



# *Greenbrier Valley Conservation District*

**October 26, 2023, 7:00pm  
Regular Board Meeting, Draft Minutes**

The Greenbrier Valley Conservation Board of Supervisors met on Thursday, October 26, 2023, at 7:00pm in the conference room of the Lewisburg, USDA service center.

**Those in attendance:**

**Supervisors**

**Chairman, Gary W. Sawyers**

**Timothy VanReenen**

**Jerry Clifton**

**Carolyn Miller**

**Avery Atkins**

**Supervisors Absent:**

**Gary Truex**

**Others:**

**Dorian Perez, NRCS**

**Wanda Smith, NRCS**

**Jeremy Salyer, WVCA**

**Kara Grosso, WVCA**

**Angela Sawyers, WVCA**



Chairman Sawyers called the meeting to order at 7:10 pm and welcomed everyone.

### **Approval of Minutes**

***Timothy VanReenen moved to approve the minutes of the following board meetings:***

September 29, 2023, Special Board Meeting

September 21, 2023, Regular Board Meeting

October 09, 2023, Special Board Meeting

***Jerry Clifton seconded; motion carried.***

### **Guests**

No Guests – Nothing to report.

### **Administrative Specialist Report**

Angela Sawyers reviewed the highlights of her report, which is attached.

### **Funding Requests**

***Carolyn Miller moved to approve the following letter of request:***

LOR ID: 14089

Purpose: CD Employee Reim. Q1 2024

Amount: \$12,403.27

AGR: 1024-09

***Timothy VanReenen Seconded; motion passed.***

### **Cooperating Agency Reports**

- NRCS – Wanda Smith, District Conservationist from the Union field office in Monroe County, was present and offered brief updates to the board of supervisors. Chairman Sawyers requested that Wanda provide the amount of money and contracts that are being held up due to cultural resources/engineering as soon as possible.



In addition, NRCS – Dorian Perez reviewed the highlights of his report, which is attached.

- FSA
- Forestry
- WVCA – Jeremy Salyer, area director, reviewed the highlights of his report which is attached.
- Other

## Committee Reports

### Finance Committee

*Timothy VanReenen moved to approve the General and CDO Funds report and file for audit. Jerry Clifton seconded; motion carried.*

*Carolyn Miller moved to approve the WVCA restricted funds report and file for audit. Jerry Clifton seconded; motion carried.*

*Jerry Clifton moved to approve the payment of bills, per payables list. Timothy VanReenen seconded; motion carried.*

### Agricultural Enhancement Program Committee

*Timothy VanReenen moved on behalf of the committee to approve the following contract:*

Diamond C Ranch - \$4,389.30

*Avery Atkins seconded; motion carried.*

### Payments for Approval

*Timothy VanReenen moved on behalf of the committee to approve the following payments totaling \$6,142.25:*

#### CPD

Jann Holwick - \$3,987.50

#### Woodland Exclusion Fence

Bob Martin - \$281.25



### Lime

Houston Arbuckle - \$57.00

Robert Sharp - \$838.50

Phillip Wickline - \$828.00

Rabecca Crispin - \$150.00

***Carolyn Miller seconded: motion carried.***

### Grassland Committee

Nothing to report.

### Building/Equipment Committee

***Gary Sawyers reviewed the monthly equipment report, which is attached.***

### Watershed

Nothing to report.

### 319 Committee

#### 319 Grant Report

***Jerry Clifton reviewed the 319 Grant report, which is attached.***

#### Kara Grosso provided the following field day updates:

- Tents and chairs contracted
- Toilet and hand wash station contracted
- Wings of Wonder program contracted
- Lunch is hot dogs, chili and slaw with chips and water again

Brian Wickline and Dewey Broyles have committed to speaking on topics.

#### Jerry Clifton provided the following River Stream Restoration Project Update:



L.D. Hanna & Son contracted portion is complete. Tree planting to be completed by staff at a later date.

