

# *Greenbrier Valley Conservation District*

March 20, 2025, 7:00pm  
Regular Board Meeting, Approved Minutes

The Greenbrier Valley Conservation District Board of Supervisors convened on Thursday, February 27, 2025, at 7:00 PM in the conference room of the USDA service center located in Lewisburg.

## Those Present:

### Supervisors:

Gary Sawyers, Chairman  
Gary Truex  
Donald McNeel  
Timothy VanReenen  
Avery Atkins (Teleconference)  
Carolyn Miller

### Others:

Brandon Duckworth, NRCS  
Jeremy Salyer, WVCA  
Morgan Dial, WVCA  
Angela Sawyers, WVCA

Chairman Sawyers called the meeting to order at 7:00pm and welcomed everyone.

Gary Truex led in the pledge of Allegiance; Timothy VanReenen led in Prayer.

## Approval of Minutes

*Gary Truex moved to approve the minutes of the February 27, 2025, regular board meeting. Timothy VanReenen seconded; motion carried.*

## Guests

None were present.

## Administrative Specialist Report

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

## Cooperating Agency Reports

- NRCS – Brandon Duckworth reviewed the highlights of his report, which is attached.
- FSA
- Forestry
- WVCA – Area Director, Jeremy Salyer reported that it was time to review district policies and employee manuals, as well as to organize local work group meetings. He noted that the personnel plans and CDO budgets were due by the end of the month. He also mentioned that if the district intends to participate in the farm tour, he needs the district letters by mid-June.
- Other

## 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 accept the WVCA restricted funds report, and file for audit. Carolyn Miller seconded; motion carried.*

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

*Gary Truex moved on behalf of the committee to accept/approve: FNBB Pledge Notifications: 232158340; 232158341; 232158342; 232158343. Donald McNeel seconded; motion carried.*

*Gary Truex moved to approve \$738.00 in funding to support the James Monroe High School Envirothon Teams. Timothy VanReenen seconded; motion carried.*

*On behalf of the committee Gary Truex moved to approve and send the following LOR:*

LOR ID: 16278

Purpose: CD Employee Reimbursement Q2 FY25

Amount: \$13603.13

AGR: 1024-09

*Donald McNeel seconded; motion carried.*

*Timothy VanReenen moved to approve the transfer of \$4,200.00 in CDO funds to the Co-administered account for the AgEP Program (Fund Code 1015-00; Program Code 10016-GV). Avery Atkins seconded; motion carried.*

## **Agricultural Enhancement Program Committee**

### **Action Between Board Meetings**

Gary Truex acting with delegated authority approved the following applications on 05 March 2025:

- David Wigglesworth - CPD - \$5,002.30
- Steve Hedrick - Lime - \$1,731.00

AgEP Allocation formula discussion – no action taken.

## **Grassland Committee**

*Gary Truex moved to approve the first round of payments for applicants participating in the WVDA Pasture Renovation Program, totaling \$2,646,504.40. Avery Atkins seconded; motion carried.*

Following some discussion, *Timothy VanReenen moved that the district purchase signs to honor the district's Century Farm winners. Donald McNeel seconded; motion carried.*

*Gary Truex moved to approve the following LOR:*

LOR ID: 16281

Purpose: WVDA Pasture Renovation #2

Amount: \$ 18,852.80

AGR: 1502-00; 1502-GVCD

*Carolyn Miller seconded; motion carried.*

## **Building/Equipment Committee**

The board of supervisors reviewed the monthly equipment report, which is attached.

## **Action Between Board Meetings**

Gary Truex reported that the equipment coordinator had submitted his two-week notice a week ago and that he approved the position be advertised on March 17, 2025. He noted that one resume had been received so far.

## **Education Outreach/Events Committee**

Nothing to report.

## **Watershed**

Nothing to report.

