

**Minutes of the GVCD Regular Board Meeting
July 21, 2022**

The Greenbrier Valley Conservation District Board of Supervisors met on Thursday, July 21, 2022 at 7pm, in the conference room of the Lewisburg USDA Service Center.

Those attending were:

Supervisors:

Gary Sawyers, Chairman

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

Others:

Angela Feamster-Sawyers (WVCA)
Jeremy Salyer (WVCA)
Barrett Level (GVCD)
Jacob Lavender (WVCA)
Kara Grosso (WVCA)
Mike McMunigal (WVCA)

Call to Order

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

Approval of Minutes

Motion was made by Gary Truex and Seconded by Timothy VanReenen to approve the minutes of both the June 16, 2022, Regular Board Meeting and the June 29, 2022, Special Board Meeting. Motion Carried.

Funding Requests

Timothy VanReenen moved to approve the following LOR's:

LOR #13837, in the amount of \$10,998.51 for FY22 Q3 District Employee Reimbursement LOR
#13839, in the amount of \$11,426.17 for FY22 Q4 District Employee Reimbursement

Jerry Clifton Seconded the motion, motion carried.

Cooperating Agency Reports

NRCS – Dorian Perez, District Conservationist submitted a written report, which is attached.

FSA -No report

Forestry – No report

WVCA – Jeremy Salyer reviewed the highlights of his written report, which is attached.

In addition, he reported that there was discussion in the quarterly meeting about there not being enough funds to conduct business as the association, so they are looking at potentially increasing the dues from \$4,000 to \$5,000. Jeremy noted that there would be no additional money coming from the agency to cover the increase.

Jeremy also extended his appreciation to the board for letting Barry Level, be a part of and attend the farm tour. He advised Barry that if he had any comments that he would like to pass along that he could assist him with that.

Unfinished Business

Chairman Gary Sawyers noted that the dates have been confirmed with the WV Fairgrounds and Cross Creek on Main, for the 2022 Legislative Banquet to be held on, Thursday, September 08, 2022, at 7:00pm. Discussion ensued regarding plaques, signs, and invitations. Barry and Angela will work to finalize the details in the forthcoming week.

Carolyn Miller made a motion to approve funds not to exceed \$1500 for additional expenses. Avery Atkins seconded the motion. Motion carried.

Committee Reports

Finance Committee:

Financial Reports:

General and CDO Funds Report

Carolyn Miller moved to accept the General and CDO Funds Report and file for audit. Seconded by Timothy VanReenen. Motion passed.

WVCA Restricted Funds Report

Timothy VanReenen moved to accept the WVCA Restricted Funds Reports and file for audit. Seconded by Jerry Clifton. Motion passed.

Payment of all bills, per payables list

Gary Truex moved to pay all General Funds bills, per payables list, as presented. Seconded by Carolyn Miller. Motion passed.

Grassland Committee

Building/Equipment Committee

A copy of the monthly equipment report was provided to all board members for review.
Monthly report attached.

Watershed

Angela Sawyers reported that Judith Lyons was not able to attend the board meeting, however she did request an approval pending verification by the technician that the mowing and weed eating of the Marlin Run Dam was complete as per the work order. The O&M Southern Conservation District Invoice is for \$2800.00. Angela also noted that Judith stated that she did contact Mr. Zorn, owner of the property, and he was very pleased with the mowing.

Jerry Clifton made a motion to approve payment of the O&M Southern Conservation District Invoice in the amount of \$2800.00 pending verification by the technician. Timothy VanReenen Seconded the motion. Motion Passed.

319 Program:

Jerry Clifton presented the following payments for approval:

- Second Creek
 - Teaberry LLC - \$16,999.50 – Exclusion and division fence
 - Jackson Springs LLC - \$10,000.00 – Water well drilling and installation
 - Jackson Springs LLC - \$6,245.00 – Water pumping facility

The timing of these contracts versus previous funding issues raised concerns for Avery Atkins. Due to there not being anyone present at the meeting that could make any clarifications to the questions being asked, Gary Truex made a motion on behalf of the committee to defer the payments until the next board meeting. This would allow time to seek the clarification that was needed. Avery Atkins seconded the motion.

Discussion ensued.

