

**Minutes of the GVCD Regular Board Meeting
November 18, 2021**

The Greenbrier Valley Conservation District Board of Supervisors met on Thursday, November 18, 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

Supervisors Present:

Gary Sawyers
Gary Truex

Supervisors Absent:

None

Others:

Jeremy Salyer (WVCA) (call-in)
Dorian Perez (NRCS) (call-in)
Judith Lyons (WVCA) (call-in)
Suzy Daubert (NRCS) (call-in)
Hannah Walls (NRCS) (call-in)
Heather Duncan (WVACD) (call-in)
Barry Level (GVCD)
Lynn Woods (WVCA)

Call to Order

Chairman Gary Sawyers called the meeting to order at 7:00pm.

Approval of Minutes

Motion was made by Timothy VanReenen and seconded by Jerry Clifton to approve the minutes of the October 21, 2021, regular board meeting. Motion passed.

Guests

Hannah Walls, Soil Conservationist with NRCS, made a presentation about programs and assistance offered by NRCS.

Administrative Specialist's Report

Lynn Woods submitted a written report, which is attached.

Funding Requests

Cooperating Agency Reports

- *NRCS* – Dorian Perez submitted a written report, which is attached. He reviewed the report in detail. He and Suzy Daubert answered questions from Supervisors. Avery Atkins expressed concerns about cooperators being frustrated with the application and approval process and being hesitant to participate. Discussion ensued.
- *WVACD* – Heather Duncan mentioned due dates and information for grants she had previously emailed. She asked that two photos representing the district's programs or activities be sent to Davin White for presentation at Ag Day. She gave information on the NACD annual meeting. She noted that the next quarterly meeting will be at Stonewall Resort, January 18, 19, & 20. This is a three-day meeting, instead of the usual two, with the middle day concentrating on training.
- *WV Division of Forestry* – No report
- *FSA* – No report
- *WVCA* - Jeremy Salyer submitted a written report, which is attached. He reminded the board to submit any exigency program practices. He noted that it is time to start annual policy manual reviews. He reported that budget talks seem to be going well and there is a chance of receiving a little more money for dams.

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* – Timothy VanReenen moved to accept the General and CDO Funds Reports and file for audit. Seconded by Carolyn Miller. 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 presented the following payments for approval:

Lime

Ben Ellis - \$405.00

Alex Gillespie - \$300.00

Houston Arbuckle - \$360.00

Water System

Chuck Weikle - \$693.60

Jerry Clifton* - \$500.00

Total Payments: \$1,898.60

Timothy pointed out that Jerry Clifton is a supervisor and therefore needed to be voted on separately, with Jerry recusing himself. Jerry's project was verified through the proper procedures and verification letter was received from Jeremy Salyer. **Timothy VanReenen moved on behalf of the committee, to approve all payments except Jerry Clifton's, for a total of \$1,398.60. Gary Truex seconded the motion. Motion passed. Jerry Clifton recused himself and left the meeting. Timothy VanReenen moved on behalf of the committee, to approve the payment to Jerry Clifton in the amount of \$500.00. Carolyn Miller seconded. Motion passed. Jerry Clifton returned to the meeting.**

Grassland Committee:

- Nothing to report this month.

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 reported there is a new technician, Shane Pettry, doing stream permits. There were no new CCRS. Annuals were completed. Timothy VanReenen attended Marlin Run, as did the Mayor of Marlinton. The mayor agreed to have his town employees do channel work when possible. Timothy VanReenen shared more information with the Mayor about the District and its role in flood control issues. Gary Truex attended the annual at Tuckahoe. Judith reported that the vegetation is looking good on the dam and that much of the debris that was there had broken down. Judith said the weir meeting with Gene Sauborn and the City of White Sulphur Springs went well; however, the City's attorney struck much of the content of the draft agreement afterward. She said another meeting had taken place that she knew nothing about. Gary Truex explained that the second meeting was not about the weir, but rather, about a potential study to be done by NRCS on flood control.

Gary Truex stated that he had felt good about the Howards Creek weir meeting with the City of White Sulphur Springs, but their attorney's changes to the agreement made the agreement inadequate. Considering this, he thinks efforts should be resumed to remove or notch the weir. **Gary Truex made a motion to pick up where we left off with Fort Worth and resume trying to remove or notch the weir. Avery Atkins seconded the motion. Motion passed.**

- **Timothy VanReenen moved, and Gary Truex seconded the motion to reimburse the Pocahontas County Commission \$3,250.00 for removal of the large tree on Marlin Run Channel per the sub-agreement with them. Motion passed.** Timothy VanReenen noted that that was an excellent price considering the size of the tree, which was 23feet around.

