

Greenbrier Valley Conservation District

July 18, 2024, 7:00pm

Regular Board Meeting, Approved minutes

On July 18, 2024, the Greenbrier Valley Conservation District's board of supervisors convened in the USDA service center's conference room at 7:00 pm.

Those present:

Supervisors:

Gary Sawyers, Chairman

Gary Truex

Timothy VanReenen

Donald McNeel

Avery Atkins

Carolyn Miller

Other Present:

Judith Lyons, Executive Director, WVCA

Jeremy Salyer, Area Director, WVCA

Heather Duncan, Executive Director, WVACD

John Pitsenbarger, President, WVACD

Ariel Rivers, NACD (Virtual)

Jacob Lavender, WVCA

Morgan Dial, WVCA (Virtual)

Jason Nicolai, WVCA

Scarlett Dunn, WVCA

Barry Level, GVCD (Virtual)

Dorian Perez, NRCS

Wanda Smith, NRCS

Angela Sawyers, WVCA

Chairman Sawyers welcomed everyone and called the meeting to order at 7:06 pm.

Jacob Lavender introduced new conservation specialists for the districts 319 program, Scarlett Dunn and Jason Nicholia.

Approval of Minutes

Timothy VanReenen moved to approve the June 25, 2024, regular board meeting minutes. Gary Truex seconded; all were in favor; motion carried.

Administrative Specialist Report

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

Guests

WVACD President John Pitsenbarger and Executive Director Heather Duncan addressed the board of supervisors about their recent motion to not pay WVACD dues and requested that they reconsider. A conversation ensued. No decision was reached.

Judith Lyons, Executive Director of the WVCA, provided information to the board of supervisors about the AgEP Exigency Drought Program, which the districts may utilize for the current drought conditions. She added that if a portion of one county within a district is designated as D1 or higher, all counties in that district will be eligible. She explained that the money was intended for this purpose and that the funds would be replenished. Ms. Lyons also stated that they had received a regional permit from the Corps of Engineers that was valid until 2029 to work during a flood. She also mentioned that they are working with the NRCS on an RCPP grant and that the WVCA will have a booth at this year's West Virginia State Fair.

Chairman Sawyers noted that the board of supervisors will hold a special board meeting for the AgEP Exigency Drought Program on Tuesday, July 23, 2024, at 10:00am.

Cooperating Agency Reports

- **NRCS**: Wanda Smith reviewed the highlights of her report which is attached. In addition, Wanda presented a conservation plan for a CREP renewal for signature by a Monroe County Supervisor.

Dorian Perez reviewed the highlights of his report, which is attached.

- **FSA** – Nothing to report.
- **Forestry** – Nothing to report
- **WVCA**: Jeremy Salyer reviewed the highlights of his report, which is attached.

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. Avery Atkins seconded; motion carried.

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

FY24 CDO Budget – Actual

No action – Will be reviewed in July 23, 2024, special board meeting.

Gary Truex moved to approve the following letter of request:

- **LOR ID: 16183**
Purpose: FY24 Q4 District Employee Reimbursement
Amount: \$12,826.20
AGR: 1024-09

Timothy VanReenen seconded; motion carried.

Agricultural Enhancement Program Committee

Timothy VanReenen reviewed the Greenbrier Valley Conservation District's FY24 AgEP report, which is attached. In addition, he provided information about the current AgEP allocation formula to the board of supervisors.

Ariel Rivers with the National Association of Conservation Districts introduced herself and offered her support of any questions or concerns that the district may have.

Grassland Committee

- **Updates (if any)**
- **Outstanding Grassland Farms**

Barry Level reported that there have been no commitments yet and that he is open to supervisor suggestions.

- **Payments for approval:**

Gary Truex moved on behalf of the committee to reimburse Frank Masters \$400.00 for the purchase of a State Conservation Farm sign that was approved in the September 16, 2021, regular board meeting.

Timothy VanReenen seconded; motion carried.

Building/Equipment Committee

- Updates – Nothing to report.
- Monthly Equipment Report – The board of supervisors reviewed Eugene's monthly equipment report for June 2024, which is attached.

Education Outreach/Events Committee

- **Legislative and Awards Banquet**

Carolyn Miller and Angela Feamster- Sawyers reviewed catering options with the board of supervisors. *Gary Truex moved that the catering decisions be left up to Carolyn & Angela. Timothy VanReenen seconded; motion carried.*

- District Awards

Timothy VanReenen moved to make Jerry Clifton Supervisor of the Year. Donald McNeel seconded; motion carried.

Watershed

- Updates (if any)

Timothy VanReenen moved to approve the work order for the maintenance of the Marlin Run Channel for \$800.00. Avery Atkins seconded; motion passed.

Carolyn Miller moved to approve the following letter of request:

- LOR ID: 16173
Purpose: FY25 O&M Allocation
Amount: \$12,220.00
AGR: 1478-00

Allocation Breakdown:

Howard's Creek Dam: \$3,055.00
Marlin Run Dam: \$3,055.00
Marlin Run Channel: \$3,055.00
Howard's Creek Channel: \$3,055.00
➤ Total \$12,220.00

Donald McNeel seconded; motion carried.