Mike McMunigal called into the meeting in attempt to answer the questions that were brought forth by Avery Atkins.

Discussion ensued.

Chairman Sawyers noted that they approved this project as a board and therefore needed to approve the payments. Jerry Clifton Agreed.

Avery Atkins was in favor to defer the payments until the next board meeting; Gary Sawyers, Jerry Clifton, Carolyn Miller, Timothy VanReenen, and Gary Truex all opposed. Motion lost.

Jerry Clifton moved on behalf of the committee to pay the contracts as presented for approval. Timothy VanReenen seconded the motion. Everyone was in favor except Avery Atkins. Motion carried.

Jerry Clifton presented the following invoices for payment:

- WQ Monitoring
 - 319 State Proposed Indian Creek
SGS Invoice # 15264629 -\$107.58
 - 319 State Monitoring
SGS Invoice#15264630 - \$161.37

Jerry Clifton moved on behalf of the committee to pay the invoices for the total amount of \$268.95. Gary Truex seconded the motion. Motion carried.

Jerry Clifton presented the following:

Return of remaining Spring Creek Funds in the amount of \$41,186.08.

Discussion ensued.

Jerry Clifton moved on behalf of the committee to return the remaining Spring Creek funds in the amount of \$41,186.08. Carolyn Miller seconded. Motion Carried.

Actions Between Board Meetings

Chairman Sawyers noted that Jerry Clifton approved payments after verification by Jacob Lavender for the following contracts (Motion was made in the June 16, 2022, Regular Board Meeting):

Kevin Mullins-\$11,459.00
Bill Harrison-\$4,566.50

Correspondence:

Chairman Sawyers brought forth the discussion concerning Justin Riffey and his outstanding invoice balance of \$334.96. Angela Sawyers noted that Mr. Riffey's invoice was from 2019 and that he sent his last invoice back with a note refusing to pay. The board members reviewed the

note. Discussion ensued. It was decided and agreed upon by the board that Mr. Riffey would not be allowed to utilize any future programs.

Gary Sawyers presented the following request:

FOIA (Freedom of Information Act) – Request of all employee records; including part-time, temporary, seasonal, and elected officials for year 2021.

Timothy VanReenen made a motion to send a response that all employee records are available at our local office anytime that they would like to come and see them. Carolyn Miller Seconded the motion. Motion carried.

New Business

Gary Sawyers noted that the GSA mileage rate has increased to \$0.625 from \$0.585 cents per mile effective July1, 2022.

He advised that the advertisement for Engineering Services has been placed in the Monroe Watchman, Pocahontas Times, and the Register Herald and that the closing date for that is July 29, 2022 @4:00pm.

Chairman Sawyers presented the request for the Greenbrier Valley Conservation District to host the Western area Meeting, tentative, October 07, 2022.

Discussion ensued. It was decided by the board to postpone the decision until the August 18, 2022, board meeting.

Kara Grosso presented some information regarding the planning of Field Day, at Jack Morgan's Farm, to be held tentatively early October.

Timothy VanReenen made a motion to host the field day in early October, at Jack Morgan's Farm, and to approve funds not to exceed \$2000.00 for expenses. Jerry Clifton Seconded the motion. Motion carried.

Old Business:

Discussion ensued regarding letters to the State Conservationist regarding NRCS Practices, Policies, and Procedure concerns.

Timothy VanReenen moves to appoint Gary Sawyers, at his discretion, to send the letter to the State Conservationist regarding NRCS Practices, Policies and Procedures. Jerry Clifton seconded the motion.

Motion carried.

Adjournment

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

Respectfully submitted,

A handwritten signature in cursive script, reading "Gary W. Sawyers".

