

**Minutes of the GVCD Regular Board Meeting  
June 17, 2021**

The Greenbrier Valley Conservation District Board of Supervisors met on Thursday, June 17, 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  
Jerry Clifton  
Avery Atkins

**Supervisors Present:**

Gary Truex

**Supervisors Absent:**

Carolyn Miller  
Timothy VanReenen

**Others:**

Jeremy Salyer (WVCA) (by skype)  
Barry Level (GVCD)  
Lynn Woods (WVCA)

**Call to Order**

Chairman Gary Sawyers called the meeting to order at 7:06pm.

**Approval of Minutes**

**Motion was made by Jerry Clifton and seconded by Gary Truex to approve the minutes of the May 20, 2021, regular board meeting. Motion passed.**

**Guests**

None present. Dennis Burns was not able to attend and will try to present to the board next month.

**Administrative Specialist's Report**

Lynn Woods submitted a written report, which is attached. She noted most items were covered by the agenda but pointed out that notice was received from Belinda Withrow that Carrol Greene nominations are due by September 1, 2021. Chairman Sawyers asked for nominations to be placed on the July agenda.

### Funding Requests

- **Jerry Clifton moved, and Gary Truex seconded the motion to donate \$115.00 worth of filter fabric for the demo high tunnel at the fairgrounds, as requested by Josh Peplowski of WVU Extension. Motion passed.** The district will be allowed to share information in the high tunnel.

### Cooperating Agency Reports

- *NRCS* – Katy McBride was unable to attend, but emailed the following:
  - We are planning on having a display at the WV State Fair – working on details, staffing, etc.
  - The field offices have been working on their AMA & EQIP preapprovals
  - The field offices have also been working on practice installation, completion, and certification
  - Katy has been working with Dennis on the 2<sup>nd</sup> Creek WS project
- *WV Division of Forestry* – No report
- *FSA* – No report
- *WVCA* - Jeremy Salyer submitted a written report, which is attached. He announced that as of earlier in the day, a federal and state holiday had been declared for Juneteenth. Since the day falls on Saturday, it will be observed on Friday, June 18, 2021. He also mentioned that Supervisors should see Lynn to sign up for the State Fair booth. He noted everything else would be covered by the agenda and report.

### Unfinished Business

- Due to not currently having in person meetings, this item was postponed. Lynn noted that some of the items that were being considered are no longer available.
- See Administrative Specialist's Report for Coronavirus (COVID 19) response update. Gary Sawyers asked if there was a timeline for returning to normal operations. Jeremy Salyer said that this had been considered for July but has been pushed to fall. Also, upon return, there will be a hybrid system with in-person and telework available.
- There was no discussion on seeking a lawyer. Item postponed.

### Committee Reports

#### *Finance Committee:*

#### Financial Reports:

- *General and CDO Funds Report* – **Jerry Clifton moved to accept the General and CDO Funds Reports and file for audit. Seconded by Avery Atkins. Motion passed.**
- *WVCA Restricted Funds Report* – **Avery Atkins 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 Jerry Clifton. Motion passed.** List is attached.

#### *Agricultural Enhancement Program Committee*

In the absence of Timothy VanReenen, Gary Truex presented the following payments for approval:

- AgEP - Payments

- Lime

- Steven Ridgeway \$420.00
    - Donnie Hoke \$309.00
    - Rick Nichols \$1,605.00

- CPD

- Charles Wilfong, Sr. \$9,858.75
    - Amy South \$2,912.50

- PDF

- Harvey Harrison \$3562.50

- AWS

- Donnie Hoke \$1,199.65

**Total Payments: \$19,867.40**

- **Gary Truex moved on behalf of the committee and Jerry Clifton seconded the motion to approve the listed payments for AgEP, totaling \$19,867.40. Motion passed.**

Gary Truex presented the following cancellations and suspensions for approval:

- Cancellations and Suspensions

- Mike Baker \$438.00
  - Gerald Griffith \$429.00
  - Stewart Holliday \$2,353.75
  - Greg Elmore \$500.00

**Total Cancellations: \$3,720.75**

**Gary Truex moved on behalf of the committee and Avery Atkins seconded the motion to approve the listed cancellations and suspensions for AgEP, totaling \$3,720.75. There was a brief discussion. Motion passed.**

*Grassland Committee:*

- Nothing to report this month.

