



Greenbrier Valley Conservation District

September 22, 2022, Regular Board Meeting Minutes

The Greenbrier Valley Conservation District Board of Supervisors met on Thursday, September 22, 2022, at 7:00pm, in the conference room of the Lewisburg USDA Service Center.

Those in attendance were:

Supervisors:

Chairman, Gary Sawyers

Timothy VanReenen

Gary Truex

Jerry Clifton

Avery Atkins

Carolyn Miller

Others:

Jeremy Salyer (WVCA)

Angela Feamster-Sawyers (WVCA)

Kara Grosso (WVCA)

Jacob Lavender (WVCA)

Dorian Perez (NRCS)

Guests:

Danny Dodrill - Aviagen Turkeys, Inc., Transportation Manager

Keith Wingert - Aviagen Turkeys, Inc., Operations Manager

Call to Order

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

The order of the agenda was changed to address the roadway maintenance request of the rental property located on McElhenney Rd.

Danny Dodrill, Transportation Manager, and Keith Wingert, Operations Manager of Aviagen Turkeys, Inc., were both present to present the issues at hand. Danny Dodrill presented his report to the board. In his report, he noted that several options have been discussed along with a lot of brainstorming as to several improvements that could be made with the road, parking, and ditching.

He also noted that as everyone involved, including the GVCD committee, has recognized that the cost of everything would be a large sum of money allocated over several phases of construction.

Danny advised that they like the board to consider the first four phases regarding the immediate concerns and that should the board agree on improvements thereafter that, Aviagen Turkey's would be glad to assist and accommodate.

Danny presented his report and asked the board to first consider the following phases: First, they would like to have a pipe installed to lead from the corner downspout of the building to the ditch to prevent runoff and erosion on top of the ground.

Second, they would like to have the ditch cleaned up, remove the culvert, divert water to the left side of the driveway and add, "Rip-rap", rock to secure the bank to prevent erosion. Then they would like to add pitch or a crown to the road to allow runoff to be directed to the ditch to prevent erosion and finally add pitch/slop to their, "clean lot" parking to shed runoff and standing water.

Gary Truex advised that they were waiting on the Department of Highways to get back in touch with them regarding the drainage and see if there would be any issues from that aspect. He noted that this information is needed prior to the start of the project.

Discussion ensued. There was question as to the cost of the project and if it would need to be placed out for bid. Jeremy Salyer advised that it would not since they are utilizing District employee, Eugene Wickline, to complete the project. Chairman Sawyers, also asked if they hired an additional person to assist in the operation of the equipment, would they still be covered under that scenario? Jeremy Salyer advised the board that they would still be covered.

Mr. Dodrill and Mr. Wingert extended their appreciation for the boards consideration and advised that they would be willing to support with manpower as needed and some financial contributions. It was noted that if financial contributions were needed to let them know so that they can prepare and present it to the proper channels.

Timothy VanReenen made a motion on behalf of the board to move forward with the project and appoint Gary Truex authority of approval of funds not to exceed \$10,000. Jerry Clifton Seconded the motion. Motion carried.

Danny Dodrill advised that if they needed a representative in writing from the company, that he'd be willing to take care of that. Jeremy Salyers advised that one was not needed.

Approval of Minutes

Motion was made by Timothy VanReenen and Seconded by Jerry Clifton to approve the minutes of the August 18, 2022, Regular Board Meeting, with the amendment of Meta to Meadow. Motion Carried.

Gary Truex moved on behalf of the board to approve the following Letters of request:

LOR# 13880 in the amount of, \$7,000 FY23 supplemental allotment
LOR# 13891 in the amount of \$30,000, NPS1781 Indian Creek III

Timothy VanReenen Seconded the motion. Motion carried.

Cooperating Agency Reports

- NRCS: Dorian Perez, District Conservationist submitted a report, which is attached.
- FSA- No report
- Forestry-No report
- WVCA: Jeremy Salyer, reviewed the highlights of his report, which is attached.
- Other

Committee Reports

Finance Committee

Financial Reports:

General and CDO Funds Report

Timothy VanReenen moved to accept the General and CDO Funds Report and file for audit. Motion seconded by Jerry Clifton. Motion carried.