## **319 Committee**

***Donald McNeel moved to approve the following contracts:***

- **Indian Creek IV:**
  - Nancy Bouldin - Septic Pumping - 50% Federal funds up to \$300.
  - Nancy Bouldin -Septic Repair/Replacement -75% Federal & State Funds up to \$5,000.00 (15% State, 60% Federal)

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

***Donald McNeel moved to approve the following payments:***

### **Second Creek VI:**

- SGS WQ Monitoring in the amount of \$366.41 for December 2024
- SGS WQ Monitoring in the amount of \$366.41 for January 2025
- SGS WQ Monitoring in the amount of \$476.41 for February 2025
- **Indian Creek IV:**
  - SGS WQ Monitoring in the amount of \$99.93 for December 2024
  - SGS WQ Monitoring in the amount of \$99.93 for January 2025
  - SGS WQ Monitoring in the amount of \$129.93 for February 2025
- **Spring Creek II:**
  - SGS WQ Monitoring in the amount of \$66.62 for December 2024
  - SGS WQ Monitoring in the amount of \$66.62 for January 2025

○ SGS WQ Monitoring in the amount of \$86.62 for February 2025  
*Carolyn Miller seconded; motion carried.*

- NASDA Grant:

*Donald McNeel moved to approve the following contract:*

○ Jiranek Family Farm/ Rob Jiranek for an amount up to \$20,000.  
*Timothy VanReenen seconded; motion carried.*

With no further business the meeting adjourned by consensus at 9:09 pm.

Respectfully Submitted,



Gary Sawyers  
Chairman



Gary Truex  
Secretary/ Treasurer

GS/GT/as

Recorded by: Angela Feamster-Sawyers, Administrative Specialist

## Administrative Specialist Report

March 20, 2025

- I've been preparing the WVDA Renovation Program checks for distribution. When everything is ready, we will post an announcement on social media and the district's website, giving them five days to pick them up. Everyone must pick up their own check, show their photo ID, and sign for them. Checks not picked up within those five days will be mailed to the addresses provided. There will be a second round of processing in April. The LOR for these funds is on the agenda for approval.
- The vacant Equipment Coordinator position has been advertised on social media and the district website. An advertisement has also been sent to the WV Daily News, the Pocahontas Times, and the Monroe Watchman.
  - **Total cost for advertisements:**  
The WV Daily News: \$240.00- Run dates: March 20th, 25th, 27th, and April 1st, 2025.  
The Monroe Watchman: \$56.00- Run dates: March 20th and 27th.  
The Pocahontas Times: \$72.00 -Run dates: March 20th and 27th.
- The GVCD & SCD Land Judging contest will take place on May 29, 2025, at the Plant Materials Center in Alderson at 9:00 am. Informational packets have been prepared and distributed to all high schools within the two districts.
- The district has recently received four FNBB pledge notifications. These were available for review during the committee meeting; I placed a copy in your binders for those who didn't have a chance to review them and added it to the agenda for approval.
- James Monroe High School has requested funding for the Envirothon, which will take place at Cedar Lakes on April 16-17. They have two teams competing, and two advisors will be present. They have covered their travel expenses but still need a little over \$700.00. A copy of the letter requesting support and attached invoices outlining their total costs are included in your binders for your review. This item is included on the agenda for consideration.
- I have been covering administrative specialist duties for SCD on an interim basis. The position is filled, and a start date has been confirmed. I will assist the new AS with training and adapting to the role.

# Greenbrier Valley North Work Unit: DC Report

## Greenbrier Valley Conservation District

3/20/2025

### Guests

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- Brandon Duckworth – Assistant State Conservationist for Field Operations, South Area

### Follow Ups from Last Month's Meeting

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- N/A

### Technical Assistance

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#### Cultural Resources

- Greenbrier: FY Total: 4 Open: 0 Approved:4
- Pocahontas: FY Total: 1 Open:0 Approved:1

\*\*Field visits scheduled for FEB 10-12<sup>th</sup> were cancelled.

#### Endangered Species

- Notes.
- Greenbrier: FY Total:0 Open:0 Approved:0
- Pocahontas: FY Total:1 Open:0 Approved:4 Stream restoration projects

#### Engineering Backlog

- Notes.
- Greenbrier: FY Total: Open:15 Approved:1
- Pocahontas: FY Total: Open:7 Approved:2

24 NEW CRP contracts with FSA. CREP had 6 plans this year, 3 new, and 3 renewals this could potentially lead to 27 additional designs. Not every CRP contract will need a design. The CRP plans are in development. These design needs will be placed at the top of the existing needs owing to CREP have a 2-year implementation requirement and CRP having a 3-year requirement.