*Building/Equipment Committee:*

- Gary Truex reviewed Eugene Wickline's monthly report.
- Security cameras have been received, but due to the volume of equipment rentals, Eugene has not yet had time to install them.

**Watershed Reports**

- *WVCA O, M & R Report*
  - Judith Lyons and Kimberly Neal sent written reports (copies attached) which Lynn Woods read to the group. These were also emailed to Supervisors.
  - There was brief discussion about the status of the Howards Creek Channel weir.
- Gary Truex moved, and Avery Atkins seconded the motion to send LOR #12647 – FY21 Annual Greenbrier County Commission OMR – in the amount of \$2,200.00. Motion passed.
- Gary Truex moved, and Avery Atkins seconded the motion to approve Work Order #GVCD 1-2021 Howards Creek Site 12 for \$4,500.00 and Work Order #GVCD Marlin Run 01-01-2021 for \$2,500.00. Motion passed.

### 319 Committee:

#### Payments

- No payments this month.

#### LORs

- Jerry Clifton moved, and Avery Atkins seconded the motion to send LOR #12649 – NPS 1708 – Second Creek Karst III – in the amount of \$42,000.00. Motion passed.

#### Actions Between Board Meetings

None reported.

#### Correspondence

- Correspondence not requiring board action was forwarded to the Supervisors by email.
- Pledge notification on agenda was approved last month. No action needed.

#### New Business

There was discussion regarding two proposals received for catering for the annual banquet. **Avery Atkins moved, and Gary Truex seconded the motion to work with the catering service at the fairgrounds on option 3 of their proposal. Motion passed.**

#### Other Business

- Committee chairs decided that there will be no committee meetings for the month of July 2021.
- There was some discussion about the status of the Conservation Farm contest and ways to increase interest.
- Gary Truex asked for Supervisors to review the Accounts Receivable list and contact any of the delinquent cooperators they might know. He also asked for this to be placed on the July agenda for action. Discussion ensued.

#### Adjournment

With no further business, the meeting adjourned by consensus at 8:23pm.

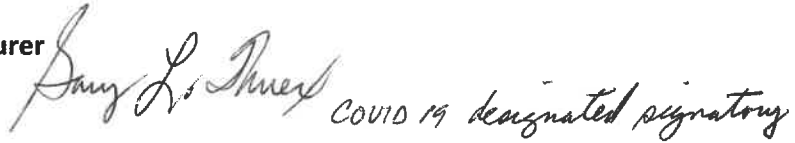
Respectfully submitted,

**Gary Sawyers**  
**Chairman**



**Carolyn Miller**  
**Secretary/Treasurer**

**GS/CM/lw**



**Recorded by Lynn Woods, Administrative Specialist**

## GVCD Administrative Specialist's Report

*June 17, 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 until Fall 2021 and will reassess at that point.

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. He reports that post driver rentals have slowed down due to the lack of posts available for purchase. Post costs have dramatically increased, if they can be found at all.

Our Grassland Technician has been teleworking and conducting field work with social distancing measures. He is in the process of wrapping up FY21 AgEP and taking FY22 signups. FY22 sign-ups will be taken through June 30, 2021.

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 District Operations Manager 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.) Gary Sawyers, Avery Atkins, and Jerry Clifton have also signed checks when needed.

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We received notice from Belinda Withrow that Carroll Greene nominations are due by September 1, 2021.

Security cameras were received on 3/25/21. Eugene plans to arrange rental of a bucket truck for installation. He has been too busy with rentals to install them, but hopes to do that with the slow down.

The date for standing committee meetings in July 2021 falls on 07/07/21, if the Board chooses to hold them. These would be call-in meetings.