WVCA Restricted Funds Report

Gary Truex Moved to accept the WVCA Restricted Funds Report and file for audit. Motion was seconded by Timothy VanReenen. Motion carried.

Payment of all Bills, per Payables List

Timothy VanReenen moved to pay all General Funds Bills, per Payables list as presented. Motion was seconded by Carolyn Miller. Motion carried.

Building /Equipment Committee

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

Gary Truex made a motion on behalf of the Building Equipment Committee to give Eugene Wickline a \$1.00 on the hour wage increase.

Avery Atkins seconded the motion.

Discussion ensued.

Motion carried.

Gary Truex informed the board that one of the Great Plains, No till Seeders is soaking in acid because the previous renter used fertilizer in it. There are stickers placed on the machinery that warn against using fertilizer. It is currently unknown who the most recent renter was. Conversation ensued. If it cannot be fixed, it was suggested to remove the box.

Watershed

Jeremy Salyer informed the board that Judith Lyons was unable to attend due to a conference. He presented the update provided by Judith via email to the board. Jeremy reported that the preliminary investigation report for the Weir has been completed and that Donnie Dodd of the NRCS stated that they could possibly assist with the removal's funding but made no guarantees. Jeremy stated that it is currently a waiting game, and that at some point we will need to determine whether the City of White Sulphur Springs is willing to remove the Weir, and then follow up with NRCS to determine whether there is in fact a potential funding. In addition, Jeremy informed the board that Brian Farkas was not interested in pursuing that, as far as the agency providing and kind of funding on the removal of the Weir.

Conversation ensued regarding the Weir and concerns were expressed by the board. Jeremy advised that he take the district's concerns back to Brian Farkas and then revisit the issue another time.

Avery Atkins requested that the topic be placed on the agenda for next month's board meeting.

OM&R Funding Agreements

Timothy VanReenen made a motion to approve the following OM&R Funding Agreements:

Agreement# 1421-01-FY22; City of White Sulphur Springs
Agreement# 1421-02-FY23; City of White Sulphur Springs

Jerry Clifton Seconded the motion. Motion carried.

Payment for approval

Gary Truex made a motion to pay Southern Conservation District in the amount of \$4,000 for the mowing and weed eating of Howard's Creek Dam. Timothy VanReenen Seconded the motion. Motion carried.

319 Committee

Jerry Clifton moved on behalf of the committee to pay the following SGS Invoices:

15280597 -	\$197.23
15280673 -	\$143.44
15280804 -	\$71.72
<u>SGS Invoices Total -</u>	<u>\$412.39</u>

Timothy VanReenen Seconded the motion. Motion carried.

Jerry Clifton moved on behalf of the committee to approve septic pumping for Dennis Burns; Meadow River Mill/Creek- 50% up to \$300.00. Carolyn Miller seconded the motion. Motion carried.

Jerry Clifton moved on behalf of the committee to amend the following contracts for Second Creek:

Teaberry - 2, 1200-gal reservoir tanks at \$1.00/gal (\$2,400)

Frank Masters - 2, 1000-gal reservoir tanks at \$1.00/gal (\$2,000)

Steve Fisher - Exceeded contracted pipeline length to avoid rocks. Cost share 60% additional pipeline (60% of 533' = 320' = \$1,120.00) Total- \$5,520.

Avery Atkins seconded the motion. Motion Carried.

Jerry Clifton moved on behalf of the committee to approve the following contracts for Indian Creek:

Jeff LeChance - Septic system pumping 50% up to \$300.00

Jeff LeChance - Septic system replacement 75% up to \$5,000.00

Timothy VanReenen Seconded the motion. Motion carried.

Jerry Clifton moved on behalf of the committee to approve the following contracts for Indian Creek:

James and Irene Larew - Septic system pumping 50% up to \$300.00

James and Irene Larew - Septic system replacement 75% up to \$5,000.00

Carolyn Miller seconded the motion. Motion carried.

Jerry Clifton moved on behalf of the committee to approve the following contracts for Indian Creek:

William Level - Septic system pumping 50% up to \$300.00

William Level - Septic system replacement 75% up to \$5,000.00

William Level - Storm water management practice 75% up to \$5,000.00

Avery Atkins Seconds the motion. Motion carried.

