

Greenbrier Valley Conservation District

**May 16, 2024, 7:00pm
Regular Board Meeting, Draft Minutes**

The Greenbrier Valley Board of Supervisors met on May 16, 2024, at 7:00pm, in the conference room of the Lewisburg, USDA service center.

Those in attendance:

Supervisors

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

Guests

Donald McNeel

Others

Jeremy Salyer, WVCA
Angela Sawyers, WVCA
Jacob Lavender, WVCA
Morgan Dial, WVCA
Dorian Perez, NRCS
Vanta Coda, WVACD
Barry Level, GVCD

Chairman Sawyers called the meeting to order at 7:02 p.m. and welcomed everyone. Mr. Sawyers introduced Mr. McNeel and announced that he would fill Jerry Clifton's unexpired term as a supervisor representing Pocahontas County, beginning July 1, 2024. Mr. McNeel was welcomed, and everyone introduced themselves.

Approval of Minutes

Timothy VanReenen moved to approve the minutes of the April 18, 2024, Regular Board Meeting. Gary Truex seconded; motion carried.

Gary Truex moved to approve the minutes of the April 24, 2024, Special Board Meeting. Jerry Clifton seconded; motion carried.

Administrative Specialist Report

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

Cooperating Agency Reports

- NRCS – Dorian Perez reviewed the highlights of his and Wanda Smith’s report, which is attached. In addition, Dorian discussed/reviewed slides and handouts for the upcoming Local Working Group meeting to be held ~~March~~ May 29, 2024, at 9:00am.
- FSA
- Forestry
- WVCA – Jeremy Salyer reviewed the highlights of his report, which is attached.
- Other – Vanta Coda introduced himself as a communication and outreach specialist for the eastern side of West Virginia working under WVACD's Executive Director, Heather Duncan. He noted that he would be helping the Greenbrier Valley Conservation District with communications outreach, and that if the district needed anything, they should reach out to Heather. He reported that he is currently in the process of creating logos, and that he also specializes in photography, which he can assist with. In addition, Vanta said that he will be attending the district’s local working group meeting on March 29, 2024. Chairman Sawyers thanked Coda for his time and said that they will try to work with him as much as possible.

Committee Reports

Finance Committee

Financial Reports

Gary Truex moved on behalf of the committee to accept the general and CDO funds report, and file for audit. Timothy VanReenen seconded; motion carried.

Gary Truex moved on behalf of the committee to approve the WVCA restricted funds report, and file for audit. Jerry Clifton seconded; motion carried.

Gary Truex moved on behalf of the committee to pay the bills, per payables list. Jerry Clifton seconded; motion carried.

Funding Requests:

Gary Truex moved on behalf of the committee to approve the following district support allotments for FY25 and send the requests.

- FY25 Q1 District Support Allotment - \$33,082.00
- FY25 Q2 District Support Allotment - \$16,692.00
- FY25 Q3 District Support Allotment - \$16,691.00
- FY25 Q4 District Support Allotment- \$12,668.00

Timothy VanReenen seconded; motion carried.

Agricultural Enhancement Program Committee

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

-George Lemon - \$663.00

Jerry Clifton seconded; motion carried.

Timothy VanReenen moved on behalf of the committee to approve the following payment for an alternative watering system:

-Doug Lewis - \$1,564.80

Carolyn Miller seconded; motion carried.

Gary Truex moved to send the drafted letter to the State Conservation Committee regarding the AgEP program. Timothy VanReenen seconded; motion carried.

Timothy VanReenen moved on behalf of the committee to approve the FY25 AgEP Administration Agreement. Gary Truex seconded; motion carried.

Grassland Committee

Conservation Farm Tour

Following some discussion, Carolyn Miller moved to approve David Furrow as the district winner of the conservation farm tour. Avery Atkins seconded; motion carried.

