

**Minutes of the GVCD Regular Board Meeting  
September 16, 2021**

The Greenbrier Valley Conservation District Board of Supervisors met on Thursday, September 16, 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  
Carolyn Miller  
Gary Truex

**Supervisors Present:**

Gary Sawyers

**Supervisors Absent:**

none

**Others:**

Jeremy Salyer (WVCA) (call-in)  
Heather Duncan (WVACD) (call-in)  
Dorian Perez (NRCS) (call-in)  
Barry Level (GVCD)  
Dennis Burns (WVCA)  
Mike McMunigal (WVCA)  
Lynn Woods (WVCA)

**Call to Order**

Chairman Gary Sawyers called the meeting to order at 7:02pm.

**Approval of Minutes**

**Motion was made Carolyn Miller and seconded by Avery Atkins to approve the minutes of the August 19, 2021, regular board meeting. Motion passed.**

**Guests**

Gary Sawyers welcomed Heather Duncan, new Executive Director of the WVACD. Heather introduced herself, sharing about her background in conservation work and noted that she expects good things from the GVCD, whose current board has two past WVACD presidents and three Carroll Greene Award recipients. She has sent out a survey for Supervisors and Admin Specs to complete, regarding thoughts and expectations for the WVACD. She reported that the October quarterly meeting is now completely virtual, due to Covid and more information will follow about the schedule. She said that the Association plans to do some training programs in conjunction with NRCS, but the kick-off for this, which was supposed to happen at the quarterly meeting, has been put on hold. She answered questions from the Supervisors and discussion ensued. She will be working from her home in Jefferson County and traveling as needed. The WVACD office will remain, with Kelly Wayne working two days per week. Both she and the Board expressed looking forward to a positive working relationship for the future.

Dennis Burns provided an update on the Second Creek Watershed Survey. Surveys went out last week and so far, five have been returned. A meeting was scheduled for October 5, 2021 at 10am to review surveys received by that time and to discuss contacts. He also reported that he had completed a 319 proposal at the request of Mike McMunigal, to send \$47,000.00 in monies to the Second Creek watershed.

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

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

### **Funding Requests**

Gary Sawyers presented the following LOR for approval:

- LOR #12687      FY22 O&M Greenbrier County Commission Flood Control      \$2,200.00

**Gary Truex moved, and Timothy VanReenen seconded the motion to send LOR #12687. Motion passed.**

### **Cooperating Agency Reports**

- *NRCS* – Dorian Perez reported on CSPs with September 30 deadline. He also asked the board if they would be interested in a brief presentation on NRCS programs by Hannah Walls, to help her complete certification. They agreed and this will take place at the November board meeting. Finally, Dorian asked the Board what information they would like to have provided to them. They would like to see numbers of contracts and dollars by County in order to provide county-specific information to representatives.
- *WV Division of Forestry* – No report
- *FSA* – No report
- *WVCA* - Jeremy Salyer submitted a written report, which is attached. He noted that the CDO report was due on September 1 and Lynn had submitted it. It's also time to be working on Agreed Upon Procedures and the WVCA has postponed its return to offices due to new developments with Covid. He also reported that input regarding relevant practices to be added to the Ag Enhancement Exigency plan needs to be submitted by September 24, 2021. Discussion ensued about the Exigency plan. Jeremy commented that the Districts have a tremendous resource in Heather Duncan as the new WVACD Executive Director and encouraged the board to reach out to her with concerns. Jeremy noted everything else he had to discuss would be covered by the agenda and report.

### **Unfinished Business**

- WVCA employees' return to office settings has been delayed until further notice.
- There was no discussion on seeking a lawyer. Item postponed.

## Committee Reports

### *Finance Committee:*

#### Financial Reports:

- **General and CDO Funds Report – Carolyn Miller moved to accept the General and CDO Funds Reports and file for audit. Seconded by Timothy VanReenen. Motion passed.**
- **WVCA Restricted Funds Report –Carolyn Miller 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 noted that we were allocated \$102,000.00 for FY22 and there were residual funds of \$13,000.00+ from last year. The committee is recommending an additional hedge of \$13,000.00 to allow for cancellations. He presented the following applications for approval.