Jerry Clifton moved on behalf of the committee to approve the following payment for Indian Creek:

Larry Echols - Exclusion fence - 1,033' (\$3,099.00 State Funds)

Gary Truex Seconded the motion. Motion Carried.

Jerry Clifton moved on behalf of the committee to approve the following payment for Indian Creek:

Amy South - Zenith Road septic system replacement - \$5,000.00

Timothy VanReenen seconded the motion. Motion carried.

Jerry Clifton moved on behalf of the committee to approve the following payment for Second Creek:

Jackson Springs - Pipeline, troughs, division, and exclusion fence in the amount of \$22,612.00
Gary Truex Seconded the motion. Motion carried.

Jerry Clifton moved on behalf of the committee to approve the following payment for **Second Creek:**
Teaberry Farms - Pipeline, water pumping system, troughs, reservoir tanks in the amount of \$16,868.26.
Timothy VanReenen seconded the motion. Motion carried.

Jerry Clifton moved on behalf of the committee to approve the following payment for **Second Creek:**
Steve Fisher - Pipeline and troughs in the amount of \$13,257.50
Timothy VanReenen seconded the motion. Motion carried.

Jerry Clifton moved on behalf of the committee to approve the following payment for **Second Creek:**
David Allgyer - Pipeline, troughs, division, and exclusion fence. \$24,231.74
Gary Truex seconded the motion. Motion carried.

Jerry Clifton moved on behalf of the committee to approve the following payments for **Meadow River/Mill Creek:**

Burton Ripley - Septic system repair in the amount of \$3824.95
Burton Ripley - Septic system pumping in the amount of \$150
Total = \$3974.95

Gary Truex seconded the motion. Motion carried.

Agricultural Enhancement Program Committee

Timothy VanReenen moved on behalf of the committee to modify the FY23 AgEP Exigency agreement, by removing GVCD AgEP from the last paragraph.

Jerry Clifton seconded the motion. Motion carried.

Agricultural Enhancement Program Committee

Timothy VanReenen reviewed the following AgEP totals:

Lime			
Cook's Farm	Lime	\$855.00	MON
Spade, Tommy	Lime	\$2,928.00	GBR
Campbell, Jim	Lime	\$3,258.00	GBR
Rapp, David	Lime	\$3,891.75	GBR

Porterfield, Eleanor S.	Lime	\$1,893.00	MON
Morris Bane	Lime	\$2,454.00	MON
Crookshanks, Josh	Lime	\$600.00	GBR
Rose, Mike	Lime	\$742.50	GBR
Rodgers, Linda	Lime	\$2,130.00	GBR
Johnson, Mason	Lime	\$645.00	MON
Diamond "C" Ranch (Natalie Chaney)	Lime	\$4,389.30	MON
Boothe, Josh	Lime	\$480.00	MON
Hudnall, Steve	Lime	\$67.50	GBR
Wade, Kenneth Grant	Lime	\$1,875.00	GBR
Moore, Donald	Lime	\$237.00	GBR
Hart, Greg	Lime	\$321.00	GBR
Lopez, Alex	Lime	\$273.75	
Mullens, Kevin	Lime	\$1,497.00	GBR

\$28,537.80

Comprehensive Pasture Dev.

Campbell, Jim	CPD	\$3,550.50	GBR
Elmore, Gary	CPD	\$1,374.05	GBR
Rodgers, Linda	CPD	\$7,047.30	GBR
Smith, Lefty	CPD	\$9,999.60	MON
Johnson, Kevin	CPD	\$5,180.05	MON
Boothe, Josh	CPD	\$1,437.50	MON
Miller, Barry	CPD	\$1,550.00	MON
Adkins, Michael	CPD	\$9,999.95	MON

\$40,138.95

Watering System

Clifton, Jerry	WS	\$500.00	POC
Hoke, Donnie	WS	\$1,141.30	MON
Wickline, Brian	WS	\$4,053.10	MON
Hudnall, Steve	WS	\$802.50	GBR

\$6,496.90

Pasture Division Fence

Echols, Larry	PDF	\$2,562.50	MON
Morgan, Jack	PDF	\$1,062.50	GBR

\$3,625.00

Exclusion Fence

Miller, Ron	EF	\$3,000.00	GBR
Morris, Banc	EF	\$2,706.25	MON

\$5,706.25

➤ **Grand Total** \$84,504.90

\$22,495.51 Remaining FY23 Funds (\$107,000 - \$84,504.90)

\$10,000.00 (No greater than) District Hedge

* \$32,495.51 Total Available for October Sign-up (Recommended)

Timothy VanReenen made a motion on behalf of the committee to have a hedge in the amount of \$10,000. Gary Truex seconded. Motion carried.