***Jerry Clifton reported the following action between board meetings:***

*Gary Truex verbally approved a \$32,553.00 payment of federal funds (1018-00;20049-GV) to L.D. Hanna & Son, Inc on September 28, 2023, upon completion and verification of the first portion of the Callison project contract.*

**Payments for Approval**

***Jerry Clifton moved on behalf of the committee to approve the following payments:***

**Indian Creek**

**Forest and Karen Fowler - Septic system pumping - \$225.00**

**Forest and Karen Fowler - Septic system replacement -\$ 5,000.00**

***Carolyn Miller seconded; motion carried.***

***Jerry Clifton moved on behalf of the committee to approve the following payments:***

**Michael Boone - Septic system pumping -\$225.00**

**Michael Boone - Septic system replacement - \$5,000.00**

***Timothy VanReenen seconded; motion carried.***

***Jerry Clifton moved on behalf of the committee to approve the following payments:***

**Brenda and Ralph French - Septic system replacement - \$5,000.00**

***Carolyn Miller seconded; motion carried.***

***Jerry Clifton moved on behalf of the committee to approve the following payments:***

**David Copeland - Septic system pumping -\$225.00**



**David Copeland - Septic system replacement - \$5,000.00**  
*Timothy VanReenen seconded; motion carried.*

*Jerry Clifton moved on behalf of the committee to approve the following payments:*

**Danny Dunn - Septic system pumping -\$225.00**

**Danny Dunn - Septic system replacement - \$5,000.00**

*Carolyn Miller seconded; motion carried.*

### **Education-Outreach/Events**

*Carolyn Miller provided the following Updates regarding the women in Ag Scholarship:*

The Public Service Announcement appeared in the Monroe Watchman but has not been seen in other papers yet. She reported that no applications have been received and maybe should consider other ways to advertise.

Kara Grosso added that she has sent the information to all local High School principals and WVU extension agents.

### **Legislative & Awards Banquet**

The board of supervisors discussed the 2023 annual Legislative Banquet that was held on Thursday, October 19, 2023, and explored options for the upcoming year.

Carolyn Miller brought forth the discussion of the annual district Christmas dinner. Following some discussion, the board of supervisors agreed to have the dinner on November 30<sup>th</sup>, 2023, at 5:30pm. Chairman Sawyers will check on venue availability and Angela Sawyers will extend the invites and work on menu details.

### **Correspondence:**

Nothing to report.



## Other Business

Timothy VanReenen updated the board of supervisors with updates of the October quarterly meeting.

After a discussion, it was decided not to hold a Legislative Brief this year. Instead, a letter will be sent to the Representatives a few weeks before conservation day at the capital, explaining the purpose of the Greenbrier Valley Conservation District.

With no further business the meeting was adjourned by consensus at 8:54 pm.

Respectfully Submitted,

Gary Sawyers  
Chairman

Gary Truex  
Secretary/ Treasurer

GS/GT/as



Recorded by: Angela Feamster-Sawyers, Administrative Specialist



## Administrative Specialist Report October 26, 2023



Jeff Hollifield, CPA is scheduled to conduct the Agreed Upon Procedures for FY23 on December 8, 2023. Next week, I plan to request the necessary reports from Guthrie and the District Bookkeeper.

In addition, the contract with Hollifield & Associates was for ten years, from FY14 to FY23, at a charge of \$3500.00 each year.

This year is covered, but it is recommended that this be put out to bid for services to commence in FY24.



I have received and printed your Westfield insurance policy renewal for your review. Following a review of the equipment section with the District's Equipment Coordinator, the following items must be removed:

- a. No-Till Seeder Tye
- b. Wheat Heart Post Driver



The funds listed below have been received:

- LOR#13961 - FY24 Q2 District Support Allotment of \$16,692.00



The following past-due invoices have been paid in full:

- M.D. Guynn., Jr. - Invoice#4763 - \$693.65 Equipment Rental (No-till Seeder) - Cashier's Check#5302220919



Big Draft Brewing has refunded the district's \$1,337.50 down payment for catering services via Cashier's Check #0501798804.

# Greenbrier Valley Conservation District Greenbrier Valley Work Unit DC Report

10/26/2023

## Follow Ups from Last Month's Meeting

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- Cultural Resources –
  - Brandon called tonight to say that the State Office is working with Ohio and Virginia to address some of our backlog on Cultural Resources.
  - Brandon and Jeff Barr (State Resource Conservationist) asked me and Wanda for a list of people needing CR visits. GBR and POC Work Units identified 18 plans lacking a signed CR as they went through the file. (I had projected 52 based on the last time Tyler had come to our district and the number of contracts obligated.)
  - I have added CR verification to my payment checklist. Whenever a payment request comes to me for approval, I will be checking the online document management system to make sure we have uploaded the CR in accordance with planning policy. If it is missing, I'll have the planner check the file and check with Carla Davis to see if she has the signed copy. If so, we will have her email it to us for upload.
- Engineering Backlog
  - No change. We have a 38-design back log. I am continuing to assign designs to my 3 conservation planners to assist the engineer backlog. This is complicated by the planning burden associated with IRA funding.