I have started looking, again, at options for conference table and chairs. The ones we were considering are no longer available, so I will need to give you new information.

Funds have been received for these LORs:

- #12525 – May 2021 Rent \$ 1,908.75

The pledge notification from FNBB on the agenda was approved last month and does not need to be reviewed this month. It was inadvertently left on the agenda.

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

The WVU Building has been booked for October 7, 2021. Caterer needs to be booked soon. A call for proposals was posted on our Facebook page and I have talked with several potential services. They were all asked to provide written proposals so comparisons could be made. Proposals received have been forwarded to Supervisors by email and a review is on the agenda

Josh Peplowski of WVU Extension – Greenbrier County, has requested that the District donate \$115.00 worth of filter fabric for use in the demonstration high tunnel at the state fairgrounds. The District would be permitted to have signage or information in the high tunnel as a contributing sponsor/partner.

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

**Dates to Note:**

<b>June 21</b>	<b>Holiday – WV Day recognized – closed</b>
<b>July 4*</b>	<b>Holiday – Independence Day - closed</b>
<b>July 7*</b>	<b>Standing Committee Meetings (if held)</b>
<b>June 15*</b>	<b>Regular Board meeting 7pm</b>

**\*Teleconference unless otherwise announced**



## **June 2021 WVCA Report**

### **O&M Sponsorship Agreements**

Don't forget to review your local sponsorship agreements and send to your local government partners for the FY22 budget year.

These agreements must be renewed annually to comply with constitutional budget provisions regarding fiscal years.

Local governments are finalizing their budgets for next fiscal year now and we need to make sure the requests have been presented.

### **WVCA Operations**

The WVCA employees will continue to telecommute until the governor removes his "safer at home" order. It's anticipated this will last until the fall.

The WVCA is encouraging its employees and supervisors to follow COVID protocols, continue wearing masks if they are not vaccinated and practice social distancing. The WVCA also encourages the continued use of telecommunication as much as possible.

### **AgEP:**

- **May/June/July 2021**– CDs to finalize upcoming FY program, update AgEP agreement addendum, take action to approve LORs

If you haven't updated your AgEP Administration agreement and addendum for the upcoming year, please do so now. The deadline for submitting is June 15 to Guthrie.

### **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.

### **State Fair of WV Sign Ups**

The schedule for state fair volunteers is now available under the WVCA admin webpage. If you would like to schedule a time frame to work at the fare, please contact your Administrative Specialist.



### **Conservation Farm Tour**

Planning for your district's participation in the 2021 conservation farm recognition event should be well underway. At this time, there will be a statewide contest. Please let Kim and Jeremy know by June 1 if your district will have candidates for the area judging, or if your district will just honor farmers locally. As always, the statewide event is being developed by the District Association and the Awards Council.

Again, please let Jeremy and Kim know if your district plans to participate in the regional contest.

#### **Timelines:**

- **May** - County and District judging.
- **June 1** – District winner nomination packet is due to Area Director which includes the completed farm bio, conservation farm plan and conservation plan map.
- **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.

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

July 19 & 20            CCD  
October 18 & 19       Flatwoods

### **2021 Calendar of Events - Deadlines**

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

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

**Citizen Contact Request (CCR)**

**Request for Assistance (RFA)**

**7-1-3U:**

- Checking status of Pocahontas Agreement with fiscal for receipt through mail.

**O&M:**

*Status:*

- Dams should be mowed in late June in order to have the Marlin Run ready for the 4<sup>th</sup> of July for the landowner. Upon approval of the board I will schedule.



1900 Kanawha Blvd., East  
Charleston, WV  
25305-0193

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: May 21, 2021-June 17, 2021

**Site Visits Conducted:**

**CCRs:**

- N/A

**Stream Permits:**

- N/A

**Dams:**

- Howard Creek #12- EAP-Up to Date-Issued 2/2/2021
- Marlin Run #1- EAP-Up to Date-Issued 2/2/2021

## Woods, Lynn

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**From:** McBride, Katy - NRCS, Princeton, WV <katy.mcbride@usda.gov>  
**Sent:** Thursday, June 17, 2021 3:21 PM  
**To:** Woods, Lynn  
**Subject:** GVCD Board Meeting Tonight

Hey lady,

I'm home sick (was yesterday too) so I will not be at the board meeting tonight. Would you mind just to pass along a few things to the board tonight for me?