Gary Sawyers
Chairman

Gary Truex
Secretary/Treasurer

GS/GT/as

Recorded by Angela Feamster-Sawyers, Administrative Specialist
Adjournment

**Greenbrier Valley Conservation District
Monthly Equipment Report**

Month/Year June 2022

Equipment	Number of Days Rented	Number of Acres	Total Revenue	Total Cost of Repairs & Maintenance	Total Field Service Mileage
Tye #1					
Tye #2					
Great Plains #1					
Great Plains #2	2	23	288		
Great Plains #3					
No-till Seeder Totals	2	23	288		
Cricket					
Grasshopper	4	4	490		
Big Silver	2	2	196		
Lime/fertilizer Totals	6		686		
Chemical Sprayer					
Litter Spreader #1					
Litter Spreader #2					
Litter Spreader Totals					
Post Driver #3					
Post Driver #4	4		720		
Post Driver #6	2		360		
Post Driver Totals	6		1080		
Potato Planter					
Potato Sprayer					
Potato Hiller					
Potato Totals					
Tractor Fuel				\$2654	
Portable Toilets					
Other Trailer				\$2302	
Shop Supplies				\$5506	
GRAND TOTALS (all equipment)	14		\$2054	\$10462	

Greenbrier Valley Conservation District, DC Report

7/21/2022

Follow Ups from Last Month's Meeting

- How would the Board of Supervisors bring up concerns—such as the Pond/Water Ramp—to NRCS State Leadership? Does the board have access to the State Technical Committee?
 - In time, the State Technical Committee may become your means of redress, but not at present.
 - If the Board or a Partner has a concern regarding conservation practice implementation, program management, or other 'locally led' concerns, they should draft a letter to Jon Bourdon, State Conservationist, and submit it through me. I'll send it up through Suzy so that we're all informed and can offer alternative courses of action.

Report from the Field Office

No Field Office Report this month.

Technical Support

Field Visits

Planning Referral – Potential clients referred by/to the Conservation District

- **Unknown**, Monroe- Water Quality; John Nelson (WV CA) mentioned a client with bank erosion that NRCS needs to take a look at. There may be a problem with land eligibility as there is no ag production on the land unit.

Technical Assistance Referral – Potential clients referred by/to Other Partners

- Roseanna Sacco (neom2864@gmail.com) – Sweet Springs Institute. Is the District familiar with this external organization? They requested we present at an event July 13-19 but didn't provide enough notice and we were swamped with CSP and EQIP-NWQI application processing.

Financial Assistance Programs

Pending Deadline

Program	Application	Eligibility	Assessment	Ranking	Obligation
EQIP Batch 1					8/10/2022
EQIP Batch 2		7/29/2022	7/29/2022	7/29/2022	9/2/2022
EQIP CIC					
CSP Classic				7/29/2022	9/2/2022
CSP Renewal					

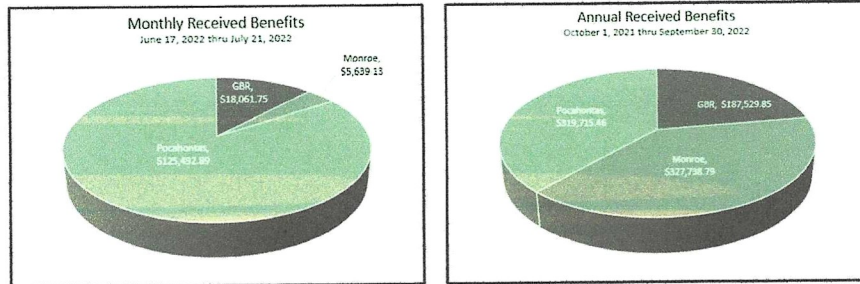
- The next Financial Assistance Program deadlines are 7/29/2022:
 - EQIP Sign-Up 1 late Pre-Approvals ITP
 - EQIP Sign-Up 2 NWQI
 - CSP Classic
- EQIP Sign-Up 1 late Pre-Approval Contract Documents Signed: 8/10/2022

Greenbrier Valley Conservation District, DC Report

7/21/2022

Contract Management –

- **31** practices were certified and paid between June 17 and July 10 for a value of **\$149,193.77** for the month and a running value of **\$839,984.10** in Federal benefits since October 1, 2021.
- Linear Practices (i.e., fencing, pipeline): **2,192** feet for **\$8,243.05**
- Area Practice (i.e., grazing plans, heavy use pads): **44.1** acres and **22,768** sqft for **\$134,170.33**.
- Point Practices (i.e., troughs, rooves, gutters): **4** Items for **\$11,690.39**.



Out of Schedule Contract Items. CPA-153 Letters of Non-Compliance with potential for contract termination and/or Contract Modification

- 2020 Contract Items: 42
- 2021 Contract Items: 406

Cancellations and Terminations.

