

**Minutes of the GVCD Regular Board Meeting  
July 15, 2021**

The Greenbrier Valley Conservation District Board of Supervisors met on Thursday, July 15, 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:**

Timothy VanReenen  
Jerry Clifton  
Avery Atkins

**Supervisors Present:**

Gary Truex  
Gary Sawyers

**Supervisors Absent:**

Carolyn Miller

**Others:**

Jeremy Salyer (WVCA) (call-in)  
Judith Lyons (WVCA) (call-in)  
Dennis Burns (WVCA)  
Barry Level (GVCD)  
Lynn Woods (WVCA)

**Call to Order**

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

**Approval of Minutes**

**Motion was made by Timothy VanReenen and seconded by Gary Truex to approve the minutes of the June 17, 2021, regular board meeting. Motion passed.**

**Guests**

Dennis Burns addressed the Board regarding the Second Creek Socioeconomic Assessment. He asked the Supervisors to review and comment on the draft of the survey and its accompanying letter to cooperators in the Second Creek watershed. Discussion ensued regarding number of cooperators and methods of completing the survey. He requested that the Board let him know by the end of the month if they had comments or input. Dennis

also reported that he had worked with Suzy Daubert to submit NWQI assessment documents for Indian Creek and that the green infrastructure training project he spoke of previously is now fully funded.

### **Administrative Specialist's Report**

Lynn Woods submitted a written report, which is attached, and reviewed highlights.

### **Funding Requests**

- **Gary Truex moved, and Timothy VanReenen seconded the motion to send LOR # 12654 - CD EMPLOYEE REIMBURSEMENT Q4 FY21 in the amount of \$11,381.20. Motion passed.**

### **Cooperating Agency Reports**

- *NRCS* – Katy McBride was unable to attend but sent a written report which was read by Gary Sawyers and is attached. Lynn Woods noted that Katy had also said that a local work group meeting needs to be scheduled.
- *WV Division of Forestry* – No report
- *FSA* – No report
- *WVCA* - Jeremy Salyer submitted a written report, which is attached. He noted the deadline for awards nominations, time for Agreed Upon Procedures, and to make sure OMR agreements are current. He noted the WVCA has announced employees will return to offices on September 7, 2021, with the possibility of some continued teleworking. He asked the Board to let him know of any concerns. He noted everything else would be covered by the agenda and report.

### **Unfinished Business**

- Lynn Woods reported that she has not yet found suitable furniture at a reasonable price and will continue to search.
- WVCA employees will return to office settings on September 7, 2021. There may be some continued teleworking on a case-by-case basis.
- There was no discussion on seeking a lawyer. Item postponed.

### **Committee Reports**

#### *Finance Committee:*

#### Financial Reports:

- *General and CDO Funds Report* – **Timothy VanReenen 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 Timothy VanReenen. 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*

- **Timothy VanReenen moved on behalf of the committee to have an additional FY22 AgEP sign-up period of July 15 – August 15, 2021. Gary Truex seconded the motion. Motion passed.**

*Grassland Committee:*

- Nothing to report this month.

*Building/Equipment Committee:*

- Gary Truex reviewed Eugene Wickline’s monthly report.
- Security cameras are being installed. Eugene Wickline has requested that internet service be installed at the equipment building so that the cameras can be monitored remotely. Service would cost approximately \$70 per month with a \$125 installation fee. Discussion ensued. **Avery Atkins moved to approve the installation of internet service at the equipment building. Gary Truex seconded the motion. Motion passed 2-1 with Timothy VanReenen casting the nay vote and Jerry Clifton abstaining.**

**Watershed Reports**

- *WVCA O, M & R Report*
  - Judith Lyons reported that she had spoken to Gene Saurborn, and he said to assure the District that he would assist with a meeting about the Howards Creek weir.
  - Judith explained the circumstances surrounding a 7-1-3U sub-agreement with Pocahontas County. **Gary Truex moved, and Timothy VanReenen seconded the motion to approve 7-1-3U Sub-agreement Pocahontas County EWP Flood Event June 13, 2021 for \$500.00. Motion passed.**
  - Judith reported that mowing of Marlin Run was completed before the 4<sup>th</sup> of July as requested and everyone was pleased with the work. She also noted that all EWP work under the 7-1-3U sub-agreement with Greenbrier County for February 27, 2021, flood event has been completed and verified. **Gary Truex moved, and Timothy VanReenen seconded the motion to approve payment to SCD for Work Order #GVCD Marlin Run 01-01-2021 in the amount of \$2,500.00 and payment/reimbursement to Greenbrier County Commission for EWP work in the amount of \$21,500.00. Motion passed.**
  - Judith reported that Ross Tuckwiller has completed a design for a stabilization project at the old tannery site in Pocahontas County and will be meeting with Walt Helmick next week about that.