- We are planning on having a display at the WV State Fair – working on details, staffing, etc.
- The field offices have been working on their AMA & EQIP preapprovals
- The field offices have also been working on practice installation, completion and certification
- I've been working with Dennis on the 2<sup>nd</sup> Creek WS project

Thanks! 😊

**Katy McBride**  
**Acting District Conservationist**  
**USDA-NRCS**  
**Greenbrier Valley (Buckeye, Lewisburg, and Union Field Offices)**  
**Phone: 304-290-2318**  
**Email: [Katy.McBride@usda.gov](mailto:Katy.McBride@usda.gov)**

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11:32 AM

06/17/21

**Greenbrier Valley Conservation District**  
**A/R Aging Summary**  
As of June 17, 2021

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
Anderson, Brad	3.86	3.80	3.75	3.69	246.09	281.19
Bennet, Jay	98.00	0.00	0.00	0.00	0.00	98.00
Buckland, John	0.00	0.00	0.00	0.00	57.52	57.52
Daniels, William	0.00	0.00	0.00	0.00	-72.00	-72.00
Dixon, Ben	0.00	0.00	0.00	0.00	-54.00	-54.00
Dodrill, Daniel	120.00	0.00	0.00	0.00	0.00	120.00
Dransfield, Doug	3.38	3.33	6.24	9.84	206.07	228.86
Ervin, Michael	3.64	3.58	3.53	3.48	231.86	246.09
Guyenn, M. D. Jr.	0.00	0.00	0.00	0.00	693.65	693.65
Hanna, Woody	136.00	0.00	0.00	0.00	0.00	136.00
Hawver, Allen	3.13	3.09	3.04	3.00	199.77	212.03
Hedrick, David	98.00	0.00	0.00	0.00	0.00	98.00
Hoover, Mike	0.00	0.00	0.00	0.00	0.00	0.00
Johnson, Lee	2.34	0.00	156.00	0.00	0.00	158.34
Kennedy, David	3.01	2.96	197.50	0.00	0.00	203.47
Killen, Kyle	360.00	0.00	0.00	0.00	0.00	360.00
Lane, Conrad	0.00	294.00	0.00	0.00	0.00	294.00
Lankford, Eddie	1.11	1.09	1.07	1.06	70.48	74.81
Long, Charlie	55.00	0.00	0.00	0.00	0.00	55.00
McClung, Ralph	89.02	4.94	4.87	4.80	319.89	423.52
McCoy, Jim	0.00	5.77	5.68	5.60	373.06	390.11
McFerrin, Randy	0.00	196.00	0.00	0.00	0.00	196.00
Nester, Jr., William R.	196.00	0.00	0.00	0.00	0.00	196.00
Phillips, Patrick H.	0.94	0.92	0.91	0.90	59.77	63.44
Quantz, Matthew A	10.06	9.92	9.77	9.62	641.64	681.01
Rapp, Logan	98.00	0.00	0.00	0.00	0.00	98.00
Richmond, James	0.00	0.00	98.00	0.00	0.00	98.00
Riffey, Justin	4.14	4.08	4.02	3.96	263.96	280.16
Tuckwiller, Kevin	132.00	0.00	0.00	0.00	0.00	132.00
Wenger, Mike	70.00	0.00	0.00	0.00	0.00	70.00
Wickline, Clyde	58.00	0.00	0.00	0.00	0.00	58.00
Williams, Steven	90.00	0.00	0.00	0.00	0.00	90.00
<b>TOTAL</b>	<b><u>1,635.63</u></b>	<b><u>533.48</u></b>	<b><u>494.38</u></b>	<b><u>45.95</u></b>	<b><u>3,237.76</u></b>	<b><u>5,947.20</u></b>

