

Greenbrier Valley Conservation District

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

The Greenbrier Valley Conservation Board of Supervisors met on Thursday, December 21, 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- Virtual
Avery Atkins
Gary Truex

Others:

Wanda Smith, NRCS- Virtual
Chelsea Cook, FSA- Virtual
Jeremy Salyer, WVCA- Virtual
Jacob Lavender, WVCA- Virtual
Morgan Dial. WVCA- Virtual
Kara Grosso, WVCA
Angela Sawyers, WVCA
Barrett Level, GVCD- Virtual

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

Approval of Minutes

Timothy VanReenen moved to approve the minutes of November 16, 2023, regular board meeting. Jerry Clifton seconded; motion carried.

Guests

Jeff Hollifield, CPA, was unable to attend the meeting. The agreed-upon procedure report and invoice will be presented at the regular board meeting on January 18, 2023.

Administrative Specialist Report

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

Cooperating Agency Reports

NRCS –Wanda Smith, Union field office District Conservationist, provided an update on cultural resource reviews and engineering backlogs, as well as current contract and application status.

FSA - Chelsea Cook provided an update to the board of supervisors on the Farm Bill extension, upcoming WVU extension dinner meetings, and the weather station project. Chelsea also expressed an interest in collaborating with the district to provide assistance during farm field days.

Forestry – nothing to report.

WVCA – Jeremy Salyer – Reviewed the highlights of his report, which is attached. In addition, Jeremy provided the board with the latest Per Deim updates.

Other – nothing to report.

Committee Reports

Finance Committee

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

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

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

Education Outreach/Events Committee

The WVU building has been reserved for the 2024 Awards and Legislative Banquet, which will be held on September 26, 2024, at no cost to the district.

Agricultural Enhancement Program Committee

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

<u>Lime</u>	<u>Comprehensive Pasture Development (CPD)</u>	<u>Alternative Watering System (AWS)</u>
Milligan Creek Farm \$546.00	Dransfield, Don \$2,943.75	Milligan Creek Farm \$832.75
Surgeon, David \$523.50	Canterbury, Bill \$1,075.00	Galford, Kevin \$3,331.00
Ballengee, Steve \$630.00	Morris, Bane \$990.75	Stacy, Don \$1,661.60
Amanda and Josh Boothe \$279.00	Parseghian, Greg \$9,217.00	Surgeon, David \$3,210.00
<u>Lime Total: \$2,969.25</u>	Ballengee, Steve \$6,730.30	Rodgers, Linda \$4,416.10
	<u>CPD Total: \$19,966.05</u>	<u>AWS Total: \$13,451.45</u>

Total AgEP Payments: \$36,386.75

Jerry Clifton seconded; motion carried.

In addition, Timothy provided updates from the AgEP State committee meeting.

Grassland Committee

Barry Level and Kara Grosso briefly discussed two potential field days in the spring of 2024, as well as funding. They will keep everyone updated as the specifics develop.

Building/Equipment Committee

The board of supervisors reviewed Eugene Wickline’s monthly equipment report, which is attached.

Watershed

Chairman Sawyers reviewed the following action between board meetings:

Gary Truex, acting on delegated authority appointed at the regular board meeting on November 16, 2023, approved Southern Conservation District's estimate of \$14,080.00 for O&M of Howard's Creek Channel and signed the work order on December 13, 2023.

The Howards Creek and Marlin Run Yearly Statements of Review-

Timothy VanReenen noted that the Marlin Run monitoring and emergency action plan contact information needed updating after a review. The property owners have changed. Jacob Lavender will send Kim Neal the updated information for revision. Chairman Sawyers signed both statements of review.

Jacob Lavendar presented an invoice for the reimbursement of \$275.00 to the Town of Marlinton for O&M of Marlin Run Channel.

Jerry Clifton moved to reimburse the Town of Marlinton for \$275.00. Timothy VanReenen seconded; motion carried.

319 Committee

Contracts for Approval

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

Indian Creek

- James Ridgeway - Septic system pumping
- James Ridgeway - Septic system replacement
- Catherine Ridgeway - Septic system pumping
- Catherine Ridgeway - Septic system replacement

Timothy VanReenen seconded; motion carried.

Payments for Approval

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

Indian Creek

Greg Sibold - 1,778 feet exclusion fence, \$5,334.00 state funds

Avery Atkins seconded; motion carried.