**319 Committee:**

- Jerry Clifton presented the following payments for approval:

○ Jason Kleinfelter	1686 Second Creek IV	\$5,988.50
○ Inv# 15125001	SGS Laboratory Monitoring Kitchen Creek	\$ 128.00
○ Inv# 15125002	SGS Laboratory Monitoring Indian Creek	\$ 112.00
○ Inv# 15125003	SGS Laboratory Monitoring Meadow River	\$ 64.00
○ Inv# 15125095	SGS Laboratory Monitoring Anthony Creek	\$ 144.00
○ Inv# 15125096	SGS Laboratory Monitoring James River	\$ 64.00
<b>Total Payments</b>		<b>\$ 6,500.50</b>

**Jerry Clifton moved on behalf of the committee and Timothy VanReenen seconded the motion to approve the listed payments, totaling \$6,500.50. Motion passed.**

- Jerry Clifton presented a new contract for approval for Robert & Elizabeth Irons - Second Creek- Total 319 Funds \$54,284.50. **Jerry Clifton moved on behalf of the committee and Timothy VanReenen seconded the motion to**

approve the new contract for Robert & Elizabeth Irons - Second Creek- Total 319 Funds \$54,284.50. In discussion, Gary Sawyers read the cost components of the project from the contract. **Motion passed.**

**Actions Between Board Meetings**

Timothy VanReenen approved (by delegated authority) two AgEP payments as follows:

- Bill Canterbury – Lime - \$695.55
- Sam Herndon – CPD - \$8,266.95

**Correspondence**

- Correspondence not requiring board action was forwarded to the Supervisors by email.

**New Business**

- There was a brief discussion of delinquent Accounts Receivable. These will be reviewed and discussed next month.
- Nominations for awards were discussed: Timothy VanReenen for Honorary Member; Avery Atkins for Carroll Greene; Member-At-Large to be determined. Nominations will be voted on at August meeting.
- **Gary Truex moved, and Jerry Clifton seconded the motion to approve the Partnership Plan of Work, with no changes other than updating dates, for FY22. Motion passed.**

**Other Business**

- Committee chairs decided that there will be no committee meetings for the month of August 2021.

**Adjournment**

With no further business, the meeting adjourned by consensus at 8:35pm.

Respectfully submitted,



**Gary Sawyers  
Chairman**

**Carolyn Miller  
Secretary/Treasurer**

**GS/CM/lw**

**Recorded by Lynn Woods, Administrative Specialist**



## July 2021 WVCA Report

### Items to be thinking about and placed on your agendas in the coming month:

- Carroll Greene Nomination – form is due to Belinda Withrow by September 1
- WVACD Honorary Member At Large – form due to Joe Gumm by September 1
- WVACD Lifetime Honorary Member – form due to Joe Gumm by September

### Agreed Procedures Engagement (Audit)

Conservation Districts are asked to begin the Agreed Procedures Engagement (APE) (audit) soon after the close of the fiscal year on June 30<sup>th</sup>. It is important that each district read their audit, and then take steps to correct any findings noted by the auditors. If you have questions, ask Kim or Jeremy.

### 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

Beginning Tuesday, Sept. 7, WVCA employees will return to their office settings.

We are all working under WVCA's existing telework policy, and staff who would like to incorporate a telework schedule into their regular office work schedule after Sept. 7 may follow the directions in the existing telework policy and request telework status from their division managers.

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 was June 15 to Guthrie.

### **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**

- **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

# GVCD Administrative Specialist's Report

July 15, 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 return to regular office operations (with some teleworking possible) on September 7, 2021.

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 is working on installation of cameras. He is also requesting installation of internet service at the equipment building which would enable remote monitoring.

Our Grassland Technician has been teleworking and conducting field work with social distancing measures. FY21 AgEP is complete and signups were taken June 1-30, 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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Awards nominations are due by September 1, 2021 (Carroll Greene, Member-At-Large, Honorary Member.)

AgEP database for FY21 was finalized and reported by the deadline. We should receive word of our allocation amount for FY22 in time to have LOR on the August agenda.

Encova premium audit has been completed and submitted by the deadline.

Plan of Work was sent out for comment and is on agenda for approval with no changes.

Eugene has requested internet service at the equipment building. I've priced Suddenlink and Frontier, and he has priced Countrymen. This is on the agenda for discussion/action.

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. So far, I have not found anything suitable for both our needs and budget.

Funds have been received for these LORs:

#12649 – NPS Second Creek Karst III	\$ 42,000.00
#12647 – FY21 Annual Contribution OMR GCC	\$ 2,200.00
#12586 – FY22 District Support	\$ 33,082.00

LORs for FY22 rent will be on the August agenda.

The WVU Building has been booked for October 7, 2021. Caterer for the banquet has been contacted and agreement made as per board action last month.