Timothy VanReenen made a motion on behalf of the committee to open sign-ups for practices for the month of October.

Jerry Clifton Seconded the motion. Motion carried.

Action Between Board Meetings:

Gary Sawyers signed the CRP Grasslands conservation plans as action between meetings on September 16, 2022.

Signup - 204 Grasslands CRP

<u>Farm</u>	<u>Tract</u>	<u>Acres</u>	<u>Owner</u>	<u>Operator</u>	<u>Practice</u>
FSN2142	T11316	55.58	Levi McClintic	Lori Quick	CP-88 Perm Grass
FSN2142	T11317	49.02	Levi McClintic	Lori Quick	CP-88 Perm Grass
FSN2241	T657	203.07	Laura Sarver	Sarver Farms	CP-88 Perm Grass
FSN2241	T912	117.9	Laura Sarver	Sarver Farms	CP-88 Perm Grass
FSN2241	T1111	131.87	Laura Sarver	Sarver Farms	CP-88 Perm Grass
FSN2241	T10119	119.18	Laura Sarver	Sarver Farms	CP-88 Perm Grass
FSN2241	T10517	286.11	Laura Sarver	Sarver Farms	CP-88 Perm Grass
FSN2673	T911	17.9	Bill & Nancy	Nancy Sarver	CP-88 Perm Grass

GVCD EOI for Engineering Services Interviews

- Interview Scores
 - Thompson & Litton: 33
 - Potesta: 64
 - ✓ S&S Engineers: 72

Timothy VanReenen moved on behalf of the board to approve S&S Engineers to be our engineering firm as needed. Carolyn Miller seconded the motion. Motion Carried.

Timothy VanReenen made a motion to approve an additional \$1,000.00 for field day expenses. Avery Atkins seconded the motion. Motion carried.

Timothy VanReenen made a motion to approve the CDO Budget Expenditure Report for FY22. Gary Truex seconded the motion. Motion carried.

The legislative banquet was the subject of further discussion. Chairman Sawyers expressed disappointment that Senator Baldwin and Delegate Mike Honaker did not attend the meeting, despite having previously stated that they would be present, and without any contact or explanation.

Angela Sawyers reviewed the October 2023 availability dates of the WVU building to reserve it for the next Legislative awards banquet. All board members agreed to reserve the WVU building from October 18-20, 2023.

Discussion ensued regarding Catering services for next year's banquet, and it was agreed to explore other options. Jerry Clifton, recommended, Rayetta's Lunch box.

Aimee Figgatt's thank-you card was received by the district and read aloud by Chairman Sawyers. The district expressed their appreciation and gratitude toward Aimee for the services she has provided to this community and those throughout the state.

Dates to Remember:

Field Day: 10/05/2022 @ 10:00am

Central Area Meeting: @ 10:00am

With no further business, the meeting adjourned by consensus at 9:48pm.

Respectfully Submitted,



Gary Sawyers

Chairman

Gary Truex

Secretary/Treasurer

A handwritten signature in blue ink that reads "Gary L. Truex". The signature is written in a cursive style with a large initial "G" and "T".