Building/Equipment Committee

- Updates (if any)
- Monthly Equipment Report – The board of supervisors reviewed Eugene's Monthly equipment reports for March & April, which are attached.

Following some discussion, Gary Truex moved on behalf of the committee to increase the Equipment Coordinator's Salary to \$18.25 effective July 01, 2024. Avery Atkins seconded; motion carried.

Following some discussion, Timothy moved to increase all of the district's equipment rental rates (except for the post drivers) by 25%, rounding up to the nearest dollar, and increasing the post driver rates to \$200.00 per day. Jerry Clifton seconded; motion carried.

****Note: The rate increase will take effect on June 1, 2024.**

Education Outreach/Events Committee

State Conservation Camp: Request for Sponsorship

Carolyn moved on behalf of the committee to approve \$230.00 sponsorships for two (2) campers from each county (Greenbrier, Monroe & Pocahontas) for the total of \$460.00 per county. Avery Atkins seconded; motion carried.

**It was noted that any unused county sponsorships could be transferred to a different county if necessary.*

Awards Banquet

Carolyn Miller initiated the discussion regarding Carroll Greene, Member-At-Large, and Honorary Member nominations.

Angela mentioned that the previous year's submission deadline was in September, but because the GVCD Banquet is in September, she would need them soon to get the district plaques ordered on time.

The supervisors will consider possible nominations and make a decision by July.

Watershed

- Updates (if any)

Timothy VanReenen moved to approve the Southern Conservation District's work estimate not to exceed \$480.00 for rip rap repairs in the Marlin Run Channel.

319 Committee

Jerry Clifton moved to approve the follow payment:

Second Creek VI:

- SGS- Water Quality Monitoring for the amount \$333.10

Carolyn Miller seconded; motion carried.

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

Indian Creek III:

- James Ridgeway- Septic System Replacement 75% NTE \$5,000.00 for the amount of \$2,592.00
- James Ridgeway-Septic System Pumping 50% NTE \$300.00 for the amount of \$250.00

Avery Atkins seconded; motion carried.

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

Indian Creek III:

- Catherine Ridgeway- Septic System Replacement 75% NTE \$5,000.00 for the amount of \$3,060.00
- Catherine Ridgeway-Septic System Pumping 50% NTE \$300.00 for the amount of \$250.00

Carolyn Miller seconded; motion carried.

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

Indian Creek III:

- Teresa Anderson- Septic System Replacement 75% NTE \$5,000.00 for the amount of \$5,000

Timothy VanReenen seconded; motion carried.

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

Anthony Creek:

- Makayla Scott – Septic Pumping

Timothy VanReenen seconded; motion carried.

Jerry Clifton moved on behalf of the committee to approve the following Contract Cancellation

Indian Creek:

- Teresa Anderson – septic pumping

Carolyn Miller seconded; motion carried.

Other Business

Appointment of Nominating Committee

Chairman Sawyers appointed Avery Atkins and Gary Truex to the nominating committee, which will report back at the next board meeting for a chairman, vice chairman, secretary, treasurer, and two directors.

Dates to Remember:

May 29, 2024, Local Working Group Meeting @9:00am

June 12, 2024, GVCD Committee Meetings @9:00am

June Regular Board Meeting, Tuesday, June 25, 2024 @7:00pm

June 28, 2024, Central Area Meeting: at ECD Office, 10 am

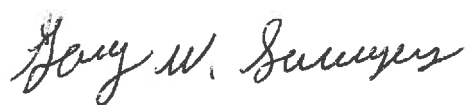
July Quarterly Meeting: Evening of July 14- afternoon of July 16, 2024, at Clarion Inn, Harpers Ferry (Jefferson Co)

July 26, 2024, Grasslands Steering Committee Meeting: at ECD Office, @ 10 am

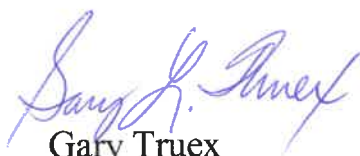
August 8-17, 2024, WV State Fair

With no further business the meeting was adjourned by consensus at 9:17pm.