		Financial Penalty	Lost Benefits
▪ Processed:	1	\$0.00	\$16,761.00
▪ Pending:	3	\$0.00	\$43,799.00
▪ Working:	2		

Working Applications –

- AMA – 2 Applications awaiting participant signature for obligation.
- EQIP – 5 Applications awaiting participant signature for obligation.

Office Administration

Work Unit Priorities

- Plan Development: EQIP NWQI and CSP Classic
- 2022 Practice Certification for CSP; identify participants who will be late.
- Waiver Requests, Cancellation Requests, Noncompliance Letters, Termination Actions, Modifications.

Upcoming Events

- Civil Rights Review. Requires three surveys—Supervisor, DC, and a participant—be submitted by Aug 5, 2022.
- State Fair. Aug 11-20

Staffing Updates

- Lewisburg Field Office lost Lucie Law, departed for USFS-Wyoming.
- 2 Soil Conservationist positions will be advertised for the Lewisburg Field Office.
- 1 CET position will be advertised for the Lewisburg Field Office.

Greenbrier Valley Conservation District, DC Report

7/21/2022

Any questions may be directed to the undersigned at dorian.perez@usda.gov or (681) 318-4025 or mobile (304) 290-2318.

DORIAN PEREZ Digitally signed by DORIAN PEREZ
Date: 2022.07.22 07:41:23 -04'00'

District Conservationist

Distribution:

Jon Bourdon, State Conservationist (STC)

Suzy Daubert, Assistant State Conservationist – Field Operations (ASTC-FO)

Matt Murphy, Area Resource Conservationist (ARC)

Julie Stutler, NRCS Outreach Coordinator

Greenbrier Valley Board of Supervisors (c/o Angela Sawyers)

NRCS Field Office Staff: Buckeye, Lewisburg, and Union Service Centers



July 2022 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

WVACD Lifetime Honorary Member

New Supervisor Oath of Office

By July 1, all newly elected supervisors need to have taken their oath of office. The oath is necessary by all supervisors who won a seat in the election in order to be reimbursed and vote in meetings.

Conservation Law Change

SB264 passed the legislature and has been signed by the governor. The law will be in effect before July 1.

Districts need to pay attention to board vacancies, especially in situations where no one filed in the May election for either the full four-year term or the unexpired term. Supervisors who did not file are not automatically allowed to continue holding their seat when the new term begins July 1.

In those cases, boards will need to advertise to fill the vacancy, and then select a candidate to submit to the SCC. Please check with Kim and Jeremy to be sure you have a copy of the updated advertisement.

Proposed rule 63-CSR-1 amends an existing rule and incorporates changes relating to the election of West Virginia's 114 conservation district supervisors. The rule details candidacy qualifications and procedures districts must follow when there are no candidates filing for the office, or when a vacancy occurs. The proposal also makes minor modifications to the process for spending watershed improvement funds.

The proposed rule 63-CSR-4 is a new rule relating to accounting and auditing procedures West Virginia's 14 conservation districts must follow.

AgEP:

- **May/June/July 2022**– CDs to finalize upcoming FY program, update AgEP agreement addendum #1 & #2, take action to approve LORs
- **July 15th** – **AgEP Databases are to be closed out by July 15th.**
- **If you haven't updated your AgEP Administration agreement and addendum for the upcoming year please do so now.**

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 30th. 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.

Request to Conservation Districts

The WVCA is encouraging Conservation Districts to review and update their District Policy Manuals. Districts are also encouraged to review their CD Employee Manual (if you have one) and CD Plan of Work. **Plans of work are due to Kim and Jeremy by July 1.**

Conservation Farm Tour

Timelines:

- **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.

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.

O&M Sponsorship Agreements

Don't forget to review your local sponsorship agreements and send to your local government partners for the FY23 budget year. These agreements must be renewed annually to comply with constitutional budget provisions regarding fiscal years.

The WVCA cannot provide a match without a signed agreement.

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 fair, please contact your Administrative Specialist.

2022 Dates for WVACD Quarterly Meetings

July 18, 19 & 20	Comfort Suites, Mineral Wells, WV
October 17 & 18	Days Inn, Flatwoods