Mowing of Marlin Run was completed by SCD and invoice is on the agenda for payment. Mowing was completed prior to July 4 as requested.

EWP Work was completed by Greenbrier County Commission and they have submitted all documentation for reimbursement. The work has been verified by WVCA and the payment of \$21,500.00 is on the agenda for approval.

Check to Greenbrier County Commission, issued in March 2021, for reimbursement for EWP work was voided and reissued. They show record of receiving it, but it was lost at some point between receipt and deposit. This is why you have a new check for signatures.

Correspondence not requiring action has been forwarded to Supervisors by email.

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

Katy McBride has asked that we schedule a Local Work Group meeting in August. She will discuss.

The date for standing committee meetings in August 2021 falls on 08/11/21, if the Board chooses to hold them. These would be call-in meetings.

**Dates to Note:**

<b>August 11</b>	<b>Standing Committee Meetings (if held)*</b>
<b>August 19</b>	<b>Regular Board meeting 7pm*</b>
<b>TBD</b>	<b>Local Work Group Meeting</b>

**\*Teleconference unless otherwise announced**



## NRCS Monthly Report

### Greenbrier Valley

July 2021

- ACEP (Agricultural Conservation Easement Program) – 3 applications have been selected for funding in Greenbrier County and 4 in Monroe County; applicant has until 07/23/2021 to decide whether or not to accept & proceed with the selection.
- Field Staff in all 3 offices have been extremely busy with working on getting contracts signed & obligated; Greenbrier County has 23 obligated for approximately \$695,220.00, Monroe County has 20 obligated for approximately \$384,250.00, and Pocahontas County has 10 obligated for approximately \$269,736.00.
- Greenbrier County has 5 EQIP applications and 1 AMA application waiting to be obligated, Monroe County has 6 EQIP applications waiting to be obligated, and Pocahontas County has 10 EQIP applications and 1 AMA application waiting to be obligated.
- Obligated contracts & pending obligations include high tunnels, irrigation systems, stream restoration, grazing practices (water development, fencing, reseeding, nutrient management, etc.), forestry practices, wildlife practices, etc.
- Completed 3<sup>rd</sup> quarterly ROOT review
- Staff have been working with landowners on practice implementation, certification, and approval of payment.
- Staff have been completing required trainings in AgLearn, etc.
- Vehicle inspections were completed for all 3 field offices.
- Andy Sentz, District Conservationist for the Elk CD (Gassaway and Summersville Field Offices) will be the new Acting DC starting on Monday, July 19<sup>th</sup> until Dorian Perez starts (tentative first day will be August 16<sup>th</sup>).
- NRCS staff is working with FSA on a display for the WV State Fair; some staff have volunteered to work shifts.

10:44 AM

07/15/21

**Greenbrier Valley Conservation District**  
**A/P Aging Summary**  
**As of July 15, 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>
Adkins Auto Parts	23.98	0.00	0.00	0.00	0.00	23.98
City of Lewisburg	23.78	0.00	0.00	0.00	0.00	23.78
Cross Creek on Main	1,275.00	0.00	0.00	0.00	0.00	1,275.00
First Citizens Bank	6.72	0.00	0.00	0.00	0.00	6.72
Greenbrier PSD #1	22.13	0.00	0.00	0.00	0.00	22.13
Kornax, LLC	201.19	0.00	0.00	0.00	0.00	201.19
Matheson Tri-Gas Inc.	95.75	0.00	0.00	0.00	0.00	95.75
Mon Power	24.50	0.00	0.00	0.00	0.00	24.50
Mountaineer Gas Company	47.87	0.00	0.00	0.00	0.00	47.87
Sherry W. Ferrell	375.00	0.00	0.00	0.00	0.00	375.00
Suddenlink	227.92	0.00	0.00	0.00	0.00	227.92
Waters Agricultural Laboratories, Inc.	85.00	0.00	0.00	0.00	0.00	85.00
WV Department of Agriculture	20.00	0.00	0.00	0.00	0.00	20.00
<b>TOTAL</b>	<b><u>2,428.84</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>2,428.84</u></b>