319 Committee:

- Jerry Clifton corrected the total on the agenda from \$400.00 to \$112.00. This was a clerical error only. He presented the following payment for approval:

SGS Laboratory Monitoring Inv# 15172585 319 proposed Indian Creek \$ 112.00

Jerry Clifton moved on behalf of the committee and Timothy VanReenen seconded the motion to approve the listed payment, totaling \$112.00. Motion passed.

- Jerry Clifton presented the following new contracts for approval:
 - Ann Lion – Indian Creek/Burnside Branch septic pumping – not to exceed \$300
 - David Hawkes – Indian Creek/Burnside Branch septic pumping – not to exceed \$300
 - Amy South – Indian Creek/Burnside Branch septic repair – not to exceed \$5,000 and pumping not to exceed \$300

Jerry Clifton moved on behalf of the committee and Timothy VanReenen seconded the motion to approve the listed contracts. Motion passed.

Actions Between Board Meetings

Gary Sawyers reported that a meeting was held with the City of White Sulphur Springs and NRCS regarding a potential study on flood control projects. Donny Dodd is now trying to schedule a similar meeting with the Town of Rainelle.

Correspondence

- Gary Truex moved, and Carolyn Miller seconded the motion to approve/accept the FNBB Pledge Notification: 232123496. Motion passed.
- Other correspondence not requiring action has been forwarded to Supervisors by email.

New Business

- The district was notified by Andrew Riffe of WVCA fiscal section that we no longer need to utilize a receiving account since the rule was changed about gaining interest of federal funds. Lynn Woods read his email to explain the recommendation. Gary Truex moved, and Jerry Clifton seconded the motion to close the receiving account. Motion passed.
- The annual Legislative Brief was scheduled for January 6, 2022. Due to uncertainty about the covid protocols for our building and limited space the WVU Building was tentatively booked. Box lunches can be provided for \$9 per person. Timothy VanReenen moved, and Carolyn Miller seconded the motion to approve a budget of up to \$500.00 for the venue and lunch. Motion passed.

Other Business

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

Adjournment

With no further business, the meeting adjourned by consensus at 8:45pm.

Respectfully submitted,

Gary Sawyers
Chairman

Carolyn Miller

Secretary/Treasurer

GS/CM/lw

Recorded by Lynn Woods, Administrative Specialist

GVCD Administrative Specialist's Report

November 18, 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 will continue to operate under telework status.

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. Cooperators have been notified of their FY22 AgEP approvals. Some practices have been completed.

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.

Accountant has been contacted regarding Agreed Upon Procedures for FY21, but no date has been scheduled yet.

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.

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.

FNBB pledge notification has been sent to Supervisors for review.

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 December 2021 falls on 12/08/21, if the Board chooses to hold them. These would be call-in meetings.

Greenbrier Valley Conservation District Monthly Board Meeting

NRCS Progress Report

Dorian Perez, District Conservationist

Staffing:

Buckeye Service Center:	1 Soil Conservationist	1 Soil Con Tech	1 Wildlife Biologist (Jan)
Lewisburg Service Center:	2 Soil Conservationists	1 Soil Con Tech	
Union Service Center:	2 Soil Conservationists	1 Soil Con Tech	
Other:	1 Program Assistant Shared between two work units		

Status of Financial Assistance Contracts

Contracts (ProTracts)

Program	Payments Pending Signature	Obligations Certified	Cancelled & Terminated
CSP	3	\$224,422.47	2 Contracts
CSP GCI	3	\$7,979.40	3 Contracts
EQIP	5	\$606,869.05	3 Contracts
AMA	2	\$84,094.05	2 Contracts

Contract Maintenance (FA Tracker)

Near Off Schedule: 115
 Non-Compliance, 1st Payment: 20; 1 contract approaching non-compliance
 No Payments last 24 Month: 7
 Near Expiration: 13 with 2 potential terminations

Financial Assistance Programs

Applications

CSP Renewals	Gb: 7	Mn: 6	Pc: 4
CSP Classic	2 (Application period is not open, yet)		
CSP GCI	Gb: 2	Mn: 5	
EQIP	Gb: 89	Mn: 46	Pc: 27
AMA	Gb: 20	Mn: 11	Pc: 4