11:32 AM  
06/17/21

**Greenbrier Valley Conservation District**  
**A/P Aging Summary**  
**As of June 17, 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>
City of Lewisburg	23.78	0.00	0.00	0.00	0.00	23.78
First Citizens Bank	128.90	0.00	0.00	0.00	0.00	128.90
Greenbrier PSD #1	19.10	0.00	0.00	0.00	0.00	19.10
Komax, LLC	176.25	0.00	0.00	0.00	0.00	176.25
Mon Power	29.19	0.00	0.00	0.00	0.00	29.19
Mountaineer Gas Company	148.67	0.00	0.00	0.00	0.00	148.67
Sherry W. Ferrell	375.00	0.00	0.00	0.00	0.00	375.00
Suddenlink	229.18	0.00	0.00	0.00	0.00	229.18
<b>TOTAL</b>	<b><u>1,130.07</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>1,130.07</u></b>

Greenbrier Valley Conservation District

6/17/2021 12:05 PM

Register: 10003 · Bank of Monroe Ck 2603 General

From 05/21/2021 through 06/17/2021

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/26/2021			12000 · Undeposited F...	Joseph Hostetle...		X	893.00	515,973.62
05/26/2021			12000 · Undeposited F...	Cole Beverage		X	196.00	516,169.62
05/26/2021			12000 · Undeposited F...	Joseph Thacker...		X	490.00	516,659.62
05/26/2021			41700 · WVCA Fundi...	CD Emp Reim...		X	11,714.09	528,373.71
05/27/2021	ACH	PEIA	-split-	808319911	841.40	X		527,532.31
05/27/2021	ACH	Retiree Health Benefi...	21020 · Health Insuran...	808319911	160.00	X		527,372.31
05/28/2021	5323	Barrett L Level	-split-		955.81			526,416.50
05/28/2021	5324	Barrett L. Level	20000 · Accounts Paya...	Reimbursement	159.76			526,256.74
05/28/2021	5325	Lacy E Wickline	-split-		577.62			525,679.12
05/31/2021			40500 · Interest Revenue	Interest		X	8.83	525,687.95
06/03/2021	ACH	WV State Tax Depart...	21040 · State Payroll T...	1048-0059	256.00			525,431.95
06/03/2021	ACH	United States Treasur...	-split-	55-6008337	1,497.04			523,934.91
06/15/2021	5326	Barrett L Level	-split-		955.81			522,979.10
06/15/2021	5327	Lacy E Wickline	-split-		655.34			522,323.76
06/15/2021	5328	Barrett L. Level	20000 · Accounts Paya...	Reimbursement...	156.80			522,166.96
06/15/2021	5329	Lacy E. Wickline	20000 · Accounts Paya...	Reimbursement	69.60			522,097.36
06/17/2021	5330	City of Lewisburg	20000 · Accounts Paya...	Acct. 05328	23.78			522,073.58
06/17/2021	5331	First Citizens Bank	20000 · Accounts Paya...	-4279	47.08			522,026.50
06/17/2021	5332	First Citizens Bank	20000 · Accounts Paya...	-5650	81.82			521,944.68
06/17/2021	5333	Greenbrier PSD #1	20000 · Accounts Paya...	663163-00	19.10			521,925.58
06/17/2021	5334	Komax, LLC	20000 · Accounts Paya...	AR233741 & ...	176.25			521,749.33
06/17/2021	5335	Mon Power	20000 · Accounts Paya...	110 121 466 186	29.19			521,720.14
06/17/2021	5336	Mountaineer Gas Co...	20000 · Accounts Paya...	525479-679446	148.67			521,571.47
06/17/2021	5337	Sherry W. Ferrell	20000 · Accounts Paya...	Invoice 1715	375.00			521,196.47
06/17/2021	5338	Suddenlink	20000 · Accounts Paya...	07713-104391-...	229.18			520,967.29