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

SGS

Water samples - \$333.10

Timothy VanReenen seconded; motion carried.

Other Business

Timothy VanReenen moved to approve participation in the SMART Farms WV grant program. Jerry Clifton seconded; motion carried.

Per Diem – Nothing to report.

Chairman Sawyers reviewed the following dates:

Dates to Remember:

Upcoming GVCD Committee/ Board Meetings

January 10, 2024: GVCD Committee Meetings

January 18, 2024: GVCD Regular Board Meeting

Other

December 25, 2023: Offices Closed- Merry Christmas!

January 1, 2024: Offices Closed- Happy New Year!

January 2, 2024: Eastern Area Meeting @ TVCD, 10 am

January 9, 2024: Awards Council and SCC Meeting

January 15, 2024: Offices Closed- Martin Luther King Day.

January 26, 2024: Central Area Meeting @ SCD, 10 am

January 31, 2024: Western Area Meeting @ LKCD, 10 am

February 7, 2024: Quarterly Meeting @ WVSU

February 8, 2024: Ag & Conservation Day at the Capitol

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

Respectfully Submitted,

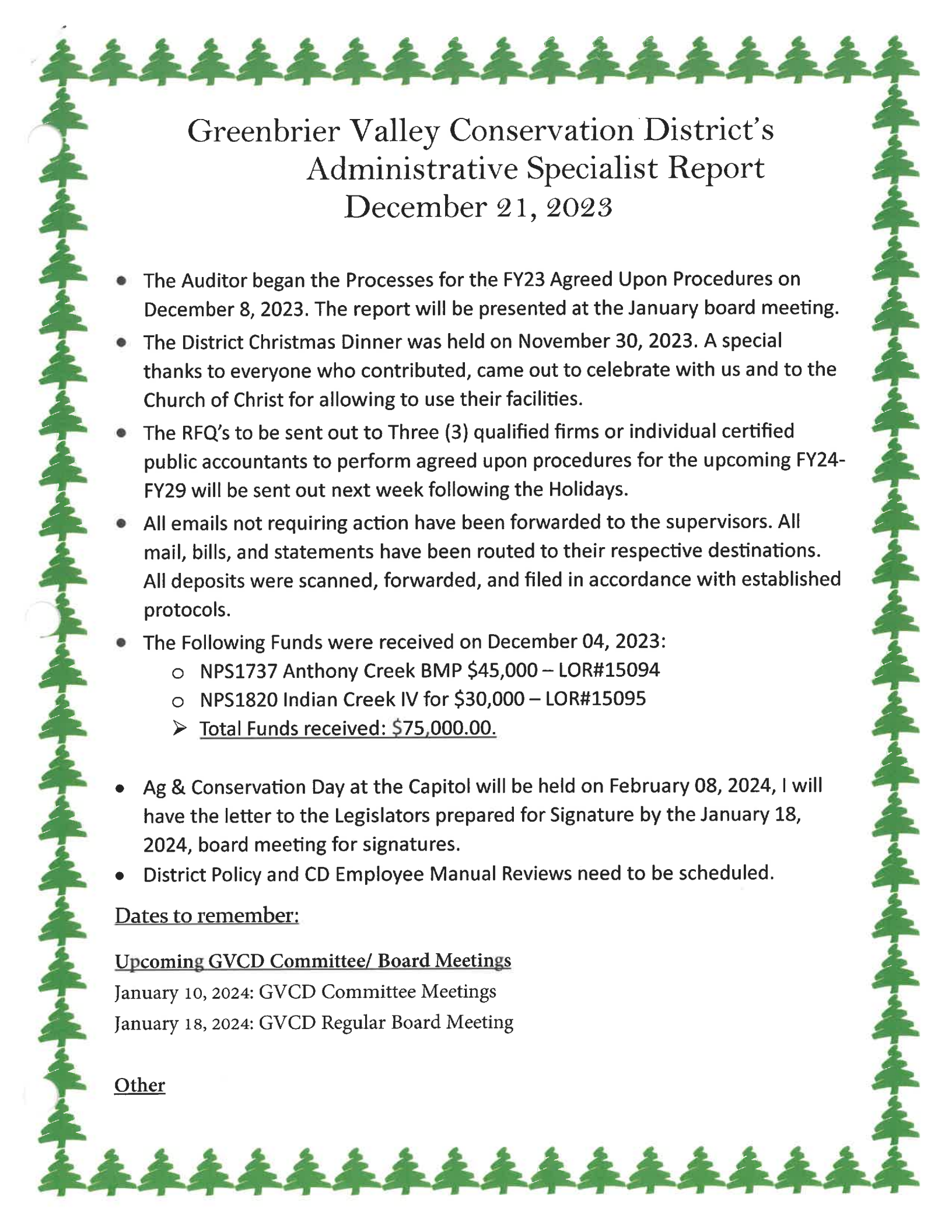
A handwritten signature in black ink that reads "Gary Sawyers". The signature is written in a cursive style with a large, prominent "G" and "S".