Calendar

EQIP/AMA	Application Deadline	Nov 5, 2021
	Eligibility Letters went out this week, deadline likely in mid-January	
CSP Payment Deadline		Dec 3, 2021
CSP Renewals Contract Signing Deadline		Dec 15, 2021
CSP-GCI Contract Signing Deadline		Dec 10, 2021

Other Comments:

- Anyone involved with Envirothon planning or execution should report their hours to their NRCS Service Center.
- Potential \$650,000 funding (EQIP) for grazing management operations within the National Water Quality Initiative (NWQI) target watershed: Indian Creek (Upper, Middle and Lower), Burnside Branch, Rock Camp Creek

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.

WVACD Survey was submitted to Heather Duncan.

AgEP Workflow survey was completed and submitted.

WVU Building has been reserved for January 6 for Legislative brief due to uncertain status of federal building Covid protocols and spacing issues. Box lunches will be approximately \$9 per person. Venue and budget are on agenda for approval.

Dates to Note:

Nov 25 & 26	Thanksgiving holidays
Dec 8	Standing Committee Meetings (if held)*
Dec 16	Regular Board meeting 7pm*
Jan 6	Legislative Brief 11:30am

***Teleconference unless otherwise announced**

November 2021 WVCA Report

Covid-19

WVCA employees will continue to operate under telecommute status for the foreseeable future.

AgEP Exigency Program

The deadline to submit any practice proposals for the AgEP Exigency program is November 15. The presentation given on November 1 was recorded. If you would like to review a copy, please ask your AS for a copy.

Ag Day/Legislative Meet and Greet

A legislative meet and greet and dinner following is scheduled for the evening of Feb 7. Each district is to provide Davin White with two photos for a slide program.

Agreed Procedures Engagement (Audit):

Conservation Districts are asked to begin the Agreed Procedures Engagement (APE) audit if you haven't already. Please check your current agreement to make sure it is valid.

WVCA Budget:

Initial budget talks look good and we are anticipating that things will stay as they are now.

Now is the time for districts to explore additional funding opportunities/partnerships to maintain local programming. It's also time to talk to their local representatives about the work of their districts, and why it's important to maintain funding.

2022 Dates for WVACD Quarterly Meetings

January 18 & 19 TBD

April 18 & 19 Cacapon State Park

July 18 & 19 TBD

October 17 & 18 Days Inn, Flatwoods

Request to Conservation Districts

The WVCA is encouraging Conservation Districts to review and update your District Policy Manuals. In addition to your policy manual, you are encouraged to review your CD Employee Manual (if you have one) and your CD Plan of Work. If you are already doing the reviews, please disregard this request. However, please let us know with a written response that you are already reviewing or will be reviewing the documents.

11:11 AM
11/17/21

Greenbrier Valley Conservation District
A/P Aging Summary
As of November 18, 2021

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
City of Lewisburg	23.78	0.00	0.00	0.00	0.00	23.78
First Citizens Bank	535.43	0.00	0.00	0.00	0.00	535.43
Greenbrier PSD #1	21.01	0.00	0.00	0.00	0.00	21.01
Komax, LLC	180.84	0.00	0.00	0.00	0.00	180.84
Mon Power	28.12	0.00	0.00	0.00	0.00	28.12
Mountaineer Gas Company	32.32	0.00	0.00	0.00	0.00	32.32
Sherry W. Ferrell	525.00	0.00	0.00	0.00	0.00	525.00
Suddenlink	218.00	0.00	0.00	0.00	0.00	218.00
The Monroe Watchman	29.00	0.00	0.00	0.00	0.00	29.00
TOTAL	<u>1,593.60</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,593.50</u>

