



## GREENBRIER VALLEY CONSERVATION DISTRICT

USDA Service Center  
179 Northridge Drive  
Lewisburg, West Virginia 24901  
Phone (304) 645-6173

Serving Greenbrier, Monroe and Pocahontas Counties

### Minutes of the GVCD Regular Board Meeting March 17, 2016

The Greenbrier Valley Conservation District Board of Supervisors met on Thursday, March 17, 2016, in the conference room of the Lewisburg USDA Service Center. Those attending were:

#### Supervisors:

Avery Atkins  
Jerry Clifton  
Carolyn Miller  
Gary Sawyers  
Gary Truex  
Timothy VanReenen

#### Others:

John Brown, WVCA  
Lynn Hutchison, GVCD  
Jack O'Connell, NRCS  
Jeremy Salyer, WVCA

#### Call to Order

Chairman Timothy VanReenen called the meeting to order at 7:00 pm.

#### Approval of Minutes

**Motion was made by Gary Sawyers and seconded by Avery Atkins to approve the minutes of the February 18, 2016 Regular Board Meeting. Motion passed.**

#### Guests

*John Brown from WVCA IT* spoke to the Board regarding the unfinished business of purchasing teleconferencing equipment. He provided a demonstration, using samples of the equipment the District would need to purchase. Mr. Brown provided information about how the system works and answered questions. As discussed at earlier meetings, WVCA will share the cost of the equipment with the District, 50-50, and provide technical support. WVCA IT staff has researched and found the best equipment at the lowest price and provided a list of needed items with current pricing, which totaled \$1,837.49. In addition to the equipment purchase, he noted that there would be monthly costs for a Microsoft Office license and an Arkadin Voice license. The total annual cost of the two licenses would be approximately \$514.00. The agency will cover the cost of the Microsoft Office license through the end of FY16. Due to possible fluctuations in price he recommended that the Board consider approving up to \$2,500.00 for the equipment purchase. Discussion ensued about the cost savings this equipment would provide, due to reduced travel time, and the increase in convenience for meetings. **Gary Truex moved to approve up to \$2,500.00 for the purchase of the recommended equipment. Avery Atkins seconded the motion. Motion passed.**

#### District Manager Report

Lynn Hutchison referred to her written report. She noted that most items would be addressed as part of the agenda. She did ask that the Board consider increasing the credit limit on Barry Level's District credit card, due to the fact that he

has been asked to make purchases for events, office supplies, etc., leaving little room on the card for his own job expenses. **After discussion, Gary Sawyers moved to increase the limit on Barry Level's district credit card to \$1,000.00. Seconded by Avery Atkins. Motion passed.** Lynn also noted that she had worked with Sherry Ferrell to add line items to the general funds financial reports to reflect restrictions on funds. There was discussion about this and the consensus was that it was a good idea. A copy of the written District Manager's Report, with additional information, is attached.

#### **Financial Report**

***General and CDO Funds Report*** – Jerry Clifton moved to accept the General and CDO Funds Report and file for audit. **Seconded by Gary Sawyers. Motion passed.**

***WVCA Restricted Funds Report*** – Gary Sawyers moved to accept the WVCA Restricted Funds Report and file for audit. **Seconded by Jerry Clifton. Motion passed.**

***Payment of all General Funds bills***—Gary Truex moved to pay all General Funds bills, per payables list, as presented. **Seconded by Carolyn Miller. Motion passed. List is attached.**

#### **Funding Requests**

*None*

#### **Cooperating Agency Reports**

*NRCS – Jack O'Connell*

Mr. O'Connell reported 33 EQIP/AMA applications in the District were pre-approved for funding in the last few weeks, totaling an estimated \$339,000.00. He discussed the types of pre-approvals and amounts per county. Mr. O'Connell also reported that Jerry Brackenrich will be retiring on April 1, 2016. Andy Sentz will act as the South Area Assistant State Conservationist for Field Operations as Greg Stone acts as State Resource Conservationist. A copy of his written report with details and additional information is attached.

*WV Division of Forestry* – not present

*FSA* – not present

*WVCA – Monthly Report* – Jeremy Salyer

Mr. Salyer referred to his written report and asked to speak at the end of the meeting, as much of his report would be addressed by the agenda items.