GS/GT/as

Recorded by Angela Feamster-Sawyers, Administrative Specialist

Greenbrier Valley Conservation District, DC Report

9/22/2022

Follow Ups from Last Month's Meeting

- County Supervisor review and signing of Conservation Plans
 - Starts October/November of 2022.
 - I'll review and sign the plan first (Tony can review and sign when I am on leave or as directed).
 - Planner and client sign.
 - Office staff will coordinate with the County Supervisor once per month or as needed to schedule plan review and signing. Staff will keep me informed of when meetings are scheduled.
 - Dave in Buckeye: Timothy VanReenen and Jerry Clifton
 - Jeff in Lewisberg: Gary Sawyers and Gary Truex
 - Tony in Union: Avery Atkins and Carolyn Miller
 - If a day can't be arranged, the plans will be brought to GBR for signing at the District Coordination Meeting (morning) or the Board Meeting (evening).
- Last month I asked what information the Supervisors would like to see in an Annual Report for the district.
 - Amount of funding to West Virginia for each program and the amount returned.
 - Contracts per fund pool in the district and the amounts
 - Total amount NRCS put into the community AND the amount the cooperators contributed
 - Total amount the Greenbrier District returned to the state pool in terms of cancellations and terminations
 - Practices contracted and the percentage of the total amount obligated to the District.
- Memorandum of Concern: Livestock Ramps, Ponds, and the resulting degradation to Water Quality.
- Memorandum of Concern: Participants getting contracts and then not being allowed to start due to lack of engineering design (Monroe: Taylor), Section 106 Cultural Resources review (Kirk Walton), and Section 7 Endangered Species Consultation (Greenbrier and Pocahontas).

Report from Your County Field Office

No report from the Lewisburg Field Office this month. October I will have a representative from the Buckeye Field Office.

Technical Support

Field Visits

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

- **Christopher Bishop**, Crawley, Greenbrier- from WVCA (Kara) for soggy pasture possibly as a result of DOT action. We conducted field visit 9/22/2022 @ 2:00 pm. Will be checking soil survey for listed hydric soil or component, then requesting wetland determination. Possible drainage and further paddock development.

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

- **Helen Woolridge**, Dunmore, Pocahontas – Water Quality. Referred to Dustin Wichterman, TU
- **Clayton Ripley**, Crawley, Greenbrier – Grouse and Quail Habitat. Will refer to Katie Fernald for disposition

Financial Assistance Programs

Contract Management –

- 7 practices were certified and paid in the last month for a value of **\$15,117.30** and a running value of **\$905,594.35** in Federal benefits for the fiscal year.
- Linear Practices (i.e., fencing, pipeline): **2,672.0** feet for **\$5,325.10**.

Greenbrier Valley Conservation District, DC Report

9/22/2022

- Area Practice (i.e., grazing plans, heavy use pads): **0.1** acres and a **2,160** sf High Tunnel for **\$7,754.40**.
- Point Practices (i.e., troughs, rooves, gutters): **2** troughs for **\$2,037.80**.

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

- 2020 Contract Items: 35
- 2021 Contract Items: 394
- 2022 Contract Items: 839

I've started an initiative to send 90-, 60-, and 30-day letters as participants approach a deadline to fulfill their agreements. These letters are often related to the State Conservationist waiver to the requirement to complete a practice in the first 12 months (12-Month Waiver) or the CPA-153 Agreement Covering Non-Compliance.

Cancellations and Terminations.

		Financial Penalty	Lost Benefits
▪ Processed:	15	\$0.00	\$223,660.72
▪ Pending:	8		\$76,710.78

Mr. Truex asked if there was anything we could do to keep these funds in the Greenbrier district. I answered with the following:

1. West Virginia, as small as we are, has the greatest number of cancellations in the nation. The stated goal is to get this number down. In my time here, the State Office has not leveraged cost recovery for applied practices or liquidated damages.
2. Funds that are returned go into that specific fiscal year's fund pool for the state; if a 2017 participant requests cancellation, those funds are returned to the 2017 Fund Pool for WV. When directed, the State Office can access those funds as "prior year funds" and sign a new contract. But there is no way of assuring those funds are returned to Greenbrier District as a new contract is determined by the ranking score.
3. Our initiative of sending out 'deadline' reminders has resulted in 4 participants who were off schedule working with us to get their practices certified. This appears to be the best course of action we have at reducing cancellations and non-compliance in the district.

Working Applications –

- CSP Classic – 8 applicants will be carried over from 2022 to 2023.
- CSP Renewal. 6 applicants. 4 in GBR and 2 in Pocahontas.
- CSP-GCI – Awaiting Spreadsheet from State Office (couldn't filter out our counties).
- EQIP – 88 applicants in Pending, Eligible, and Deferred status carried over from 2022 to 2023.

