motion passed.
- Jerry Clifton moved on behalf of the committee to approve the transfer of funds from 20028-GV to 20503-GV NPS 1455 Second Creek Karst per a letter from Brian Farkas requesting said transfer. Gary Truex seconded the motion. Motion passed.
- Jerry Clifton moved on behalf of the committee to approve a budget of up to \$500.00 for food for an outreach workshop being planned for February. Avery Atkins seconded the motion. Motion passed.
- Jerry Clifton explained that the amount of the CEC invoice for professional services for Howards Creek had been adjusted from the original invoice. Due to errors on the part of their billing department, the invoice should have been only \$7,527.08 instead of \$7,746.95. **Jerry moved on behalf of the committee to pay the adjusted CEC invoice in the amount of \$7,527.08. Timothy VanReenen seconded the motion. Motion passed.**

Actions Between Board Meetings

- None

Correspondence

- Received DEP notification of Extension of Approval on Howard Creek #12 Dam. No action needed.
- Received letter from WVCA requesting \$100.00 sponsorship of the WV Watershed Network's Annual Watershed Celebration Day. **Avery Atkins moved and Timothy VanReenen seconded the motion to donate \$100.00 to the WVWN as requested. Motion passed.**
- Received a newsletter and request for support from the Greenbrier River Watershed Association. Discussion ensued. **Avery Atkins moved and Timothy VanReenen seconded the motion to donate \$100.00 to the GRWA. Motion passed.**

New Business

- None

Approval of Conservation Agreements & Terminations

- Gary Truex moved and Timothy VanReenen seconded the motion to approve the Conservation Agreement presented for Andrew Paul Alderman. Motion passed.

Approval of Conservation Plans

- Avery Atkins moved and Timothy VanReenen seconded the motion to approve the conservation plans submitted by NRCS for James Eagle in Greenbrier County and Roy P. Loudermilk (two tracts) in Greenbrier County. Motion passed.

CREP

- None

Other Business

- None

Adjournment

With no further business, the meeting adjourned by consensus at 8:32pm.

Respectfully submitted,



Gary Sawyers
Chairman



Carolyn Miller
Secretary/Treasurer

GS/CM/lw

Recorded by Lynn Woods, District Manager

GVCD District Manager Report

December 21, 2017

Items Needing Action:

- See Agenda
- Set date for policy review

Accomplishments:

- Draft minutes for October regular board meeting have been distributed and are awaiting approval at this meeting.
- All approved minutes have been posted on the website.
- AEP review has been completed.
- Delinquent accounts are being addressed.
- Christmas Dinner was held on December 7, 2017 with about 30 in attendance.

Upcoming Dates to Note:

Jan 4	Legislative Briefing 6:30pm
Jan 9	SCC Meeting
Jan 10	Committee Meetings – 9am
Jan 15	State Holiday – office closed
Jan 16 & 17	WVACD Quarterly Meeting – Flatwoods
Jan 17	State Ag Enhancement – Elk
Jan 18	Regular Board Meeting
Feb 7	Ag Day at the Capitol

December 2017 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:

- **January 31, 2018** - Deadline for CDs to submit program comments
- **February 2018** - Comments reviewed and forms revised
- **Late February 2018** - Revisions sent to CDs/staff for review
- **Mid-March 2018** - CDs submit recommendations for FY 19 practices
- **Late March 2018** - State AgEP committee to meet and review proposed changes for FY 19 and establish allocation formula
- **April 2018** - Presentation of FY 18 AgEP to SCC
- **June 15, 2018** – Deadline for CDs submit final practice list to WVCA (CDs can submit final list any time after SCC approval)
- **July 1, 2018** - Start of FY 19 program
- **July 31, 2018** - CDs submit annual progress report (per legislative rule)

The AgEP funding allocation formula will be looked at soon by the state AgEP committee. If you have comments on what factors you would like to see utilized in the formula, please contact your district state AgEP committee member or Jennifer Skaggs.

West Virginia Legislature – 2017 Legislative Calendar

January 10, 2018 - First day of session

January 29, 2018 - Legislative Rule-Making Review bills due

February 13, 2018 - Last day to introduce bills in the House

February 19, 2018 - Last day to introduce bills in the Senate

February 25, 2018 - Bills due out of committees

February 28, 2018 - Last day to consider bill on third reading in house of origin

March 10, 2018 - Last day of session

Agricultural Day at the Capitol

Agricultural Conservation Day will be February 7, 2018. Please make appointments to see your House and Senate representatives before going to Agricultural Conservation Day. There will also be a Legislative breakfast that morning, so contact your representatives to invite them to the breakfast.

Revised WVACD Quarterly Meeting Dates/Locations:

January 16 & 17, 2018 Flatwoods Days Inn
April 16 & 17, 2018 Oglebay, Canaan or Pipestem
July 16 & 17, 2018 Tamarack
October 15 & 16, 2018 Flatwoods Days Inn

State Conservation Committee Meeting Dates

January 9, 2018
April 10, 2018
July 10, 2018
October 9, 2018

SSRP Program

A draft was presented to SCC in October. No action will be taken by SCC until the January 9, 2018 meeting. Districts are encouraged to review the provided draft and provide comments back to their Area Directors.

WVCA Project Section:

OM&R

- Work continues with NRCS to develop engineering plans for watershed dams. The seep investigation work being conducted by CEC in South Fork is complete and the reports are being reviewed by NRCS.
- O&M work this season is nearing completion. O&M summaries will be available for each District for 2017 construction year at the next quarterly meeting.

EWP

- NRCS continues to complete bank stabilization sites following the June 2016 flood.
- Regional permit renewal – The comment period closed and the Corp is reviewing the comments that were received.
- WVCA is working with FEMA for reimbursement for eligible expenses for the July 2017 event.