319 Committee

Donald McNeel moved to approve the following payment:

- Second Creek VI:
SGS – Water Quality Monitoring - \$466.34

Carolyn Miller seconded; motion carried.

Other Business

- August Board Meeting – The board meeting will be held as scheduled on August 15, 2024, at 7:00pm.

Dates to Remember:

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

The meeting was adjourned by Chairman Sawyers at 9:08pm.

Respectfully Submitted,



Gary Sawyers
Chairman



Gary Truex
Secretary/ Treasurer

GS/GT/as

Greenbrier Valley North Work Unit: DC Report

Greenbrier Valley Conservation District

8/15/2024

Guests

-

Follow Ups from Last Month's Meeting

-

Technical Assistance

Cultural Resources

-
- Greenbrier: Open: 3 Approved: 1
- Pocahontas: Open: Approved: 8

Endangered Species

- 3 stream jobs have been cleared to work. NRCS must provide updates to FWS during install to assure compliance.
- Greenbrier: Open: Approved:
- Pocahontas: Open: 1 Approved: 3

Engineering Backlog

- Jess has developed a priority worklist so that planners can now inform clients approximately when they will receive their design. The priority is FSA CRP/CREP contracts, IRA contracts, and then existing contracts starting with the oldest and moving forward.
- Greenbrier: Open: 22 Approved: 4
- Pocahontas: Open: 18 Approved: 0

Financial Assistance Programs

Contract Management –

- Current Fiscal Year
 - 306 practices were certified and paid for a value of \$469,833.30.
- For 1st Quarter: 173,927.49
- For 2nd Quarter: 90,559.00
- For 3rd Quarter: 80,369.99
- For 4th Quarter: 124,976.82

Greenbrier Valley Conservation District's Administrative Specialist Report July 18, 2024

- The Following Funds have been received since my last report:
 - LOR# 15141 - \$33,082.00: FY25 Q1 District Support Allotment
 - Greenbrier County Commission- \$2,200.00: For FY25 O&M Agreement
- Conservation Farm Area Tour for GVCD is scheduled for Wednesday, 24 July 2024. The judges will meet at the Union USDA Office at 9:00am and then head to the farm from there.
- I contacted a few more caterers, and we received menu options and prices from the following catering companies:
 - Harriet's Catering
 - A Taste of Eggcellence
 - Blackwell's CateringCopies have been placed in your binders. This is on the agenda for action.
- Brickstreet Premium Insurance Audit has been completed and submitted
- The FY24 CDO Budget has been finalized and on the agenda for approval. (Due to WVCA, August 01, 2024).

Dates to note:

July 23, 2024, GVCD Special Board Meeting

GVCD, August Committee Meetings: August 07, 2024

GVCD, August Regular Board Meeting: August 15, 2024

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

August 8-17, 2024, WV State Fair

Greenbrier Valley Conservation District

Greenbrier Valley Work Unit Union DC Report

7/18/2024

Follow Ups from Previous Meetings

Cultural Resources:

- I have not received any certified CRR since last meeting.
- NRCS TN 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.
- Ecological Sciences is adding a tracker/procedure for Cultural Resource Review requests.

Engineering backlog:

- A NRCS WV Engineering Assistance Request/Tracker is now in service.
- Union staff are working on several engineering designs in house, with some survey or component assistance from Area Engineering staff.
- The expectation is that designs will be completed within one year of contract obligation. (Policy set by State Conservationist Jon Bourdon.)

Financial Assistance Programs

Active Contracts

- 187 Active contracts in Union (\$5,540,685.06 treating 24,495.8 acres)
- 34 of the 187 Active contracts in Monroe are FY2024 contracts (\$1,295,590.00 treating 4,797.4 acres)

Contract Management –

- 3 practices were certified and paid in the last month for a value of \$6,770.71.
- These 3 paid practices were comprised of 103.8 acres in polygon/acreage practices, and 2 point practices.
- I have received assistance from the Area Office with uncompleted Contract Reviews, due to staff shortages and massive application/contracting workload.

Working Applications –

- 5 ACEP-ALE applications (contracts with the Monroe County Farmland Protection Board for not-yet closed Easements) = NRCS portion of protecting farmland in Monroe County (\$869,412.00)

Expiring Contracts

- Monroe: 10 EQIP contracts were set to expire 12/31/2024.
- 8 of those 10 expiring contracts have been modified or completed.
- The 9th is tied up in business tools issues; referring to State Office staff.
- The 10th was issued a CPA-153 to install the 1st CIN by 6/30/2023 or face termination; I will be pursuing that promised termination.