## Technical Assistance

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### Conservation Reserve Program and Conservation Reserve Enhancement Program

GBR Work Unit is still writing CPA-52 Environmental Evaluations for several of these plans written in August and September.

### Planning Status

Overdue Plans due to Engineering design, Section 7 Consultation (FWS), Section 106, etc. Jon has set the policy that Engineering designs will be complete within 1 year of contract obligation. My staff has been tasked to complete at least 1 engineering design per quarter, which will be going up to 1 per month in FY 2024.

FO	Engineering	Section 7	Section 106	Other
Buckeye	16		9	
Lewisburg	22		9	

## Financial Assistance Programs

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### Working Applications –

- 86 – Applications for EQIP, AMA, CSP. Some of these applications are duplicates because a High Tunnel application is entered in both EQIP and AMA.
  - 4 CSP Renewals. 2 Forestry and 2 Ag (Pasture).

# Greenbrier Valley Conservation District

## Greenbrier Valley Work Unit DC Report

10/26/2023

### Upcoming Deadlines –

- **ACT NOW** EQIP and CSP – varies because as soon as someone submits an ACT NOW application, we have 30 days to complete assessment and ranking and 30 days to get them obligated, if selected.
- January 12, 2024. Assessment and Ranking for non-ACT NOW applications.

### Office Administration

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#### Field Office Priorities

- CSP Payments
- Plans for CPA-DIA (ACT NOW) and CSP Ag

#### Upcoming Events

- I will be on leave Monday – Wednesday in Illinois celebrating Dia de los Muertes with my nieces.

#### Special Projects

- Kara Grosso, WV Conservation Agency, is writing grant requests that may result in joint WVCA/NRCS projects in Pocahontas.

#### Staffing Updates

- **WV State Archaeologist.** Reportedly, a tentative offer was made, but we don't have any update beyond that.
- **Lewisburg Soil Conservationist.** HR has issued a tentative offer.
- **Buckeye Soil Con Tech.** Interviews are scheduled for Friday November 3<sup>rd</sup>.

#### Questions for the Board Supervisors

- I asked Angie if she would add Brandon to the Board Meeting requests and she said she would.

#### Questions from the Board Supervisors

- Senator Manchen's advisor HAS called and spoken with Gary Sawyers, the Board President. After discussion, she said she would take the issue to the Senator.

**Greenbrier Valley Conservation District  
Greenbrier Valley Work Unit DC Report**  
10/26/2023

Any questions may be directed to the undersigned at [dorian.perez@usda.gov](mailto:dorian.perez@usda.gov), Office (681) 318-4025 or cell (304) 290-2318.

**DORIAN  
PEREZ**

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District Conservationist

**Distribution:**

Greenbrier Valley Conservation District Board of Supervisors (c/o Angie Sawyers)  
Jon Bourdon, State Conservationist (STC)  
Steve Baker, State Conservationist (Acting)  
Brandon Duckworth, Assistant State Conservationist – Field Operations (ASTC-FO)  
Burton Matt Murphy, Area Resource Conservationist (ARC)  
Julie Stutler, NRCS Outreach Coordinator  
Wanda Smith, District Conservationist for Monroe County.  
NRCS Field Office Staff: Lewisburg and Buckeye Service Centers



## **October 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 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 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.

### **District Operations Manager**

The WVCA will return to having three areas instead of the current two regarding district coverage. Devon Kokoska's official start date was 9-25-23.

### **WV State Conservation Committee Meeting**

The WV State Conservation Committee meeting will begin at 9:30 AM Wednesday, October 11, 2023 at the WVDA lab in Moorefield. Call-in information will be provided for those who wish to call in.

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

- 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)



**Greenbrier Valley Conservation District  
Monthly Equipment Report**

Month/Year Sept 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	6	64	768		
Great Plains #3	1	6	72		
<b>No-till Seeder Totals</b>			<b>840</b>		
Cricket					
Grasshopper					
Big Silver	1		98		
<b>Lime/fertilizer Totals</b>					
<b>Chemical Sprayer</b>					
Litter Spreader #1	3		294		
Litter Spreader #2					
<b>Litter Spreader Totals</b>					
Post Driver #3			180		
Post Driver #4	1		180		
Post Driver #6	1		180	973.49	
<b>Post Driver Totals</b>			<b>540</b>		
Potato Planter					
Potato Sprayer					
Potato Hiller <del>Disser</del>	9		882	1292	
<b>Potato Totals</b>					
<b>Portable Scales</b>					
Other					
Shop Supplies				365	
<b>GRAND TOTALS (all equipment)</b>	<b>22</b>	<b>70</b>	<b>42500</b>	<b>9096</b>	