\*\*Kenny (CET) is taking the lead on design work for ECP. There is currently 56 ECP request in Greenbrier Co and 7 in Pocahontas Co

\*\*ECP field verifications are wrapping up. Jess and Kenny have taken lead on Well Request and Livestock Water System designs

### Financial Assistance Programs

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#### Contract Management –

- Current Fiscal Year FY 25
  - 245 contract items certified and paid for a value of \$330,029.95

# Greenbrier Valley North Work Unit: DC Report

## Greenbrier Valley Conservation District

3/20/2025

- For 1<sup>st</sup> Quarter: 224 contract items certified and paid for a value of \$271,080. Spread out over 72 contracts.
- For 2<sup>nd</sup> Quarter: 21 contract items certified and paid for a value of \$59,959.00,. Spread out over 10 contract.
- **\*\*As of 3/20/25\*\***
- For 3<sup>rd</sup> Quarter:
- For 4<sup>th</sup> Quarter:

### Active Contracts

- **Pocahontas-**  
AMA- \$119,720.85—7 Contracts  
EQIP- \$2,582,288.57—38 contracts  
CSP- \$250,752—13 contract-new numbers
- **Greenbrier**  
AMA- \$ 148,605—7 contracts  
EQIP- \$ 2,791,083—67 contract  
CSP- \$ 1,034,928—39 contacts-new numbers

Off Schedule Contract Items (Contract in Violation). CPA-153 Agreements Covering Non-Compliance with potential for contract termination. Enter Year. Contract Items: **Katy McBride is working on Modifications along with Adam Merritt**

Enter Year. Contract Items:

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### Expiring Contracts

- **Greenbrier:** Field office staff is completing contract reviews.
- **Pocahontas:** Field office staff is completing contract reviews .
- Cancellations and Terminations.

County	Quantity	Contract Value	Notes
Greenbrier:			
Pocahontas:			

### Working Applications – **That met program eligibility**

CRP/CREP	___ Applications	EQIP	47 Applications
CSP	___ Applications	AMA	15 Applications
CSP-GCI	___ Applications		

### Upcoming Deadlines –

- April 30 2025 -Assessment/Ranking deadline.
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# **Greenbrier Valley North Work Unit: DC Report**

## **Greenbrier Valley Conservation District**

3/20/2025

### **Field Office Priorities**

- **HIGHEST Priority (ECP)**
- **Certifying and Payments on IRA contracts.** (IRA funds have been released for existing contracts)
- **EQIP/AMA-Assessment/Ranking Deadline.**
- **Contract Management**
- **Assist Area office staff with ECP (ICT reports etc)**

### **Upcoming Events**

- **Outreach Events or Outreach Ideas.**

### **Special Projects**

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**\*\* FY 2026 Local Working Group.**

- **Program Participant Listening Session in Greenbrier, April.**
- **Local Working Group, tentatively between May 15 and Jun 15.**

### **Staffing Updates**

- **Louis Aspey- Acting Chief**
- **Katy McBride- Has been Acting DC for Greenbrier North**
- **Starting Monday, 3/24/25, Adam Merritt will be acting DC full time**
- **Andy Sentz and Elk CD staff- Assisting when needed.**

### **Questions for the Board Supervisors**

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### **Questions from the Board Supervisors**

**Any questions may be directed to the undersigned at enter email address. or enter office phone number..**

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**District Conservationist**

### **Distribution:**

Enter name., **State Conservationist (STC)**

Enter name., **Assistant State Conservationist – Field Operations (ASTC-FO)**

Enter name., **Area Resource Conservationist (ARC)**

Enter name., **NRCS Outreach Coordinator**

Conservation District. **Board of Supervisors (c/o District Administrator.)**

**Greenbrier Valley North Work Unit: DC Report**  
**Greenbrier Valley Conservation District**  
3/20/2025

Wanda Smith, Monroe District Conservationist  
NRCS Field Office Staff: Enter counties. Service Centers

**Greenbrier Valley Conservation District  
Monthly Equipment Report**

Month/Year Feb 2025

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				287.35	
Great Plains #3					
No-till Seeder Totals					
Cricket				344	
Grasshopper					
Big Silver				2242.92	
Lime/Fertilizer Totals					
Chemical Sprayer					
Litter Spreader #1					
Litter Spreader #2	2		246		
Litter Spreader Totals					
Post Driver #3					
Post Driver #4				34.96	
Post Driver #5				34.95	
Post Driver Totals					
Potato Planter					
Potato Sprayer					
Potato Hiller					
Potato Totals					
Portable Scales					
Other					
Shop Supplies				177.56	
GRAND TOTALS (all equipment)				113115.75	