Upcoming Deadlines –

Conservation Stewardship Program (CSP) conservation activities "Applied" in CSP.	9/23/2022
CSP Agreements for Non-Compliance for incomplete activities	9/28/2022
Staff Performance Appraisals: Do County supervisors or other members of the Board have comments about the Staff?	9/30/2022
CSP Payments. Activity certification deadline start.	10/12/2022

Greenbrier Valley Conservation District, DC Report

9/22/2022

Office Administration

Field Office Priorities

- Performance Appraisals
- CSP FY 2022 Payments
- Contracts expiring 12/31/2022
- CSP Renewal, CSP GCI, and EQIP plan development

Upcoming Events

- Tony Panek will be in CNMP training 9/26/22 to 9/30/22
- Jack Morgan Farm Tour/Field Day, 10/5/2022
- CSP Refresher Training, 10/6/2022
- ACEP Training, 10/18/2022

Staffing Updates

- The two Soil Con positions were offered. The two soil con positions remain open and the postings will be posted to open applications.
- The CET position was offered, but I have no information on it.

Questions for the Board Supervisors

- None.

Questions from the Board Supervisors

- 1996-1997 Weir Agreement and the cost of maintenance. Jeremy Salyer reported that we were in a holding pattern due to no funding from NRCS, the District, and White Sulphur. PIFR has been completed twice. NRCS and District agree to remove the weir, White Sulphur is not. (Donny Dodd is POC.) Board is adamant that this be resolved. Avery moved that this be resolved at the next meeting.

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

DORIAN PEREZ Digitally signed by DORIAN PEREZ
Date: 2022.09.22 21:25:44 -04'00'

District Conservationist

Distribution:

Jon Bourdon, State Conservationist (STC)
Burton "Matt" Murphy, Assistant State Conservationist – Field Operations (ASTC-FO)
Barb Greenleaf, Area Resource Conservationist (ARC)
Julie Stutler, NRCS Outreach Coordinator
Greenbrier Valley Conservation District Board of Supervisors (c/o Angela Sawyers)
NRCS Field Office Staff: Buckeye, Lewisburg, and Union Service Centers



September 2022 WVCA Report

CDO Budget Expenditure Report for FY22

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 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.

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.

Remember, an agreement is necessary if you expect match dollars from WVCA. This is per state Auditor's requirements.

WVACD Fall Quarterly Meeting

October 17 and 18 Flatwoods Days Inn

There will be a brownbag lunch sponsored by WVCA on Monday, Oct. 17. The training will be "Getting Ready for the 2023 Legislative Session."

Conservation Budget Proposal for FY24

The WVCA has submitted a budget proposal for Fiscal Year 2024 that seeks \$1.6 million in new funding. This dollar amount comes from the information provided by the districts relating to unmet needs and new initiatives.

The WVCA has also asked for an additional \$55 million in this year's budget to provide the non-federal match for dam projects that would be funded under the federal Bipartisan Infrastructure Law.

**Draft District Reporting Policy - 30 day comment period closing

The policy below is for your review and feedback. The districts long-range plan and annual plan of work are defined in the draft policy below and not in 63-CSR-1 or 63-CSR-4.

DRAFT POLICY

STATE CONSERVATION COMMITTEE

UNIFORM DISTRICT REPORTING and INFORMATION REPORTING REQUIREMENTS

General

Scope: This policy establishes basic, uniform procedures and requirements for Conservation District reporting to the State Conservation Committee concerning annual reports and long-range plans of Conservation Districts.

In developing their long-range plans and annual reports, district supervisors shall consider the natural resource needs of the counties located within their district boundaries and the strategies and partnerships it will require to meet those needs.

Authority – W.Va. Code §19-21A-4(16);§19-21A-8(1););§19-21A-8(9).

Definitions

For purposes of this policy, the following definitions apply:

“Agency” or “West Virginia Conservation Agency” means the administrative agency of the State Conservation Committee, W.Va. Code §19-21A-4(e).

“Annual work plan” means an inspection of financial program activities of the past fiscal year, as well as a district’s planned events and activities during the fiscal year to support its five (5) year Long-Range Plan.

“Committee” or “State Conservation Committee” means the agency created in W.Va. Code §19-21A-4.

“Long-Range Plan” means the process of steps used to create a strategic plan to include at minimum five (5) goals for a Conservation District to achieve. It shall also include a plan for each goal on how the goal will be achieved.