**Timothy VanReenen moved on behalf of the committee and Gary Truex seconded the motion to approve the listed applications totalling \$128,311.86. Motion passed.**

Name	Cost Share	Running Total	Acres	Tons	PDF	EF
<b>Ume</b>						
Lewis, Doug	\$666.00		23.1	44.4		
Arbuckle, Emily	\$360.00		8	24		
Smith, Isaiah	\$1,962.00		43.6	130.8		
Wills, Veronica	\$1,197.00		83.9	79.8		
Sisler, Allen	\$393.00		13.1	26.2		
Rapp, David	\$4,194.00		93.2	279.6		
Cook's Farm	\$1,336.50		41.7	89.1		
Tomlinson, John	\$4,080.00		100	272		
Stacy, Don	\$4,500.00		100	300		
Harrison, Bill	\$1,255.50		67.5	83.7		
Gillespie, Alexander R.	\$300.00		10	20		
Ellis, Ben	\$414.00		13.8	27.6		
Vass, Rachel	\$96.00		3.2	6.4		
Mason, Neil	\$165.00		5.5	11		
Hefner, Chad	\$2,400.00		78.4	160		
Irons, Oliver	\$2,493.00		83.1	166.2		
Deer, Pamela	\$1,270.50		41.6	84.7		
Ziegler, Jesse	\$1,464.00		100	97.6		
Hanna, Woody	\$780.00		26	52		
Wigglesworth, David	\$2,094.00		100	139.6		
Lilly, Willy	\$1,083.00					
Hart, Greg	\$510.00		11	34		
Wickline, Philip	\$480.00		16	32		
Canterbury, Bill	\$978.45		54	65.23		
Wilfong, Charles	\$3,795.00		100	253		
		<b>\$38,266.95</b>	<b>1216.7</b>	<b>2478.93</b>		
				(1.68 ton/Ace)		
<b>Comprehensive Pasture Dev.</b>			<b>WL Feet</b>	<b>Troughs</b>	<b>PDF</b>	<b>EF</b>
Nester, William K.	\$9,006.00		2,350	2	4,130	0
Holwick, Jann	\$1,112.50			1	490	0
Morgan, Jack	\$3,776.70		270	1	1,390	970
Adkins, Michael	\$9,998.95		4,120	2	1,400	1,811
Deer, Pamela	\$5,709.10		710	2	1,800	1,280
Ziegler, Jesse	\$7,104.90		2,690	1	2,010	670
Nelson, John	\$4,700.00			2	2,960	
Hancock, Tim	\$4,611.33		1,373	2	1,560	
Jones, Tootie	\$10,000.00		2,880	3	5,363	
Bogges, Noel	\$3,281.25		1,425	3		
		<b>\$59,300.73</b>	<b>15,818</b>	<b>19</b>	<b>21,103</b>	<b>4,731</b>
<b>Watering System</b>						
Stacy, Don	\$2,678.00		1,800	1		
Clifton, Jerry	\$500.00			1		
Miller, Barry	\$4,619.38		2,578	3		
Hoke, Donnie	\$1,576.90		890	1		
Beckett, Dale	\$826.70		270	1		
Welke, Chuck	\$693.60		160	1		
		<b>\$10,894.58</b>	<b>5,698</b>	<b>8</b>		
<b>Pasture Division Fence</b>						
Dille, Bryan	\$5,000.00				4,000	
		<b>\$5,000.00</b>				
<b>Exclusion Fence</b>						
Saul, John	\$2,387.50					1,910
Alley, Kevin	\$2,008.60					1,660
Tuckwiller, James	\$2,925.00					2,340
Morris, Bane	\$4,951.00					3,961
Wilfong, Charles	\$2,577.50					2,062
		<b>\$14,849.60</b>				<b>11,933</b>
<b>Grand Total</b>		<b>\$128,311.86</b>	<b>21516</b>	<b>27</b>	<b>25,103</b>	<b>16,664</b>

*Grassland Committee:*

- **Avery Atkins moved to approve up to \$400.00 for a State Conservation Farm sign for Frank Masters, pending a response from the Awards Council regarding their contribution toward the cost. Jerry Clifton seconded the motion. Motion passed.** Timothy VanReenen will follow-up with the Council.