#### **Unfinished Business**

***Follow-up on Expression of Interest – Engineering Firms*** – Timothy VanReenen reported that the top three engineering firms (as ranked by the selection committee) were interviewed on March 10<sup>th</sup>. After meeting with those firms and seeing their presentations, the committee selected CEC. While all three firms were very good candidates, CEC had the best experience in what we do and seemed to be the best fit. He noted that the appropriate notifications have gone out and that we are now waiting for CEC to draft and send a two year agreement, with option to renew, for review and approval.

***WVACD/NRCS Community Gardens Grant*** – Lynn Hutchison reported that she has mailed the checks and agreements to the recipients and once all signed documents are received she will submit for reimbursement.

***Housing of Ag Employees***

No new information.



*Conservation Farm* – Barry Level and Pam Burns are looking into potential participants. Any Supervisor who has suggestions should speak with one of them. Jeremy Salyer reported that the deadline for local judging is May 31.

*Century Farm* – Lynn Hutchison reported that one application has been received and two others have been given out but have not yet been returned. Gary Sawyers and Debbie Echols have been appointed to review and verify applications. The District deadline is May 1.

*Teleconferencing Equipment* - This was covered earlier in the meeting, as John Brown was available to provide a demonstration and answer questions. See "Guests."

*Anita Crance PT Employment Proposal* - **Jerry Clifton moved to approve Anita Crance's CD employment for 1 day/week until the end of April, 2016, in order for her to finish cleaning out files and for reference. Gary Truex seconded the motion. Motion Passed.**

*Local Work Group* - Timothy VanReenen reported that the Local Work Group had met and that the planning process is moving forward.

### **Committee Reports**

#### *Agricultural Enhancement Program:*

**There were no cancellations or approvals.**

#### **Payments (M):**

##### **Lime:**

Cook's Farm (Jeff Cook)	\$ 262.50
Ralph McClung	<u>\$4,500.00</u>

<b>Total Payments</b>	<b>\$4,762.50</b>
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**Gary Truex moved to approve the payments totaling \$4,762.50. Gary Sawyers seconded. Motion passed.**

#### *Finance Committee:*

- Jerry Clifton reported that the committee met and prepared the FY17 budget for approval. It was noted that the budget should be adjusted to account for the new monthly expenses related to the videoconferencing equipment approved earlier in the evening. The total of \$514.00 was moved from Event Supplies to phone and internet line items. **With that amendment, Jerry Clifton moved to approve and submit the CDO budget. Gary Truex seconded the motion. Motion passed.**

#### *Grassland Committee:*

- Gary Truex reported that the Spring Conference was rescheduled from 3/15 to 3/22/16. It will be held from 6-8pm at the Organ Cave Community Center. He also reported that Barry Level attended a two day Nutrient Management Training.

#### *Building/Equipment Committee:*

- Gary Truex reported that he had not yet received any information from Morton Buildings. He suggested that a meeting be set with Eastern to discuss what they have to offer. Gary Sawyers will call Eastern to schedule a time.
- Gary Truex reported on the status of the equipment and needed repairs. There was discussion about leaving equipment in Pocahontas County. Lynn Hutchison reported that Eugene Wickline is working on logistics of checking equipment in and out for security, convenience, and maintenance tracking.

- No action has been taken on a tractor purchase.

#### *Policy Committee*

- Timothy VanReenen noted that the Policy Committee had met and made additional recommendations for revisions. A list of proposed revisions was provided (see attached.) **Avery Atkins moved to approve the changes. The motion was seconded by Jerry Clifton. Motion passed.**

#### **Watershed Reports**

##### *WVCA O, M & R Report – Judith Lyons*

Judith Lyons was not present, but had emailed a report. Jeremy Salyer noted that annual inspections are scheduled for April 14<sup>th</sup> at 10am for Marlin Run and 2pm for Tuckahoe/Howards Creek. Judith should be advised of any scheduling conflicts. It was also noted that requests from Rita Goff and Bobby White are being addressed. Her written report with details is attached.