Greenbrier Valley Conservation District Greenbrier Valley Work Unit Union DC Report

7/18/2024

Upcoming events:

- WV NRCS State Technical Committee Meeting on July 23, 2024 at 10 am. Dorian Perez sent out an invitation to join via TEAMS or Phone Conference.
- Conservation Farm Judging on July 24, 2024. Meet at 9 am at Union Field Office to travel to Furrow Farm in Monroe County.
- WV State Fair August 8 – 17, 2024
- NRCS Chief Terry J. Cosby will visit WV NRCS August 26-27, 2024
- NRCS Quality Assurance Review (QAR) for Buckeye, Lewisburg, and Union scheduled for September 16-19, 2024.

Plans presented for Greenbrier Valley Conservation District review and signature:

- Charles C. Parker, Sr. and Elizabeth Ann Parker: Conservation Reserve Enhanced Program (CREP) Renewal

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)

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

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 North Work Unit: DC Report

Greenbrier Valley Conservation District

7/18/2024

Follow Ups from Last Month's Meeting

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Technical Assistance

Cultural Resources

- The tracking system that Dave (Buckeye) helped to implement has received good, overall reviews from the field staff. Using it to track the submitted and approved archaeological reviews helps us to give better reports to clients.
- Greenbrier: 5 CR needs that don't appear on the tracker. I'll be doing a double check on this.
- Pocahontas: 6 CR Requests

Endangered Species

- Kyle Aldinger and Ross Tuckwiller have been working closely with the FWS to find a way for us to get the Stream work contracts approved, this is the Section 7 Consultation. As of this month, US FWS approved 3 of our projects. The hopes are that these provide a path forward for new stream work projects.
- Greenbrier: 0 on the tracker; None in our office backlog.
- Pocahontas: 1 on the tracker; 3 not on the tracker; 3 approved this month.

Engineering Backlog

- I generated a list of client with engineering needs for the period of 2020 thru 2025 and assigned it to Jessica. Her task is to scrub that list against the Engineer Tracker list so that duplicates or completed designs are removed from the tracker. Then, to add the ones that aren't on the tracker. However, I need to re-run the pull because I've found participants missing because their projects are scheduled outside that window.
- Candace and Jess have submitted JAA packets for me to review and submit to the Area Resource Con.
- Greenbrier: 16 on the tracker; Jess found 4 duplicates and had them removed; Jess submitted 2 designs since the last meeting.
- Pocahontas: 14 on the tracker; Jess submitted 1 design since the last meeting.

Financial Assistance Programs

Contract Management –

- For FY 2024
 - 293 practices were certified and paid for a value of \$492,466.27.
 - Amount of customer cost-share reported: we're still working with clients on getting receipts and estimates for time.
- For 1st Quarter: \$173,927.49
- For 2nd Quarter: \$90,559.00
- For 3rd Quarter: \$80,369.99

Greenbrier Valley North Work Unit: DC Report

Greenbrier Valley Conservation District

7/18/2024

Upcoming Events

- Jul 29 – Aug 2 Dave and Candace: Appropriations Law
- Aug 27/28 NRCS Chief visit to WV.
- Last week of Oct (est) Rhodes (Engineering Practices) training
- Oct 30 Performance Appraisals

Special Projects

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Staffing Updates

- We may have 1 Natural Resources technician for Lewisburg.
- The Lewisburg SCT is being listed.

Questions for the Board Supervisors

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Questions from the Board Supervisors

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

District Conservationist

Distribution:

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



July 2024 WVCA Report

Items to be thinking about and placed on your agendas in the coming month:

Carroll Greene Nomination – form is due to Belinda Withrow by September 1

WVACD Honorary Member At Large

WVACD Lifetime Honorary Member

Annual Work Plan

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

CDO Budget

CDO budget closeout needs submitted to Guthrie by August 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, Devon or Jeremy.

Conservation Farm Tour

Timelines:

- **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)
- AgEP data base needs closed out by July 15

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

Agricultural Enhancement Program FY24 – Executive Summary

AgEP Allocation -	\$96,755.61
Total Payments -	\$96,755.61 (ish)
Cooperator Economic Input -	\$311,918.94
Average cost-share rate -	31%

Contract Details:

48 Contracts

6 Cancelations

100% Complete (Actually 87.5% 😊)

Lime – 26 Contracts, 1,158 Acres; 1,963 Tons = 29%

Exclusion Fence – 11 Contracts, 22,092 Feet = 28%

Pasture Division Fence – 10 Contracts, 9,645 Feet = 12%

Water Line – 15 Contracts, 11,857 Feet = 14%

Water Troughs – 16 Contracts, 33 troughs = 17%

**Greenbrier Valley Conservation District
Monthly Equipment Report**

Month/Year June 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	17	255		
Great Plains #3					
No-till Seeder Totals					
Cricket	5		615		
Grasshopper					
Big Silver	2		246		
Lime/fertilizer Totals					
Chemical Sprayer					
Litter Spreader #1					
Litter Spreader #2					
Litter Spreader Totals					
Post Driver #3					
Post Driver #4	2		400		
Post Driver #6	3		600		
Post Driver Totals					
Potato Planter					
Potato Sprayer					
Potato Hiller					
Potato Totals					
Portable Scales					
Other					
Shop Supplies				15.99	
GRAND TOTALS (all equipment)	14	17	\$2,114	\$15.99	