*Building/Equipment Committee:*

- Gary Truex referred to Eugene Wickline’s monthly report which was emailed to Supervisors.

**Watershed Reports**

- *WVCA O, M & R Report*
  - Judith Lyons was unable to attend the meeting but sent an email, which Gary Sawyers reviewed.

**319 Committee:**

- Jerry Clifton presented the following payments for approval:
 

○ Callie McMunigal	Upper Indian Creek II	\$ 159.00
○ SGS Laboratory Monitoring Inv# 15151747	Meadow River	\$ 64.00
○ SGS Laboratory Monitoring Inv# 15151744	319 State Monitoring	\$ 160.00
○ <b>Total Payments</b>		<b>\$ 383.00</b>

**Jerry Clifton moved on behalf of the committee and Gary Truex seconded the motion to approve the listed payments, totaling \$383.00. Motion passed.**

- **Jerry Clifton moved and Avery Atkins seconded the motion to approve payment to Callie McMunigal for septic repair, not to exceed maximum cost share amount of \$5,000.00, upon receipt of invoice. Motion passed.**
- Jerry Clifton presented the following new contracts for approval:
  - Kevin Mullins – Spring Creek – \$12,898.00 in 319 funds to include 525 feet of exclusion fence, 2870 feet of division fence, and 290 feet of pipeline. (It was noted that the amount had been updated since the agenda was posted but did not exceed the amount on the agenda.)

**Jerry Clifton moved on behalf of the committee and Gary Truex seconded the motion to approve the new contract as shown above. Motion passed.**

- **Jerry Clifton moved and Gary Truex seconded the motion to support the “South Fork Potts Creek Riparian Buffer Enhancements” project on David Furrow property. Motion passed.** This project is funded by USF&W in the amount of \$31,819. GVCD will need to send an LOR for the funds.
- Mike McMunigal reported that the 319 group is seeking to re-allocate \$47,000.00 in unobligated funds from Spring Creek to Second Creek due to the performance period ending in June 2022. He said that there are cooperators lined up and ready to go to contract in Second Creek and that interest has waned in Spring Creek and the funds would have to be returned if not used. DEP has to approve the transfer, as does the District. Discussion ensued and Mike answered questions from Supervisors. The item was not on the agenda for action, so it will be addressed in October.

**Actions Between Board Meetings**

- None reported

**Correspondence**

- WVU Extension has requested a donation for their Women-in-Ag conference. Heather Duncan relayed the latest update which was that the in-person conference has been changed to a virtual format. This item was tabled.
- Other correspondence not requiring action has been forwarded to Supervisors by email.

**New Business**

**Other Business**

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

**Adjournment**

With no further business, the meeting adjourned by consensus at 8:40pm.

Respectfully submitted,



Gary Sawyers  
Chairman

Carolyn Miller  
Secretary/Treasurer

GS/CM/lw

Recorded by Lynn Woods, Administrative Specialist

## **Woods, Lynn**

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**From:** Lyons, Judith  
**Sent:** Thursday, September 16, 2021 1:57 PM  
**To:** Woods, Lynn  
**Cc:** Salyer, Jeremy  
**Subject:** board meeting

Lynn

I will not be on the meeting tonight as I have an appointment priorly scheduled. I don't have anything new to report. I did call Gary and told him I would not be on.

This is what I don't have:

Nothing from GCC for an amount of the tree removal in Marlinton, therefore I cant write the sub-agreement and present the amount of dollars to the district.

Nothing from GCC of whether they have removed the camper out of the stream and paid the bill.

Gene Saurborn will be working in Princeton at times during the next month for the dam rehabilitation we are doing there so he said he would be able to meet with Gary Truex about the Weir during that time.

We do not have anything from Greenbrier, Pocahontas or Monroe counties from Hurricane Ida but we do in other counties and are working that.

Thank you so much.

*Judith Lyons*  
Program Manager  
West Virginia Conservation Agency  
Cell 304-807-7437

Office 304 957-1402  
[ilyons@wvca.us](mailto:ilyons@wvca.us)





## **September 2021 WVCA Report**

### **CDO Budget Expenditure Report for FY21**

This report was due to Guthrie by September 1.