Respectfully Submitted,



Gary Sawyers
Chairman



Gary Truex
Secretary/ Treasurer

GS/GT/as

Greenbrier Valley Conservation District's Administrative Specialist Report May 16, 2024

- A letter has been prepared inviting the Vo-Ag teachers to the June Board meeting. These will be mailed out in the morning.
- The district comment box is now open for customers to leave feedback if they wish. I have a key in the office and will make sure to check it regularly.
- The Following Funds have been received since my last report:
LOR# 15117 in the amount of \$12, 703.28 for FY24 Q2 CD Employee Reimbursement
- I spoke with the equipment coordinator to inquire about potential rental increase percentages. He proposed a 20–25% increase, except for post-drivers, which he suggested increasing by only \$5–\$10. I have created an Excel worksheet that is included in your binders for your future agenda discussion, which illustrates both the current rates and of the potential new rates.
- O&M Agreement Status Updates:
 - FY25 Renewal Agreement packets were mailed on March 19, 2024.
 - City of White Sulphur Springs: Agreement signed, and contribution of \$2,750.00 received for FY24
 - Town of Marlinton: Agreement signed, and contribution of \$1,750 received for FY24
 - Greenbrier County Commission:

Agreements signed and payments up to date for FY22-24, total contributions \$6,600.00 received (up to date).

Dates to remember:

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August 8-17, 2024, WV State Fair

Greenbrier Valley Conservation District Greenbrier Valley Work Unit Union DC Report

5/16/2024

Follow Ups from Previous Meetings

Cultural Resources:

- I have received 2 certified CRRs between April 18, 2024 and May 16, 2024.
- NRCS TN also agreed to mentor the new NRCS WV Archeologist after that position is filled.
- Monroe still has 3 FY2022 contract participants waiting for field visits prior to approval to proceed with implementation

Engineering backlog:

- A NRCS WV Engineering Assistance Request/Tracker is now in service. This tool should help ensure customers are serviced in a timely manner.
- Monroe has received 3 engineering designs from Area Engineering in the last month, and are working on several others in house.
- Technician Dewey Broyles has scheduled to assist in training new technicians from both Greenbrier and Southern, starting with field work of doing engineering design surveys.
- The expectation is that designs will be completed within one year of contract obligation. (Policy set by State Conservationist Jon Bourdon.)

Financial Assistance Programs

Contract Management –

- 5 practices were certified and paid in the last month for a value of \$9,542.76.
- 4 Advance Payments were issued to Historically Underserved (HU) customers in the last month for a value of \$3,792.00. Advance Payments are available to our HU customers to be utilized to purchase materials needed for installation of their contracted practices.
- I have requested assistance from Area Office with uncompleted Contract Reviews, due to staff shortages and massive application/contracting workload.

Expiring Contracts

- Monroe: 10 EQIP contracts set to expire 12/31/2024.

Cancellations

- Monroe: Have received 2 cancellation request letters.
- One is a High Tunnel contract, cites change in operation.
- 2nd is on a Forestry contract, cites major health issues. I have requested Ecological Sciences assistance to determine if any practices on this Forestry contract can be certified and paid prior to any cancellation action.

Active Contracts

- 184 Active contracts in Monroe. (\$4,933,793.44)
- Once the 15 approved and Preapproved applications are obligated, Monroe will have 199 Active contracts representing a total of \$5,094,084.00.
- 21 of the 184 Active contracts in Monroe are FY2024 contracts (\$588,295.00)

Greenbrier Valley Conservation District Greenbrier Valley Work Unit Union DC Report

5/16/2024

- Add in the 15 FY2024 Approved and Preapproved applications and Monroe will have 36 FY2024 Active Contracts for an FY2024 total obligation of \$1,379,526.00.

