

Greenbrier Valley Conservation District

September 21, 2023, 7:00pm
Regular Board Meeting, Draft Minutes

The Greenbrier Valley Conservation District Board of Supervisors met on Thursday, September 21, 2023, at 7:00pm in the conference room of the Lewisburg, USDA service center.

Those in attendance:

Supervisors:

Chairman, Gary W. Sawyers
Gary Truex
Avery Atkins
Carolyn Miller

Guests:

Sam & Patty Masters

Others

Heather Duncan, WVACD
Barrett Level, GVCD
Jeremy Salyer, WVCA
Kara Grosso, WVCA
Morgan Dial, WVCA
Angela Sawyers, WVCA

Chairman Sawyers called the meeting to order at 6:58pm and welcomed everyone.

Mr. Sawyers informed attendees that the agenda's order would be altered. This modification was necessary to ensure that all actionable items could be addressed, as Supervisor Carolyn Miller had to depart the meeting early.

Approval of Minutes

Gary Truex moved to approve the minutes of the following board meeting minutes:

August 17, 2023, Regular Board Meeting

August 30, 2023, Special Board Meeting

Carolyn Miller seconded; motion carried.

Committee Reports

Finance Committee

Carolyn miller moved to approve the General and CDO Funds report and file for audit. Avery Atkins seconded; motion carried.

Avery Atkins moved to approve the WVCA restricted funds report and file for audit. Carolyn Miller seconded; motion carried.

Gary Truex moved to approve the payment of bills, per payables list. Avery Atkins seconded; motion carried.

Agricultural Enhancement Program Committee

Avery Atkins moved to approve the following payment:

Lime - Bonnie Gee - \$753.00

Gary Truex seconded; motion carried.

319 Committee

Gary Truex made a motion to approve \$600, \$200.00 per county, for Women in Agriculture Scholarships for District Residents. Carolyn Miller seconded; motion carried.

Following some discussion, it was agreed that scholarship monies from one county might be transferred to another if that county had no participants. Gary Sawyers encouraged Kara to notify them if extra scholarship funds were needed.

Avery Atkins moved to approve funds up \$2,100 for field day at Teaberry Farm, to be held Saturday, November 11, 2023, from 9:00am-2:00pm. Carolyn Miller seconded; motion carried.

Avery Atkins moved to approve purchase and payment of tree tubes and associated materials for a tree planting at Mill Creek stream restoration site, reimbursed to GVCD out of Meadow River Grant, for the amount not to exceed \$1,100.00. Gary Truex seconded; motion passed.

Avery Atkins moved to approve purchase and payment for bare root trees, seeds, and potting soil, reimbursed to GVCD out of Meadow River Grant, for the amount not to exceed \$600.00. Gary Truex seconded; motion carried.

Avery Adkins moved to delegate authority to Gary Truex for approving payment to L.D. Hanna & Son for Callison project construction upon completion and verification. Carolyn Miller seconded; motion carried.

Contracts for Approval

Avery Atkins moved to approve the following contracts for Indian Creek:

Forest and Karen Fowler - Septic system replacement 75% up to \$5,000.00
Forest and Karen Fowler - Septic system pumping 50% up to \$300.00.

Carolyn Miller seconded; motion carried.

Payments for Approval

Avery Atkins moved to approve the following payments:

SGS water samples - 3 months' worth of samples, NTE \$1,000.00 (Second Creek VI 319 grant)

Gary Truex seconded; motion carried.

Avery Atkins moved to approve the following payments:

Indian Creek

Danny K. Dunn - Septic system pumping 50% up to \$300.00.

Danny K. Dunn - Septic system replacement 75% up to \$5,000

Carolyn Miller seconded; motion carried.

Guests:

Sam and Patty Masters were welcomed to the board meeting by Chairman Sawyers. Mr. Sawyers introduced Patty as an educational outreach volunteer and gave her the floor to address the board.

Patty expressed gratitude to the board of supervisors for the invitation. She added that she has a special affection for children and farming, and she is concerned about the lack of knowledge that children today have about farming, so she does everything she can to visit the local schools and speak with the children.

Patty shared some of her previous educational experiences and interactions with the students. She spoke a little bit about the poster contest. Patty indicated that, despite the December 1 deadline, she is hopeful and plans to pursue this.

Patty discussed educational exercises and stories she hopes to incorporate into the classroom. She also mentioned the Envirothon, and while she was unable to take that on right now, she has a friend who is a 4-H leader for whom this would be ideal, and she would contact them to see if they were interested. Patty stated that she could commit to the children and the poster contest for the time being but could not commit to Envirothon.