#### *319 Committee*

<b>Payments</b>	<b>(M)</b>					
		Grant		Billed From:	Participant	Amount
20511	GV	NPS	1411 Potts/Sweet	Waters	Cook Brothers	\$365.50
20511	GV	NPS	1411 Potts/Sweet	Waters	JD Furrow	\$263.50
20027	GV	NPS	1505 Milligan	Jay Bennett Fencing	Ted Knight	\$2,737.50
20502	GV	NPS	ST 1454 Knapps	The Outhouse	Lester Waugh	\$245.76
20502	GV	NPS	ST 1454 Knapps	The Outhouse	Donnie Kirk	\$243.56
Total Invoices						\$3,855.82

#### **NEW CONTRACTS (These contracts are not to exceed the estimated figure posted here)**

	Grant	Participant	Amount (not to exceed)
20030	GV NPS 1555 Cove Creek	Garry Taylor	\$10,000.00
20502	GV 319 State NPS 1454 Knapps Creek	Sam McPaters	\$300.00
20502	GV 319 State NPS 1454 Knapps Creek	Sam McPaters	\$300.00
20502	GV 319 State NPS 1454 Knapps Creek	Sam McPaters	\$ 5,000.00

**Gary Sawyers moved to approve 319 payments totaling \$3,855.82. Seconded by Carolyn Miller. Motion passed. Gary Sawyers moved to approve the 319 New Contracts totaling \$15,600.00. Seconded by Gary Truex. Motion passed.**

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

Timothy VanReenen signed a septic contract for Donnie Kirk on 2/24/16.

Dennis Burns had requested that the District pay up to \$130.00 for forage samples for a 4-H Educational program. **Gary Sawyers moved to approve up to \$130.00 for samples. Jerry Clifton seconded. Motion passed.**

It was noted that a 319 Internship has been posted by the WVCA for the summer and that two new 319 grants have been funded for Sewell Creek and Second Creek Karst II. The Agency is also continuing work on Conservation Planning Software.

#### **Correspondence**

Timothy VanReenen read over emailed correspondence and made it available for review. There was correspondence in the form of periodicals, newsletters, etc. provided for review. None of the correspondence required action.

#### **New Business**

CD Employee Performance Evaluations - After some discussion, it was decided to meet with CD employees for annual performance evaluations on April 13, beginning at 9am (prior to committee meetings.) Lynn Hutchison will distribute copies of the form for self-evaluation to the employees, to be completed prior to that time.

#### **Conservation Agreements**

There was one Conservation Agreement for approval – Gary T. Rose. **Gary Truex moved to approve the agreement. Seconded by Gary Sawyers. Motion passed.**

#### **Other Business**

Officer elections were discussed. A nominating committee will be appointed in April.

The floor was given back to Jeremy Salyer, to complete his report. He asked about the District's audit firm and suggested that the contract expiration be reviewed so we know when we need a new one. He also noted that the District Plan of Work is due June 15. He reported that the Agency still does not have a budget. As of now the Agency is situated to handle up to a 10% cut. OM&R and AgEnhancement should remain intact.

#### **Adjournment**

With no further business, the meeting adjourned by consensus at 8:55pm.

**Respectfully submitted,**



**Timothy VanReenen**  
**Chairman**



**Gary L. Truex**  
**Secretary/Treasurer**

**TWV/GLT/lh**

**Recorded by Lynn Hutchison, District Manager**



## **GVCD District Manager Report**

*February 18 -March 17, 2016*

### **Items Needing Action:**

- Approval of the February 17, 2016 Regular Board Meeting Minutes
- Approval of Financial Reports, Accounts Payable – approval of bills – list provided
- Follow-up on Housing of Dept of Agriculture employees
- AgEP cancellation, approval and payment requests per agenda
- Approval of Building & Equipment, Finance and Grassland Committee actions, if any
  - Building plans
  - Tractor purchase
- Approval of FY17 CDO Budget, due March 30
- Approval of 319 contracts and payments per co-administered payables list and 319 agenda
- Policy revisions per committee recommendations – list of proposed revisions provided
- Set a time for CD Employee evaluations
- Century Farm applications to be reviewed
- Teleconferencing equipment approved and ordered
- Anita Crance part-time employment proposal
- Local Work Group follow-up
- Conservation Farmer Nominations (County and District Judging – May 31)
- Approval of Conservation Agreements and Terminations – list provided
- Possibly increase limit on District credit card(s)