Working Applications –

- 15 Approved and Preapproved Applications, waiting on obligation (\$791,231.00). Obligation deadline 6/7/2024.
- 7 ACEP-ALE applications (contracts with the Monroe County Farmland Protection Board for not-yet closed Easements) = NRCS portion of protecting farmland in Monroe County (\$738,359.00)

Upcoming Deadlines –

- Obligation deadline 6/7/2024
- Contract Review deadline 5/30/2024
- All NWQI and other rankings completed by deadlines.

Office Administration

Field Office Priorities

- Refer to deadlines above
- Contract Management
- Ongoing engineering design work
- Ongoing field inspection and certification work
- Conservation Compliance Reviews prep
- CREP work with FSA

Staffing Updates

- An Easement Technician hired at State Office should ease some burden in Monroe.

Upcoming events:

- Local Work Group Meeting 5/29/2024
- Farmer's Day 6/8/2024

Any questions may be directed to the undersigned at wanda.smith@usda.gov or (304) 772-3006 ext. 115 (office) or (304) 216-9353 (mobile).

District Conservationist

Distribution:

Jon Bourdon, State Conservationist (STC)

Jeffrey Barr, Acting State Conservationist (Acting STC)

Brandon Duckworth, Assistant State Conservationist – Field Operations (ASTC-FO), South Area

Greenbrier Valley Conservation District Greenbrier Valley Work Unit Union DC Report

5/16/2024

Burton "Matt" Murphy, Area Resource Conservationist (ARC), South Area

Julie Stutler, NRCS Outreach Coordinator

Greenbrier Valley Conservation District Board of Supervisors (c/o Angela Feamster-Sawyers)

Dorian Perez, GV North District Conservationist

NRCS Field Office Staff: Union Service Center

Greenbrier Valley Conservation District

Greenbrier Valley Work Unit DC Report

5/16/2024

Follow Ups from Last Month's Meeting

- In the last meeting, the Board Supervisors were assured that they would receive the Local Working Group slides, handouts, and/or support materials. I completed the Draft today and added it to the Supervisor's packets as take-home packets for their review.

Technical Assistance

Cultural Resources

- 4 cultural resource reviews have been approved from April 14-30.

Endangered Species Act

- State Biologist and Trout Unlimited are working through a new system to complete the ESA consultation so the client can move forward with work. TU (Tuckwiller) informed us that once they had worked through the system, the time to complete a consultation would be completed would be significantly decreased.

Engineering Backlog

- Waste Storage Facility for Greenbrier participant remains under review and edits, so far from Feb 23 to May 8. Many of the issues stem from the design being conducted by an outside engineering firm.
- Completed: 7 designs completed between Jess and Engineering Staff. Mar 4 to Apr 10

Financial Assistance Programs

Contract Management –

- 25 practices were certified and paid April 17 thru May 16 for a value of \$34,910.00.
 - Running value of \$298,941.31 for the year in Federal benefits, \$125,013.82 for 3rd Quarter.
- Payments by Practice Type:
 - Area Practice (i.e., grazing plans, heavy use pads): 2,521 square feet for \$3,484.02.
 - Linear Practices (i.e., fencing, pipeline): 6,871 feet for \$18,251.74.
 - Point Practices (i.e., troughs, rooves, gutters): 8 troughs for \$13,174.26.

Off Schedule Contract Items (Contract in Violation). CPA-153 Agreements Covering Non-Compliance with potential for contract termination may be issued.

- 2021 Contract Items: 25
- 2022 Contract Items: 108
- 2023 Contract Items: 307

Expiring Contracts

- Greenbrier: 12
- Pocahontas: 6

Greenbrier Valley Conservation District

Greenbrier Valley Work Unit DC Report

5/16/2024

Working Applications –

- 142 – Applications with a value of \$1,432,579.00
 - Forest Management Plans: 12
 - Comprehensive Nutr Mgmt Plan: 4

Upcoming Deadlines –

- May 31 – Contract Reviews
- June 7 – Contract Obligation deadline

Office Administration

Field Office Priorities

- Build contracts and complete documentation
- Start scheduling field visits to certify conservation practices.