### **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.

### **WVCA Operations**

The WVCA continuing to telework and is encouraging its employees and district supervisors to follow COVID protocols, continue wearing masks and practice social distancing. The WVCA also encourages the continued use of telecommunication as much as possible. The previous date of September 7<sup>th</sup> for return to work has been pushed back due to COVID and will be reevaluated as more information is received.

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

October 18, 19 & 20 Flatwoods Days Inn

The annual banquet has been cancelled by the association this year.

### **Supervisor Directory**

Davin White is working on finalizing a new version of the supervisor directory. Please review your district's information and update. There are several missing photos of new supervisors and contact information may have changed in recent months. If you need a photo or would like to update your photo, please have your AS take a new headshot photograph and send to Davin. Please provide any updated information by Oct. 1.

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

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

September 6	Labor Day – Holiday
October 11	Columbus Day – Holiday
October 12	WV State Conservation Committee Meeting. Will be a teleconference meeting.

9:19 AM

09/15/21

**Greenbrier Valley Conservation District**  
**A/P Aging Summary**  
**As of September 16, 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>
Boone Tractor & Implement, Inc.	627.72	0.00	0.00	0.00	0.00	627.72
City of Lewisburg	23.78	0.00	0.00	0.00	0.00	23.78
Encova Insurance	282.00	0.00	0.00	0.00	0.00	282.00
First Citizens Bank	214.26	0.00	0.00	0.00	0.00	214.26
Fisher Auto Parts	4.52	0.00	0.00	0.00	0.00	4.52
Greenbrier PSD #1	22.13	0.00	0.00	0.00	0.00	22.13
Komax, LLC	192.62	0.00	0.00	0.00	0.00	192.62
Mon Power	36.27	0.00	0.00	0.00	0.00	36.27
Mountaineer Gas Company	32.32	0.00	0.00	0.00	0.00	32.32
Sherry W. Ferrell	375.00	0.00	0.00	0.00	0.00	375.00
Suddenlink	225.88	0.00	0.00	0.00	0.00	225.88
Waters Agricultural Laboratories, Inc.	5.00	0.00	0.00	0.00	0.00	5.00
<b>TOTAL</b>	<b><u>2,041.50</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>2,041.50</u></b>

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

*September 16, 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 plan to return to regular office operations, on September 7, 2021, has been put on hold until further notice due to the recent upswing in COVID cases and the Delta variant.

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. Cameras and internet service have been installed at the equipment building and he can now monitor from remote locations.

Our Grassland Technician has been teleworking and conducting field work with social distancing measures. FY22 AgEP applications are on agenda for approval.

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 for Carroll Greene, Member-At-Large, and Honorary Member were submitted by the deadline.

Encova premium audit has been completed and submitted by the deadline. Additional information was provided to the auditor on several occasions. The final result of the audit was a \$19.00 credit to the District.

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. This has been taken off the agenda for the time being.

Funds have been received for the following LORs:

- LOR #12658 District Support Jul Rent \$1,908.75
- LOR #12659 District Support Aug Rent \$1,908.75
- LOR #12660 District Support Sep Rent \$1,908.75
- LOR #12667 FY22 AgEP Allocation \$102,000.00

The CDO actual budget report for FY21 was submitted by the deadline of September 1, 2021

The fairgrounds and caterer have been contacted to reschedule the annual Legislative and Awards banquet. The new date for the event is September 8, 2022.

Second Creek Watershed surveys went out in the mail last week. Press releases were sent to newspapers in Monroe and Greenbrier counties and posted on Facebook.

WVU Extension has requested sponsorship for their annual Women in Ag conference. This request was forwarded to Supervisors by email and is on the agenda for consideration.

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.

The date for standing committee meetings in October 2021 falls on 10/13/21, if the Board chooses to hold them. These would be call-in meetings.

Supervisors should be receiving emails directly from the WVACD. If you are not getting these, please let me know so I can make sure they have your correct email address. I forward them as well, but sometimes I think that may cause confusion.

**Dates to Note:**

<b>Oct 13</b>	<b>Standing Committee Meetings (if held)*</b>
<b>Oct 21</b>	<b>Regular Board meeting 7pm*</b>
<b>TBD</b>	<b>Local Work Group Meeting</b>

**\*Teleconference unless otherwise announced**