Greenbrier Valley Conservation District

11/18/2021 11:48 AM

Register: 10003 · Bank of Monroe Ck 2603 General

From 10/22/2021 through 11/18/2021

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
10/26/2021			12000 · Undeposited F...	Russell Cronqu...	X		690.00	527,158.69
10/26/2021			12000 · Undeposited F...	Edward Lemons	X		120.00	527,278.69
10/26/2021			12000 · Undeposited F...	Steven Ridgeway	X		46.00	527,324.69
10/26/2021			12000 · Undeposited F...	Sharon Whited	X		98.00	527,422.69
10/26/2021			12000 · Undeposited F...	Aviagen Turkeys	X		1,050.00	528,472.69
10/26/2021			12000 · Undeposited F...	Lewis Kincaid	X		98.00	528,570.69
10/26/2021			12000 · Undeposited F...	Doug Lewis	X		35.55	528,606.24
10/26/2021			12000 · Undeposited F...	Cecil Mullens	X		540.00	529,146.24
10/26/2021			12000 · Undeposited F...	Robert A. Critc...	X		196.00	529,342.24
10/26/2021			12000 · Undeposited F...	Ray L. Jones	X		144.00	529,486.24
10/26/2021			12000 · Undeposited F...	Stone Meadow ...	X		192.00	529,678.24
10/26/2021			12000 · Undeposited F...	Will Nester	X		347.54	530,025.78
10/26/2021			12000 · Undeposited F...	Lone Wolf Nat...	X		146.16	530,171.94
10/26/2021			12000 · Undeposited F...	Steven Ridgeway	X		84.00	530,255.94
10/26/2021			-split-	Killen Farm & ...	X		922.09	531,178.03
10/26/2021			12000 · Undeposited F...	Jeffrey P. Utter...	X		96.00	531,274.03
10/26/2021			12000 · Undeposited F...	Don Dransfield	X		360.00	531,634.03
10/26/2021			-split-	July-Sept 2021 ...	X		5,726.25	537,360.28
10/29/2021	ACH	PEIA	-split-	808319911	885.00	X		536,475.28
10/29/2021	ACH	Retiree Health Benefi...	21020 · Health Insuran...	808319911	116.00	X		536,359.28
10/29/2021	5429	Barrett L Level	-split-		955.81			535,403.47
10/29/2021	5430	Lacy E Wickline	-split-		655.34			534,748.13
10/29/2021	5431	Barrett L. Level	20000 · Accounts Paya...	Reimbursement	102.64	X		534,645.49
10/31/2021			40500 · Interest Revenue	Interest		X	9.18	534,654.67
11/03/2021	ACH	Consolidated Public ...	-split-	X58300	799.88			533,854.79
11/03/2021	ACH	United States Treasur...	-split-	55-6008337	2,227.93			531,626.86
11/03/2021	ACH	WV State Tax Depart...	21040 · State Payroll T...	1048-0059	260.00			531,366.86
11/15/2021	5432	Barrett L Level	-split-		955.81			530,411.05
11/15/2021	5433	Lacy E Wickline	-split-		577.62			529,833.43
11/15/2021	5434	Barrett L. Level	20000 · Accounts Paya...	Reimbursement...	138.88			529,694.55
11/15/2021	5435	Lacy E. Wickline	20000 · Accounts Paya...	Reimbursement	60.64			529,633.91
11/18/2021	5436	City of Lewisburg	20000 · Accounts Paya...	Acct. 05328	23.78			529,610.13
11/18/2021	5437	First Citizens Bank	20000 · Accounts Paya...	-4279	308.18			529,301.95
11/18/2021	5438	First Citizens Bank	20000 · Accounts Paya...	-5650	227.25			529,074.70
11/18/2021	5439	Greenbrier PSD #1	20000 · Accounts Paya...	Acct. 663163-00	21.01			529,053.69
11/18/2021	5440	Komax, LLC	20000 · Accounts Paya...	AR260882 & ...	180.84			528,872.85
11/18/2021	5441	Mon Power	20000 · Accounts Paya...	110 121 466 186	28.12			528,844.73
11/18/2021	5442	Mountaineer Gas Co...	20000 · Accounts Paya...	525479-679446	32.32			528,812.41
11/18/2021	5443	Sherry W. Ferrell	20000 · Accounts Paya...	Invoice 1740	525.00			528,287.41
11/18/2021	5444	Suddenlink	20000 · Accounts Paya...	07713-104391-...	218.00			528,069.41

Greenbrier Valley Conservation District

11/18/2021 11:48 AM

Register: 10003 - Bank of Monroe Ck 2603 General

From 10/22/2021 through 11/18/2021

Sorted by: Date, Type, Number/Ref

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment</u>	<u>C</u>	<u>Deposit</u>	<u>Balance</u>
11/18/2021	5445	The Monroe Watchm...	20000 - Accounts Paya...	**H082; Subsc...	29.00			528,040.41