“Supervisor” means one of the members of the governing body of a district, elected or appointed in accordance with W.Va. Code §19-21A-6.

Long-Range Plans

The SCC shall consider the Conservation Districts’ recommendations when developing or altering any criteria. Long-Range Plans shall be updated every five (5) years and shall include at least five (5) goals relating to the character of soil erosion, soil health, floodwater and sediment damage, and nonpoint source water pollution, and to the conservation, development, use, water quality, disposal of water, and the preventative and control measures.

In developing its Long-Range Plan, a district shall, through public meetings, publications, and other means, seek information from cooperators, the general public, partnering agencies and other public or private organizations with similar interests and goals relating to the District’s resource needs.

Each district’s long-range plan shall include:

1. A list of Conservation District Supervisors, Conservation District staff, and any other support staff critical to district operations.
2. Cover basic financial reports and any activities that involved education and/or outreach to the public or participants in Conservation District programs or projects. These reports should also include how the activities benefit the district’s mission and/or goals.
3. A list of current natural resources in the district.
4. Projections of further natural resource needs in the district.
5. District priorities for various resource activities.
6. Timetables for current and anticipated district priorities.
7. Identification and information on coordinating with other governmental and non-governmental partners.
8. Steps that will be taken to train, educate and inform district supervisors on issues relating to conservation matters.
9. How the district intends to keep cooperators, the general public, partnering agencies and other public or private organizations with similar interests informed about district initiatives, activities, and programs.

Submission of long-range plans:

Each district shall submit its first long-range plan to the Agency’s executive director by June 30, 2023. Long-range plans shall be submitted every five (5) years thereafter.

The Agency's executive director shall review and approve or make recommendations to modify a district's submission. A report shall be submitted to the Committee at its July quarterly meeting.

Annual Work Plans

Annual Work Plans shall include anticipated programs and activities relating to the character of soil erosion, soil health, floodwater and sediment damage, and nonpoint source water pollution, and to the conservation, development, utilization, water quality, disposal of water, and the preventative and control measures. Annual Work Plans shall include information related to a district's efforts to implement its Long-Range Plan. The annual plan shall also include:

- Descriptions of district-sponsored programs and the outcomes for each program.
- Training and public outreach efforts undertaken during the year.
- The status of initiatives covered by the five (5) year plan.

Annual Work Plans shall be submitted by June 30 to the Agency's executive director.

The Agency's executive director shall review and approve or make recommendations to modify a district's submission. A report shall be submitted to the Committee at its July quarterly meeting.

Plan Distribution

Long-range and Annual work plans are official documents of each district and shall be distributed to federal, state, and local cooperating governmental agencies, non-government partners, the general public, non-governmental partners, cooperators, and others.

Distribution of the Long-range and Annual work plans may be accomplished via a district's newsletter, social media, or other electronic distribution and through print.

Public Meetings

Conservation Districts shall hold public meetings to conduct surveys, investigations, and research relating to the character of soil erosion, soil health, floodwater and sediment damage, and nonpoint source water pollution, and to conservation, development, utilization, water quality, disposal of water, and the preventative and control measures needed to publish the results of such surveys, investigations, or research, and to disseminate information concerning such preventative and control measures and works of improvement to the public.

Such public meetings should be properly advertised in a district's newsletter, social media, and local newspaper of general circulation within the district. The advertisement shall state the purpose of the meeting and its time and location.

Public meetings and district outreach efforts shall be with the assistance of Conservation District staff where applicable and with the support and assistance of Agency staff.

**Greenbrier Valley Conservation District
Monthly Equipment Report**

Month/Year Aug 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					
Great Plains #3	283	13	204	19 ⁹⁹	
No-till Seeder Totals					
Cricket					
Grasshopper					
Big Silver	4		392		
Lime/Fertilizer Totals					
Chemical Sprayer					
Litter Spreader #1					
Litter Spreader #2					
Litter Spreader Totals					
Post Driver #3					
Post Driver #4					
Post Driver #5					
Post Driver Totals					
Potato Planter					
Potato Sprayer					
Potato Hiller					
Potato Totals					
Portable Scales					
Other <i>Cooling Trailer</i>	12		300 @ 25		
Shop Supplies					
GRAND TOTALS (all equipment)	19		896	19 ⁹⁹	