Gary Sawyers and the board of supervisors thanked Patty for coming in and told her that if she needed supplies or money to help her get

started, she should let them know and they'd be pleased to help in any way they could.

Administrative Specialist Report: Angela Sawyers reviewed the highlights of her report, which is attached.

Cooperating Agency Reports

- **NRCS – Dorian Perez: No report**
- **FSA**
- **Forestry**
- **WVCA – Jeremy Salyer, area director, reviewed the highlights of his report, which is attached.**
- **Other**

Heather Duncan noted that it was great that the district has someone that is willing to help volunteer with educational activities. Heather provided an overview of the key points outlined in her attached report. During the meeting, Heather acknowledged and expressed gratitude to Kara Grosso for her expertise and assistance in successfully securing the NASDA grant.

Grassland Committee – nothing to report.

Building/Equipment Committee

Gary Truex reviewed the monthly equipment report, which is attached.

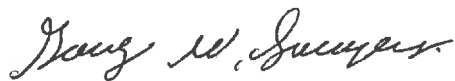
Watershed

Following discussion, the supervisors agreed to schedule the Annual Dam Inspections for Marlin Run and Howard's Creek for October 4, 2023. Angela will consult Jacob Lavender regarding the schedule.

Adjournment

With no further business the meeting adjourned by consensus at 7:48 pm.

Respectfully Submitted,



**Gary Sawyers
Chairman**

**Gary Truex
Secretary/ Treasurer**

**GS/GT/as
Recorded by: Angela Feamster-Sawyers, Administrative Specialist**

Looking Ahead- Dates to Remember

- * **Central Area Meeting, 10:00am @ GCD: Friday, October 06, 2023**
- * **Columbus Day Holiday: October 09, 2023 – Office Closed**

- * **Fall Quarterly Meeting at Days Inn, Flatwoods: October 16-17, 2023.**
- * **GVCD October Committee Meeting: Wednesday October 18, 2023 @ 9:00am
(Rescheduled due to Awards Banquet)**
- * **GVCD Awards Banquet – October 19, 2023**
- * **GVCD October Regular Board Meeting: Thursday, October 26, 2023 @7:00pm. (Rescheduled due to Awards Banquet)**

Note: Dates are subject to change; postings will reflect any modifications.

Administrative Specialist Report

September 21, 2023



- ✿ It is with great sadness that I inform you of the passing of Timothy VanReenen's father, Thomas VanReenen. The family will receive friends at Oak Grove Presbyterian Church in Hillsboro Sunday September 24, 2023, from 1 to 4 p.m. with the funeral service beginning at 4 p.m.
Interment will be in Oak Grove Cemetery, with Military Rites.
In lieu of flowers donations can be made to the Hillsboro Volunteer Fire Department, P.O. Box 81, Hillsboro, WV 24946.
- ✿ I plan to reach out to Jeff Hollifield, CPA, regarding the Agreed Upon Procedures FY23, within the next week or so that we can get that process started.
- ✿ The following funds have been received:
 - LOR#14066 – AgEP Allocation - \$93,000 ✓
 - LOR#14081- FY23 Q4 CD Employee Reim. \$12,221.55 ✓
 - Total- \$105,221.55
- ✿ The following past due invoices have been paid in full:
 - Jay Bennett for Invoice#6102 – Equipment Rental (Spreader)- \$146.48-Check no. 5715
 - Gregory D. Miller for Invoice# 6109- Equipment Rental- \$384.00 – Cashier's Check # 0501984366
- ✿ Legislative Awards Banquet
 - A total of 116 invitations were mailed out on Tuesday, September 19, 2023. So far, I have had 2 RSVP. Senator Deeds and all his Colleagues have included the event on their calendars, and we anticipate a great turnout. This event does fall on Mr. Longanacre's Birthday, but he said that he would try to make it. Delegate Jeff Campbell (appointed to replace Delegate Mike Honaker) has confirmed his attendance to the banquet.
 - Ben Hersman and The Sons of Mountains are excited to perform at the Banquet again this year.
 - All award nomination packets have been sent up & signs and plaques have been ordered.



September 2023 WVCA Report

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 your APE (audit) appointment has not been made, please do so ASAP. 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).