1111 E. Main Street, Bedford, VA 24523  
5264 W. Main Street, Salem, VA 24153  
15668 Seneca Trail North, Lewisburg, WV 24901  
1245 S. Boston Road, Danville, VA 24540  
2756 East Lee Highway, Max Meadows, VA 24360  
[www.boonetractor.com](http://www.boonetractor.com)

Are You Satisfyd



Give Us A Review

SOLD TO Delivery Method: Email  
LGRE07 GREENBRIER VALLEY CONSERV  
179 NORTHRIDGE DR  
LEWISBURG, WV 24901

SHIP TO

Sold By: 127 PO #: 304 667 7096 Date 2/24/25 INVOICE LI96982  
Ship By: Tax #: SIGNED CR AP & TAX 12:17:40 PRT: 2

Tax	D	Qty	Description	Price	Amount
			PARTS COUNTER		
NL		4 GP	151-081S	56.41	225.64
NL		4 GP	151-080H	46.64	186.56
			** TOTAL PARTS COUNTER		39.08
			RESTOCK FEE		
NL		Z			31.72

~~151-081S~~  
For Both #2 And #3 Great Plains

Item That is ~~Easy~~ Easily Broken

ALL ITEMS SUBJECT TO 20% RESTOCKING FEE NO RETURNS ON ELECTRICAL ITEMS NO RETURNS AFTER 30 DAYS

Print Name: \_\_\_\_\_

\*\* SUBTOTAL 70.80

X

Charge Sale

Phone: (304) 645-6173

PAY THIS  
AMOUNT

\$70.80

Did you know? We can email your invoices and statements to you. For setup, please send us an email at [k.willis@boonetractor.com](mailto:k.willis@boonetractor.com)

**ADKINS AUTO PARTS  
14521 SENACA TRAIL NORTH  
PO BOX 906  
LEWISBURG, WV 24901  
(304) 645-7783**

BILL TO 102120 000 GREENBRIER VALLEY SOIL CONS. 179 NORTHRIDGE DRIVE LEWISBURG, WV 24901		SHIP TO 102120 000 GREENBRIER VALLEY SOIL CONS. 179 NORTHRIDGE DRIVE LEWISBURG, WV 24901  (304)645-6173		PG 1 OF 1  CHARGE	
ADKINS AUTO PARTS, LEWISBURG INVOICE				REFERENCE NUMBER 009-300785	
MTH. DAY YR. WRITER 2/06/25 DCB		CUSTOMER P.O. NUMBER 271450 EUGENE		TERMS SHIP VIA NET 10TH COUNTER	
QUANTITY ORDERED	QUANTITY SHIPPED	BACK ORDERED	PART NUMBER AND DESCRIPTION	CODE	PRICE (LIST & SELL) NET AMOUNT
1	1		WLR M609C	2.360	1.770 1.77
			PTFE THREAD TAPE 1/2 X 2		EA
4	4	BYO	ADK 5/8 BOLT		4.750 19.00
			BOLT		EA
Shop Supplies					
***** WE SELL AND SERVICE FIRE EXTINGUISHERS,ATV PARTS AND			*****		
***** TIRES ALSO AVAILABLE. THANK YOU FOR YOUR BUSINESS!!!			*****		
			GOODS RECEIVED BY X		SUB-TOTAL 20.77
					TAX .00
			TIME PREPARED 12:52 PM		TOTAL 20.77

TERMS: POSITIVELY NO GOODS ACCEPTED FOR CREDIT WITHOUT OUR PRIOR AUTHORIZATION AND INVOICE NUMBER.  
15% HANDLING CHARGE ON GOODS RETURNED WHEN SUPPLIED AS ORDERED. ERRORS AND OMISSIONS EXCEPTED.

\*\*\* CUSTOMER COPY \*\*\*

Smith's Towing and Auto  
PO Box 132  
Alderson, WV 24910  
304-445-7611  
smithstowing\_71@yahoo.com  
smithstowingservices.com

## Invoice



BILL TO  
Greenbrier Valley Conservation  
District  
179 Northridge Dr.  
Lewisburg, 24901 24901

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
9771	02/24/2025	\$2,242.92	02/24/2025	Due on receipt	

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Tire Sale	16.5L-16.1/14 Samson, Harrow	4	491.98	1,967.92
	Tire Mount and Balance		4	50.00	200.00
	Tire Disposal- Heavy		3	25.00	75.00

We appreciate your business and look forward to helping you again.