Greenbrier Valley Conservation District

7/15/2021 10:58 AM

Register: 10003 · Bank of Monroe Ck 2603 General

From 06/18/2021 through 07/15/2021

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
06/23/2021	5339	Westfield	20000 · Accounts Paya...	Acct. 4701508...	1,790.29	X		520,689.43
06/25/2021	ACH	PELA	-split-	808319911	841.40	X		519,848.03
06/25/2021	ACH	Retiree Health Benefi...	21020 · Health Insuran...	808319911	160.00	X		519,688.03
06/30/2021			12000 · Undeposited F...	Clyde Wickline		X	58.00	519,746.03
06/30/2021			12000 · Undeposited F...	Randy McFerrin		X	196.00	519,942.03
06/30/2021			12000 · Undeposited F...	Jim Richmond		X	98.00	520,040.03
06/30/2021			12000 · Undeposited F...	Harrisons Weld...		X	180.00	520,220.03
06/30/2021			12000 · Undeposited F...	Kenny Baker		X	98.00	520,318.03
06/30/2021			12000 · Undeposited F...	Michael W. Bu...		X	98.00	520,416.03
06/30/2021			12000 · Undeposited F...	Ralph Beckwith		X	392.00	520,808.03
06/30/2021			12000 · Undeposited F...	Jack Wilkins		X	60.00	520,868.03
06/30/2021			-split-	Conrad Lane		X	490.00	521,358.03
06/30/2021			12000 · Undeposited F...	Aviagen Turkeys		X	1,050.00	522,408.03
06/30/2021			12000 · Undeposited F...	Lee H. Johnson		X	158.34	522,566.37
06/30/2021			12000 · Undeposited F...	Don Dransfield		X	312.00	522,878.37
06/30/2021			12000 · Undeposited F...	Jason Kleinteller		X	180.00	523,058.37
06/30/2021			12000 · Undeposited F...	Keith Crooksha...		X	180.00	523,238.37
06/30/2021			12000 · Undeposited F...	Kevin Tuckwiller		X	132.00	523,370.37
06/30/2021			12000 · Undeposited F...	Ralph McClung		X	329.56	523,699.93
06/30/2021			12000 · Undeposited F...	Charlie Long, ...		X	55.00	523,754.93
06/30/2021			40500 · Interest Revenue	Interest		X	8.62	523,763.55
06/30/2021	5340	Barrett L Level	-split-		955.81			522,807.74
06/30/2021	5341	Lacy E Wickline	-split-		655.34			522,152.40
06/30/2021	5342	Barrett L. Level	20000 · Accounts Paya...	Reimbursement	226.96			521,925.44
06/30/2021			-split-	May 2021 rent,...		X	1,908.75	523,834.19
07/06/2021	ACH	Consolidated Public ...	-split-	X58300	799.88			523,034.31
07/06/2021	ACH	United States Treasur...	-split-	55-6008337	1,359.01			521,675.30
07/06/2021	ACH	WV State Tax Depart...	21040 · State Payroll T...	1048-0059	260.00			521,415.30
07/08/2021	5343	Gary W Sawyers	-split-		1,802.76			519,612.54
07/12/2021	ACH	Unemployment Com...	21050 · SUTA Tax Pay...	000082716-9	126.11			519,486.43
07/15/2021	5348	Avery Atkins	-split-		1,438.12			518,048.31
07/15/2021	5349	Jarrell L Clifton	-split-		1,566.58			516,481.73
07/15/2021	5350	Timothy W VanReen...	-split-		1,438.12			515,043.61
07/15/2021	5351	Adkins Auto Parts	20000 · Accounts Paya...	Acct. 102120; I...	23.98			515,019.63
07/15/2021	5352	City of Lewisburg	20000 · Accounts Paya...	Acct. 05328	23.78			514,995.85
07/15/2021	5353	Cross Creek on Main	20000 · Accounts Paya...	Deposit on 10/...	1,275.00			513,720.85
07/15/2021	5354	First Citizens Bank	20000 · Accounts Paya...	-4279	6.72			513,714.13
07/15/2021	5355	Greenbrier PSD #1	20000 · Accounts Paya...	Acct. 663163-00	22.13			513,692.00
07/15/2021	5356	Komax, LLC	20000 · Accounts Paya...	AR238718 & ...	201.19			513,490.81
07/15/2021	5357	Matheson Tri-Gas Inc.	20000 · Accounts Paya...	Invoice 002382...	95.75			513,395.06

Greenbrier Valley Conservation District

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From 06/18/2021 through 07/15/2021

Sorted by: Date, Type, Number/Ref

<b>Date</b>	<b>Number</b>	<b>Payee</b>	<b>Account</b>	<b>Memo</b>	<b>Payment C</b>	<b>Deposit</b>	<b>Balance</b>
07/15/2021	5358	Mon Power	20000 · Accounts Paya...	110 121 466 186	24.50		513,370.56
07/15/2021	5359	Mountaineer Gas Co...	20000 · Accounts Paya...	525479-679446	47.87		513,322.69
07/15/2021	5360	Sherry W. Ferrell	20000 · Accounts Paya...	Invoice 1720	375.00		512,947.69
07/15/2021	5361	Suddenlink	20000 · Accounts Paya...	07713-104391-...	227.92		512,719.77
07/15/2021	5362	Waters Agricultural ...	20000 · Accounts Paya...	A2210622-97; ...	85.00		512,634.77
07/15/2021	5363	WV Department of A...	20000 · Accounts Paya...	Invoice 2059	20.00		512,614.77