Gary Sawyers
Chairman

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

Gary Truex
Secretary/ Treasurer

GS/GT/as



Greenbrier Valley Conservation District's Administrative Specialist Report December 21, 2023

- The Auditor began the Processes for the FY23 Agreed Upon Procedures on December 8, 2023. The report will be presented at the January board meeting.
- The District Christmas Dinner was held on November 30, 2023. A special thanks to everyone who contributed, came out to celebrate with us and to the Church of Christ for allowing to use their facilities.
- The RFQ's to be sent out to Three (3) qualified firms or individual certified public accountants to perform agreed upon procedures for the upcoming FY24-FY29 will be sent out next week following the Holidays.
- All emails not requiring action have been forwarded to the supervisors. All mail, bills, and statements have been routed to their respective destinations. All deposits were scanned, forwarded, and filed in accordance with established protocols.
- The Following Funds were received on December 04, 2023:
 - NPS1737 Anthony Creek BMP \$45,000 – LOR#15094
 - NPS1820 Indian Creek IV for \$30,000 – LOR#15095
 - Total Funds received: \$75,000.00.
- Ag & Conservation Day at the Capitol will be held on February 08, 2024, I will have the letter to the Legislators prepared for Signature by the January 18, 2024, board meeting for signatures.
- District Policy and CD Employee Manual Reviews need to be scheduled.

Dates to remember:

Upcoming GVCD Committee/ Board Meetings

January 10, 2024: GVCD Committee Meetings

January 18, 2024: GVCD Regular Board Meeting

Other

December 25, 2023: Offices Closed- Merry Christmas!
January 1, 2024: Offices Closed- Happy New Year!
January 2, 2024: Eastern Area Meeting @ TVCD, 10 am
January 9, 2024: Awards Council and SCC Meeting
January 15, 2024: Offices Closed- Martin Luther King Day.
January 26, 2024: Central Area Meeting @ SCD, 10 am
January 31, 2024: Western Area Meeting @ LKCD, 10 am
February 7, 2024: Quarterly Meeting @ WVSU
February 8, 2024: Ag & Conservation Day at the Capitol





December 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, Jeremy or Devon.

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.

The **district personnel plan is due to SCC in March**, so please add to your February agenda for review and approval.

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.

Agricultural Enhancement Program (AgEP) Administrative Review

Each District's Administrative Specialist will conduct a review of 10% or a minimum of 3 files with applications that fiscal year and submit the Administrative Review Form to their District Operations Manager by January 31st. By completing this review halfway through a fiscal year, staff will have time to find possible procedural errors and take steps to prevent them from happening in the future.

The Administrative Review process will allow WVCA to ensure that all proper documentation is physically accessible in the district cooperator file, and that the districts' online database records system is in agreement with WVCA financial records system.

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

- December 18 10:00 - 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)

Budget Update

Travel and Per Diem Update

**Greenbrier Valley Conservation District
Monthly Equipment Report**

Month/Year NOV 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	1		98		
Grasshopper	4		196 392		
Big Silver	1		98	70.98	
Lime/fertilizer Totals	6		588		
Chemical Sprayer					
Litter Spreader #1					
Litter Spreader #2					
Litter Spreader Totals					
Post Driver #3					
Post Driver #4	1		180		
Post Driver #66	5		900		
Post Driver Totals	6		1080		
Potato Planter					
Potato Sprayer					
Potato Hitter Digger	6		588		
Potato Totals					
Portable Scales					
Other					
Shop Supplies				23.96	
GRAND TOTALS (all equipment)	18		2256	94.44	