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 and generating stream management plans and blockage removal based on the calls that are received.

Stream Projects

- South Fork of the Cherry River (GVCD) – Surveying underway.
- Buffalo Creek (ECD) – Design complete, working on permitting and landrights.
- Coal River (CCD) – Survey and assessment complete, design underway
- Short Creek and Middle Grave Creek (NPCD) – monitoring was complete in October, this is the final year of monitoring on these projects.

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 is slated for 2017/2018.
 - WVCA/NRCS/GF are working with the contractor to review submittals and complete the construction schedule.
- NPCD, SCD, MCD and PVCD – Please track hours that District Supervisors attend any rehab meetings.
- Reminder: Rehab meetings are held the first Wednesday of each month. Any District that has rehab projects can participate in these meetings by phone.



United States Department of Agriculture
Natural Resources Conservation Service
LEWISBURG SERVICE CENTER
179 NORTHRIDGE DRIVE
LEWISBURG, WV 24901
(304) 645 - 6172 (Phone)

NRCS Report – Greenbrier Valley Conservation District December 21, 2017

Farm Bill Programs

EQIP/AMA – Applications for EQIP/AMA are accepted year-round with rankings occurring at specified intervals. Application rankings and costs are due this Friday 12/22/2017. There are currently 140 eligible applications, 35 in Pocahontas County, 60 in Greenbrier County, and 45 in Monroe County. Our Focused Conservation Approach (FCA) applications number nine in Pocahontas County and eleven in Greenbrier County.

NWQI Upper Indian Creek – We are very close to costing/ranking applications for our NWQI project in Monroe County. As soon as we work out the bugs in the ranking summary, which includes the ranking questions, resource concerns and eligible practices, we can begin ranking. We are currently funded at \$500k and have 13 eligible applications.

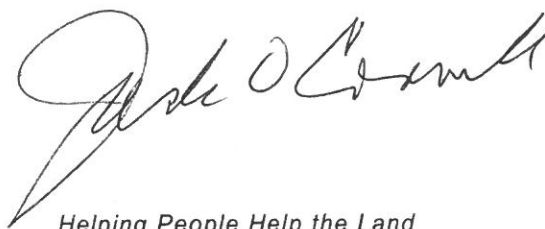
Personnel/Other

- Tom Vance continues to be a great help with field visits, conservation planning, and practice application, particularly for contracts that have fallen behind their schedule.
- Engineering and Agronomic Spot Checks have been performed in Pocahontas and Monroe Counties. Results are pending, but indications are that they went very well. There were no issues at all with Greenbrier's agronomic spot checks.
- The new CSP and CAET tools made contracting quite difficult, but Katy and Josh managed to contract two CSP renewals each.
- Lee Godbey, Wanda Smith, Dewey Broyles attended a Biosecurity training at Cedar Lakes on December 12-13.
- Bid openings are expected soon on additional Emergency Watershed Protection (EWP) program sites.

Highly Erodible Lands Planning

Three plans are submitted for approval. All of these have a calculate soil loss of less than "T". They are sustainable and build soil organic matter. They are described as follows:

- Tract 11010 field 1 – Rotation of up to 2 years of corn silage followed by 4 or more years of grass hay.
- Tract 10425 field 2 & Tract 10783 field 1– Rotation of up to 2 years of potatoes with cover crop followed by 5 or more years of grass hay.



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West Virginia
Conservation Agency

Phone: (304) 558-2204
Fax: (304) 558-1635
www.wvca.us

To: Greenbrier Valley Conservation District
From: West Virginia Conservation Agency-Summersville Field Office
RE: Monthly Update
Date: November 17, 2017-December 21, 2017

Site Visits Conducted:

CCRs:

- Site 11103-Betsy Bittinger-White Sulphur Springs-Greenbrier Co.-In Progress
- Site 5905-Brittany Mandeville-Crawley-Greenbrier Co.-In Progress
- Site 12233-D. Buzzard-Dunmore-Pocahontas Co.-In Progress

Eligible SPRP Sites Pending Contract:

- N/A

Stream Permits:

- N/A

Dams:

- Howard Creek #12-EAP Up To Date
- Marlin Run #1-EAP Up To Date

Projects:

- N/A

10:43 AM

12/21/17

Greenbrier Valley Conservation District

A/P Aging Summary

As of December 21, 2017

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
BJW Printing & Office Supplies	64.50	0.00	0.00	0.00	0.00	64.50
Boone Tractor & Implement, Inc.	339.28	0.00	0.00	0.00	0.00	339.28
City of Lewisburg	17.42	0.00	0.00	0.00	0.00	17.42
First Citizens Bank	62.74	0.00	0.00	0.00	0.00	62.74
Hollifield & Associates	3,500.00	0.00	0.00	0.00	0.00	3,500.00
Komax, LLC	181.97	0.00	0.00	0.00	0.00	181.97
Mon Power	34.14	0.00	0.00	0.00	0.00	34.14
Mountaineer Gas Company	144.07	0.00	0.00	0.00	0.00	144.07
Sherry W. Ferrell	375.00	0.00	0.00	0.00	0.00	375.00
Suddenlink	217.21	0.00	0.00	0.00	0.00	217.21
Waters Agricultural Laboratories, Inc.	12.00	0.00	0.00	0.00	0.00	12.00
Watson Mfg.	1,187.62	0.00	0.00	0.00	0.00	1,187.62
Westfield Insurance	1,282.67	0.00	0.00	0.00	0.00	1,282.67
TOTAL	7,418.62	0.00	0.00	0.00	0.00	7,418.62