### **Accomplishments:**

- Draft Minutes for the February 2016 Regular Board Meeting have been sent to Managers and Supervisors and are awaiting approval at tonight's meeting.
- Approved minutes for the January 2015 Regular Meeting have been posted on the website.
- Minutes of all March 9, 2016 Committee meetings were emailed to Supervisors.
- Submitted CD Personnel Form on February 22.
- Mailed checks and agreements for the WVACD/NRCS Community Gardens monies. Emailed Jeremy Bennett (NRCS POC) to determine proper procedures for reimbursement.
- Century Farms Program press release has been sent to newspapers. We have received one application so far. Two other applications have been given out but have not yet been returned.
- Attended Contractors' Training on February 25.
- Completed self-appraisal and goals and had first evaluation with Jeremy Salyer.
- Contacted all high school guidance counselors in the District regarding the WVACD Scholarship. This resulted in one application, which has been forwarded to Steve May, to meet the April 1 deadline.
- Met with Edward Cox on March 1, 2016 to review our completed contract files. They are complete.
- Contacted all contractors on the emergency call list to update their information. Waiting for their response and updated documents.
- Attended the Local Work Group meeting on March 1.
- Prepared CDO budget for FY17.
- Scheduled and participated in interviews for top three ranked engineering firms on March 10. Notified selected firm and requested agreement. Notified all firms (8) not selected.
- Updated GVCD Policy to reflect revisions voted on last month and found additional revisions that needed to be made.
- Sent cost share letters to sponsors for FY17.
- Spoke with Karen at USI/Westfield to clarify our equipment floater and prepared cost analysis for Finance Committee.
- Researched aging receivable as requested and that payment is being made.
- The copier was delivered on March 15, 2016. It's awesome!

- Continued updating files and organizing office.
- Worked with Sherry Ferrell to add temporary restrictions to financial reports.

### Things to be Thinking About:

- Appalachian Grazing Conference – March 2017—committee representation, donation, landowner participation expenses
- Long Term Goals 2016-2019
- Education activities

### Upcoming Dates to Note:

#### AgEP Timeline

<b>Mid-March</b>	CDs submit recommendations for FY 17 practices
<b>Week of March 28</b>	State AgEP committee to meet and review proposed changes for FY 17 *final opportunity to make comment for FY 17 program
<b>April 12</b>	Presentation to SCC
<b>June 15</b>	CDs submit final practice list to WVCA
<b>July 1</b>	Start of FY 17 program
<b>July 31</b>	CDs submit annual progress report (per legislative rule)

#### Other

<b>March 22</b>	Spring Conference (Rescheduled from 3/15)
<b>March 21</b>	State Fair Meeting, Flatwoods
<b>March 30</b>	CDO Budget and CDO Grant proposal for FY17 due
<b>April 1</b>	Deadline for WVACD Scholarship
<b>April 13</b>	<b>Committee Meetings</b>
<b>April 14</b>	Annual Inspections: Marlin Run 10am; Tuckahoe/Howards Creek 2pm. (Meet at the dams.)
<b>April 21</b>	<b>Board Meeting</b>
<b>May 31</b>	Conservation Farm Tours County and District Judging
<b>June 1 / May 1</b>	Deadline for Century Farm Applications
<b>June / July</b>	Deadlines for Photo Contest and Poster Contest

Respectfully Submitted,



Lynn Hutchison  
GVCD District Manager

3:05 PM

03/17/16

**Greenbrier Valley Conservation District**  
**A/P Aging Summary**  
As of March 16, 2016

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
BJW Printing & Office Supplies	10.29	0.00	0.00	0.00	0.00	10.29
Brickstreet Insurance	709.00	0.00	0.00	0.00	0.00	709.00
Eastern Livestock Marketing Association	100.00	0.00	0.00	0.00	0.00	100.00
First Citizens Bank	190.72	0.00	0.00	0.00	0.00	190.72
Greenbrier County Farm Service Agency	520.00	0.00	0.00	0.00	0.00	520.00
S. J. Neathawk Lumber, Inc.	552.36	0.00	0.00	0.00	0.00	552.36
Salford BBI Inc.	341.80	0.00	0.00	0.00	0.00	341.80
Sherry W. Ferrell	375.00	0.00	0.00	0.00	0.00	375.00
Suddenlink	213.53	0.00	0.00	0.00	0.00	213.53
Westfield Insurance	830.21	0.00	0.00	0.00	0.00	830.21
<b>TOTAL</b>	<b><u>3,842.91</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>3,842.91</u></b>





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## **NRCS Report – Greenbrier Valley Conservation District March 17, 2016**