Upcoming Events

- May 22, Crop 101 in Moorfield
- June 25 Urban Ag

Staffing Updates

- A tentative Direct Hire offer for Lewisburg was sent out, but to my knowledge there was no response.

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

DORIAN PEREZ

Digitally signed by DORIAN
PEREZ
Date: 2024.05.16 20:45:58 -04'00'

District Conservationist

Distribution:

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



May 2024 WVCA Report

Request to Conservation Districts

The WVCA is encouraging Conservation Districts to review and update their 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 these reviews, please disregard this request.

Annual Work Plan

Reminder - District **annual** work plans are due **June 30** to Guthrie. A new template from NACD has been prepared and provided.

Conservation Farm Tour

It is time for districts to think about the conservation farm families to be awarded. CDs should have their district farm selection to their Area Directors by **May 31**.

Timelines:

- **May 31** - County and District judging.
- **July** - Area judging.
- **August** - Statewide judging.
- **October** – Presentation of Area and State awards at WV Conservation Partnership Annual Conference

O&M Agreements:

CDs are encouraged to continue to work with local sponsors for O&M funding. This process started last year these agreements will not be matched dollar for dollar as they were in the past. The WVCA will be allocating funds on a watershed basis moving forward to help with O&M costs.

Ag Enhancement Program Timeline

- 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)

WV State Fair 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.

**Greenbrier Valley Conservation District
Monthly Equipment Report**

Month/Year March 2024

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		576		
Great Plains #3	2		360		
No-till Seeder Totals	4		936		
Cricket					
Grasshopper	2.5		245		
Big Silver	2		196		
Lime/fertilizer Totals	4.5		441		
Chemical Sprayer					
Litter Spreader #1					
Litter Spreader #2	4		244.392		
Litter Spreader Totals	4		244.392		
Post Driver #3					
Post Driver #4					
Post Driver #6	4		720		
Post Driver Totals	4		720		
Potato Planter					
Potato Sprayer					
Potato Hiller					
Potato Totals					
Portable Scales				109.99	
Tractor				411.64	
Other					
Shop Supplies				4.99	
GRAND TOTALS (all equipment)	16.5		2489	156.62	

**Greenbrier Valley Conservation District
Monthly Equipment Report**

Month/Year April 2024

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				459 ⁹⁶	
Great Plains #3	2	20	240		
No-till Seeder Totals					
Cricket	6		588		
Grasshopper	3		294		
Big Silver	7		686	2015⁹⁷ 2183	
Lime/fertilizer Totals			\$ 1568		
Chemical Sprayer					
Litter Spreader #1	3		294	309 ⁶	
Litter Spreader #2	4		392	9 ⁹⁸	
Litter Spreader Totals			\$ 686		
Post Driver #3					
Post Driver #4	4		720	2183	
Post Driver #5			540	2183	
Post Driver Totals			\$ 1260		
Potato Planter					
Potato Sprayer					
Potato Hiller					
Potato Totals					
Portable Scales					
Other					
Shop Supplies				213 ⁶⁴	
GRAND TOTALS (all equipment)	29		\$ 3754	780 ⁹³	

Southern Conservation District Work Estimate

Date	5/15/24
Project/Location	Outlet Obstruction/ Marlin Run Dam – Marlinton , WV
Client	WVCA Greenbrier Conservation District
Address	

The Southern Conservation District shall provide all required machinery and labor to remove rip rap from outlet channel causing a ponding issue and return to plunge pool area. Seed and mulch any disturbed areas.			\$480.00

Southern Conservation District Representative 
Total Cost: Not To Exceed \$ 480.00
Title CT/Supervisor

Owner:

Acceptance of Estimate: _____ Date: _____