October Quarterly Meeting – Awards Program

- Presentation of Area and State awards will be held at the WVACD Awards and Recognition Luncheon on October 17. All County and District winners will be recognized at the local Conservation District annual banquets. Registration is due by September 25, 2023. All payments must be made via check marked payable to the West Virginia Awards Council or “WVCAC”. Your completed registration form is to be delivered to your AS. As soon as the AS receives your registration forms and checks, they will be scanned and mailed to Belinda Withrow. All forms and checks are to be received to her attention, at the Guthrie office no later than close of business on September 25.

District Operations Manager

The WVCA will return to having three areas instead of the current two in regard to district coverage. A starting date will be provided when available.

CDO Budget Expenditure Report for FY23

This report is due to Guthrie by September 1.

Ag Enhancement Program Timeline FY24 **timeline may be adjusted*

- July 1 - Start of Program Year
- July 15 – Deadline for DMs to close out database for previous FY
- July 31 - AgEP Newsletter (Annual Progress Report)
- July- State AgEP Committee Introductory meeting
- August 18 – Deadline for CDs to submit allocation formula proposals and new practices for upcoming FY program.
- September – State AgEP committee mid-year meeting to review proposals, new practices, and form subcommittee(s) if needed.
- October 31 - Deadline for CDs to submit additional program comments, including ranking criteria.

- November - Comments reviewed and forms revised.
- December - State AgEP committee meeting to finalize upcoming FY program.
- January - Presentation of upcoming FY AgEP to SCC
- May/June/July – CDs to finalize upcoming FY program, update AgEP agreement addendums, take action to approve LORs
- June 15 – Deadline for CDs submit final practice list to WVCA (CDs can submit final list any time after SCC approval of practice list)



September 2023 Board Report from Heather Duncan, WVACD Executive Director

Request to Conservation District Boards

In preparation for the upcoming quarterly meeting, I am asking district board members (and individual supervisors are welcome to respond with their own questions as well) to submit questions that they have always had on the position of treasurer and financials. The questions can range from the role of a treasurer to reading a financial statement to what is expected of the other board members to what should happen month to month regarding finances and anything and everything in between.

WVCA and WVACD want to ensure that a meaningful, engaging, and worthwhile training is made available to supervisors and we do not want to conduct a training that is not beneficial. That is why it is crucial to have input from all of you.

I am going to try to attend as many board meetings as I can this month (mostly virtually) and pose this question. Thank you to those who have already provided input. These questions can be submitted at your board meeting or emailed or called to me at a later time. Please have all questions to me by October 1 if possible.

October Quarterly Meeting

The October Quarterly Meeting is fast approaching. Do not forget to fill out your registration form for the awards luncheon on October 17 which follows the quarterly meeting. Registration forms are due to your AS by **September 25**. More information on the quarterly meeting will be coming out as we arrive closer to the date. Please reserve your rooms under the WVACD room block by **October 5** by calling (304) 765-5055. A king room base rate is \$109.99 and a double room base rate is \$101.99.

WV Envirothon

For teachers/coaches interested in learning more about the Envirothon, a teacher training will be held on September 25 at Holly Gray Park near Flatwoods. Please have teachers RSVP to Heather (hduncan@wvca.us) by September 20th. Teachers/coaches can bring up to 2 students with them.

NASDA Historically Underserved Grant

I am proud to say that WVCA has been awarded a \$211,500 grant to work with HU producers to establish native warm season grasses in pastures and log landing sites. WVACD is the main partner on this grant and we look forward to hopefully begin implementation soon. The PR from NASDA can be found here: <https://www.nasda.org/fourteen-organizations-selected-to-partner-with-nasda-foundation-in-improving-climate-and-elevating-underserved-farmers/>

Upcoming Dates

- September 27 – Western Area Meeting 10 am @ LKCD Office
- October 3 – Eastern Area Meeting 10 am @ EPCD Office
- October 6 – Central Area Meeting 10 am @ GCD Office
- October 10 – State Conservation Committee Meeting
- October 16-17 – Fall Quarterly Meeting at Days Inn, Flatwoods

**Greenbrier Valley Conservation District
Monthly Equipment Report**

Month/Year 8 Aug 2023

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					
No-till Seeder Totals					
Cricket					
Grasshopper					
Big Silver	1		98		
Lime/fertilizer Totals					
Chemical Sprayer					
Litter Spreader #1					
Litter Spreader #2					
Litter Spreader Totals					
Post Driver #3					
Post Driver #4					
Post Driver #6	3		540		
Post Driver Totals					
Potato Planter					
Potato Sprayer					
Potato Hiller					
Potato Totals					
Portable Scales					
Other <i>Cooling Trailer</i>	13		390		
Shop Supplies				3497	
GRAND TOTALS (all equipment)	17		1028	3497	