### **Farm Bill Programs**

#### *EQIP-Focused Conservation Approach*

Local Working Group meeting was held on Tuesday March 1. The meeting was well attended, with almost 30 people present. Most of the attendees were agency personnel, with the exceptions being two three local landowners and a contractor working for the West Virginia Land Trust. The major resource concerns discussed and/or identified surveys completed in the meeting were:

- Water Quality
- Water Quantity (Irrigation)
- Soil Erosion
- Soil Condition
- Plant Productivity
- Invasive Plants
- Inadequate Cover for Fish & Wildlife
- Domestic Animal Forage

#### *EQIP/AMA Application Pre-Approvals*

Thirty-three EQIP/AMA applications in the District were pre-approved for funding in the past few weeks. The estimated funding level for these is \$339k, with preapproved applications averaging a little over \$10k each. This may vary slightly as the contracts are finalized.

- Pocahontas County – Eight preapprovals for a total of \$63k and an average of \$8k per application. There were five High Tunnels, two WV Restoration Ventures, and one General Wildlife application preapproved.
- Greenbrier County – Fourteen preapprovals for a total of \$156k and an average of \$11k per application. There were seven WV Restoration Venture, two AMA Irrigation, two GV Grassland, one GV Grassland Water, one High Tunnel and one General Wildlife application preapproved.
- Monroe County – Eleven preapprovals for a total of \$120k and an average of \$11k per application. There were three GV Grassland Water, three High Tunnels, two Wildlife Golden Winged Warblers, two AMA High Tunnel Irrigation, and one General Wildlife application preapproved.

### **Other News.**

- Jerry Brackenrich will be retiring on April 1. Andy Sentz will act as the South Area Assistant State Conservationist for Field Operations as Greg Stone acts as State Resource Conservationist. Julie Stutler continues acting as Area Resource Conservationist.

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- Monroe County – Eleven preapprovals for a total of \$120k and an average of \$11k per application. There were three GV Grassland Water, three High Tunnels, two Wildlife Golden Winged Warblers, two AMA High Tunnel Irrigation, and one General Wildlife application preapproved.

### **Other News.**

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- Soil Erosion
- Soil Condition
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- Monroe County – Eleven preapprovals for a total of \$120k and an average of \$11k per application. There were three GV Grassland Water, three High Tunnels, two Wildlife Golden Winged Warblers, two AMA High Tunnel Irrigation, and one General Wildlife application preapproved.

### **Other News.**

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## **March 2016 WVCA Report**

### **Conservation Farm Tour**

Districts are encouraged to select your County winners and start planning your district tour.

#### **Timelines:**

- **May 31** - County and District judging.
- **July** - Area judging.
- **August** - Statewide judging.
- **October** – Presentation of Area and State awards at WV Conservation Partnership Annual Conference.  
County and District winners at local Conservation District annual banquets.

### **Conservation District Operation (CDO) Grant Funds**

Districts are asked to prepare your CDO budget report for FY17. The budget is to be submitted to Fiscal Services and your Area Director on or before March 30 so it can be presented to SCC in April.

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

Please verify your engagement is current. If it needs to be extended or rebid, please begin the process.

### **Expression of Interest**

Review your current contract and if needed, prepare to advertise and go through interview/selection process if needed. Please provide your contract information to Penny Hott, Romney Field Office.

WVCA is interested in working with the district to ensure they retain a firm that has strong civil engineering and is familiar with dams. Explain that under our 50/50, 5-year agreement with NRCS this will be important because we hope to work with the district's engineering firm to perform engineering work on dams if necessary.

### **Conservation District Plan of Work**

Conservation Districts are encouraged to prepare a District Plan of Work. Please submit your Plan of Work to Guthrie before June 15<sup>th</sup>.

### **District Personnel Plan**

District Personnel Plans are due to the SCC. Failure to meet the deadline may cause a delay in approving the District's personnel plan and the release of state funds for those positions.

### **AgEP Timeline**

Early March - Program revisions sent to CDs/staff for review

Mid-March - CDs submit recommendations for FY 17 practices

March 29 - State AgEP committee to meet and review proposed changes for FY 17

\*final opportunity to make comment for FY 17 program

April 12 - Presentation to SCC

June 15 - CDs submit final practice list to WVCA

July 1 - Start of FY 17 program

July 31 - CDs submit annual progress report (per legislative rule)

Districts have to turn in their priority lists to the SCC in April so the SCC can develop the statewide list of BMPs.