SUBTOTAL	2,242.92
TAX	0.00
TOTAL	2,242.92
BALANCE DUE	<b>\$2,242.92</b>

~~#126~~  
Big Silver  
4 new Tires  
WAS in very Bad Shape



ADKINS AUTO PARTS  
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PO BOX 906  
LEWISBURG, WV 24901  
(304) 645-7783

BILL TO 102120 000  GREENBRIER VALLEY SOIL CONS. 179 NORTHRIDGE DRIVE LEWISBURG, WV 24901		SHIP TO 102120 000  GREENBRIER VALLEY SOIL CONS. 179 NORTHRIDGE DRIVE LEWISBURG, WV 24901  (304) 645-6173		PG 1 OF 1	
ADKINS AUTO PARTS, LEWISBURG INVOICE				REFERENCE NUMBER 009-301292	
MTH. DAY YR. WRITER 2/25/25 DCB		CUSTOMER P.O. NUMBER 272026 #4 POST DRIVER		TERMS SHIP VIA NET 10TH COUNTER	
QUANTITY ORDERED	QUANTITY SHIPPED	BACK ORDERED	PART NUMBER AND DESCRIPTION	CODE	PRICE (LIST & SELL) NET AMOUNT
1	1		WIX 33011 FUEL FOREIGN	9.500	4.990 4.99 EA
1	1		WIX 51334 OIL FILTERS FOR	19.110	8.990 8.99 EA
3	3		SHL 550035091 PNZ 5W-30	7.050	6.990 20.97 EA
<p><i>Bill Change postDriver #4</i></p>					
<p>***** WE SELL AND SERVICE FIRE EXTINGUISHERS, ATV PARTS AND *****</p> <p>***** TIRES ALSO AVAILABLE. THANK YOU FOR YOUR BUSINESS!!! *****</p>					
			GOODS RECEIVED BY X		SUB-TOTAL 34.95 TAX .00
			TIME PREPARED 12:48 PM		TOTAL 34.95

TERMS: POSITIVELY NO GOODS ACCEPTED FOR CREDIT WITHOUT OUR PRIOR AUTHORIZATION AND INVOICE NUMBER.  
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ADKINS AUTO PARTS, LEWISBURG INVOICE				CHARGE REFERENCE NUMBER 009-301396	
MTH. DAY YR. WRITER 2/27/25 DCB		CUSTOMER P.O. NUMBER 272138 #6 POST DRIVER		TERMS NET 10TH SHIP VIA COUNTER	
QUANTITY ORDERED	QUANTITY SHIPPED	BACK ORDERED	PART NUMBER AND DESCRIPTION	CODE	PRICE (LIST & SELL) NET AMOUNT
1	1		ORE 83013 OIL FILTER	21.990	11.990 EA 11.99
1	1		WIX 33011 FUEL FOREIGN	9.500	4.990 EA 4.99
2	2		SHL 550035091 PNZ 5W-30	9.050	8.990 EA 17.98
Oil change #6 Post Driver					
***** WE SELL AND SERVICE FIRE EXTINGUISHERS, ATV PARTS AND ***** TIRES ALSO AVAILABLE. THANK YOU FOR YOUR BUSINESS!!!				***** *****	
			X	GOODS RECEIVED BY	SUB-TOTAL 34.96 TAX .00
				TIME PREPARED 1:41 PM	TOTAL 34.96

TERMS: POSITIVELY NO GOODS ACCEPTED FOR CREDIT WITHOUT OUR PRIOR AUTHORIZATION AND INVOICE NUMBER.  
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<b>ADKINS AUTO PARTS, LEWISBURG INVOICE</b>						REFERENCE NUMBER 009-300709	
MTH. DAY YR. WRITER 2/04/25 DCB		CUSTOMER P.O. NUMBER 271367 EUGENE		TERMS NET 10TH		SHIP VIA COUNTER	
QUANTITY ORDERED	QUANTITY SHIPPED	BACK ORDERED	PART NUMBER AND DESCRIPTION	CODE	PRICE (LIST & SELL)	NET AMOUNT	
1	1		ADK RAG10 POLO RAG		14.990 EA	14.99	
<p><i>Shop Supplies</i></p>							
***** WE SELL AND SERVICE FIRE EXTINGUISHERS,ATV PARTS AND ***** TIRES ALSO AVAILABLE. THANK YOU FOR YOUR BUSINESS!!!						***** *****	
X				GOODS RECEIVED BY		SUB-TOTAL 14.99 TAX .00	
				TIME PREPARED 10:51 AM		TOTAL 14.99	

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