**There is a meeting of the state AgEP committee scheduled for Tuesday, March 29 at the ECD office. We will begin at 10 AM. We have a lot to discuss that day so please attend if at all possible. An agenda will be sent closer to the time.**

As requested Jennifer has sent the **draft** ranking forms to all CDs for review by supervisors. AgEP staff are having a meeting to review/discuss as a group on March 14. Jennifer will make changes based on that meeting then present to you on March 29. We are continuing to work towards having the FY 17 program ready to present to SCC in April. If you have any questions please let Jennifer know.

## **Watershed O & M**

### **OM&R**

- Each District will be presented a summary of the OM&R expenses, this summary will also be shared with local cost-share sponsors in the near future.
- Annual inspections will begin in March. District Supervisor participation is encouraged.
- Work continues with NRCS to develop engineering plans for watershed dams.
- Watershed section staff is working with Districts to develop plans of work for 2016. Staff will be contacting each District's OM&R representative to begin discussions. If Districts have questions, please contact Judy (South) at 304-807-7437, Ed (North) at 304-590-1969 or Gene at 304-541-9813.

### **Dam Rehab**

- WVCA continues to wait for finalization of contract with engineering firm.
- Weekly update meetings have begun.
- NPCD, SCD, MCD and PVCD – Please track hours that District Supervisors attend any rehab meetings.
- Reminder: Rehab meetings are held the first Thursday of each month. Any District that has rehab projects can participate in these meetings by phone.

### **EWP Update**

- March and April Flooding – The Project Section continues working with FEMA for reimbursement for eligible costs for blockage removal sites and NRCS on bank stabilization sites. Bank stabilization includes sites in Guyan, Elk and Greenbrier Valley Conservation Districts. WVCA has supplied all of the information to NRCS for the March event. NRCS can proceed with contracting. To date, work has been completed on one site. The remaining sites are going through NRCS contracting.
- July Flooding – Bank stabilization includes sites in Little Kanawha, Elk and Guyan Conservation Districts. The bank stabilization sites have been forwarded to NRCS for contracting. FEMA has started the reimbursement process for eligible work.

Each area manager will be contacting area directors to provide details of activities in their respective areas. As always, feel free to contact Gene or Penny for further information.

## Proposed Policy Revisions

The Policy Committee met on 3/9/16 and recommend the following revisions:

### Article III, Section I, Chain of Command

- e. "Office Assistant" – Entire description is to be removed since this position no longer exists.

### Article IV, Section II, Credit Procedures

- c. Remove "Administrative Services Assistant" from those who have a District credit card.

### Article IV, Section V, Disbursement of Funds

- e. Change "The Administrative Services Assistant will enter the payment information on-line as prepared by the District bookkeeper. A District Supervisor will make the payment for the ASA and will sign the payment coupon that is printed following the successful transmission of the electronic payment," to "These transfers will be made by the District's outside bookkeeper."

### Article IV, Section IX, Billing Procedures

- c. Change the word "pre-payment" to the phrase "account settlement."

### Article VII, Section I, Watersheds, Conservation District Easement Management Policy

- 11. Remove the phrase "\*Question and discussion," following #11.

### Entire Policy

All references throughout the policy to "Administrative Services Assistant" should be changed to "District Manager."



**CCRs:**

- Rita Goff has called about the Snake Run project for erosion issues adjacent to her driveway. I visited her site on Wednesday with Brian Fry, Melanie Boothe, Dennis Burns and John Nelson. Her issue is being addressed.



**SPRP**

- Survey work for the South Fk of Cherry will be started as weather allows. In that area the water is usually higher later in the spring.

**O&M**

- Annual inspections:
- **April 14<sup>th</sup>:** 10:00 a.m. We will meet at the Marlin Run dam for review and then walk the channel.  
2:00 p.m. We will meet at Tuckahoe/Howards Ck at the dam for review and then proceed to the channel.

Please advise if this time schedule will conflict with anyone.

#### **Howards Creek Channel**

- The City of White Sulphur Springs has been cutting the channel.
- Bobby White has asked for information of the easements on Howards Creek. He is with a group that wants to erect a memorial in the park that is adjacent to the stream where the weir is. He stated he could not find any information at the courthouse. There is one easement that we are aware of that is in the State Committees name and the rest that we are aware of is in the Greenbrier Conservation Districts name. I will provide him with the SCC easement.