

# *Greenbrier Valley Conservation District*

May 15, 2025, 7:00pm  
Regular Board Meeting, Approved Minutes

The Greenbrier Valley Board of Supervisors met on Thursday, May 15, 2025, at 7:00pm in the conference room of the USDA service center located in Lewisburg.

## **Those present:**

### Supervisors:

Chairman, Gary Sawyers  
Gary Truex  
Donald McNeel  
Avery Atkins  
Carolyn Miller

### Supervisors Absent:

Timothy VanReenen

### Others:

Jeremy Salyer, WVCA  
Morgan Dial, WVCA  
Jacob Lavender, WVCA (Virtual)  
Wanda Smith, NRCS (Virtual)  
Adam Merritt, NRCS

Chairman Sawyers called the meeting to order at 7:01pm and welcomed everyone.

Adam Merritt led in the pledge of allegiance and Gary Truex led the group in prayer.

## **Approval of Minutes**

*Donald McNeel moved to approve the minutes of the April 17, 2025, Regular Board Meeting and the May 01, 2025, Special Board Meeting. Carolyn Miller seconded; motion carried.*

## **Guests**

No guests were present.

## **Funding Requests**

*Avery Atkins moved to approve \$225.00 sponsorships for one (1) camper from each county to attend Junior camp (Greenbrier, Monroe, and Pocahontas) for a total of \$675.00, as well as \$275.00 sponsorships for one (1) camper from each county to attend Senior camp (Greenbrier, Monroe, and Pocahontas) for a total of \$825.00. Donald McNeel seconded; motion carried.*

\*It was noted that two individuals from the same county could receive funding if there were unused funds from another county.

- **LORS**

*Gary Truex moved to approve the following LORS:*

- **LOR ID:** 16309  
Purpose: FY25 Q3 District Employee Reimbursement  
Amount: \$13,600.20  
AGR: 1024-09
- **LOR ID:** 16338  
Purpose: FY26 Q1 District Support Allotment  
Amount: \$33,082.00  
AGR: 1024-09
- **LOR ID:** 16339  
Purpose: FY26 Q2 District Support Allotment  
Amount: \$16,692.00

AGR: 1024-09

- LOR ID: 16340

Purpose: FY26 Q3 District Support Allotment

Amount: \$16,691.00

AGR: 1024-09

- LOR ID: 16341

Purpose: FY26 Q4 District Support Allotment

Amount: \$12,668.00

AGR: 1024.09

*Carolyn Miller seconded; motion carried.*

## Cooperating Agency Reports

- NRCS – Wanda Smith & Adam Merritt reviewed the highlights of their reports, which is attached.
- FSA – nothing to report.
- Forestry -nothing to report.
- WVCA – Jeremy Salyer reviewed the highlights of his report, which is attached. After discussing the area farm tour and the GVCD's next board meeting, which was scheduled for June 19th at 7:00pm and coincided with a federal holiday, the board of supervisors agreed to reschedule the June meeting for June 11, 2025, at 9:00 AM. In addition, Jeremy reviewed correspondence from Allegheny Surveys.

## Committee Reports

### Finance Committee

- Financial Reports

*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 the general and CDO funds report, and file for audit. Avery Atkins 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.*

## ○ Watershed

Jacob Lavender reported that he intends to draft work orders for the mowing and weed eating of the Marlin Run and Howard's Creek dams next week, and that he has yet to receive a quote for the debris cleanup of the Howards Creek dam but will follow up with Dave at Southern CD. Jacob also mentioned that GVCD will soon have an intern, and he will introduce him to everyone at the next meeting.

## 319 Committee

Updates (if any)

- Contracts for Approval:

*Donald McNeel moved to approve the following contract:*

- Second Creek NPS 1817:

- Traci Eggleston -Septic Repair/Replacement -75% Cost-Share (15% State, 60% Federal) up to \$6,000.00

*Avery Atkins seconded; motion carried.*

*Donald McNeel moved to approve the following contract:*

- Upper Meadow River NPS 1847:

- Robert Shuff -Septic Repair/Replacement -75% C-S (15% State, 60% Federal) up to \$6,000.00

*Carolyn Miller seconded; motion carried.*

*Donald McNeel moved to approve the following contracts:*

- Steve Redden – Septic Pumping – 50% C-S (50% Federal) up to \$300
- Mike Hambrick – Septic Pumping – 50% C-S (50% Federal) up to \$300
- John ("Ed") Thompson – Septic Pumping – 50% C-S (50% Federal) up to \$300
- Margaret Wilson – Septic Pumping – 50% C-S (50% Federal) up to \$300

- Niki Yoney – Septic Pumping – 50% C-S (50% Federal) up to \$300

*Avery Atkins seconded; motion carried.*

*Donald McNeel moved to delegate authority to Gary Sawyers for future contract approvals for the Upper Meadow River Septic Grant. Gary Truex seconded; motion carried.*

- Payments for Approval

*Donald McNeel moved to approve the following payment:*

- Indian Creek IV:

- Bill Pence- Septic System Replacement 75% NTE \$5,000.00 for the amount of \$3,870.60 (Federal) and \$967.65 (State)

*Avery Atkins seconded; motion carried.*

*Donald McNeel moved to approve the following payment:*

- Bill Pence-Septic System Pumping 50% NTE \$300.00 for the amount of \$185.50 (Federal)

*Avery Atkins seconded; motion carried.*

*Donald McNeel moved to approve the following payment:*

- Bill Pence- Septic System Replacement 75% NTE \$5,000.00 for the amount of \$2,550.00 (Federal) and \$637.50 (State)

(Separate Address than above)

*Carolyn Miller seconded; motion carried.*

*Donald McNeel moved to approve the following payment:*

- Bill Pence-Septic System Pumping 50% NTE \$300.00 for the amount of \$185.50 (Federal)

(Separate Address than above)

*Carolyn Miller seconded; motion carried.*

*Donald McNeel moved to approve the following payment:*

- Spring Creek II:

- Rem Perkins- Pipeline, tire troughs, and HUAP in the amount \$12,818.18 (Federal) and \$3,204.55 (State)

*Avery Atkins seconded; motion carried.*

*Donald McNeel moved to approve the following payment:*

- Upper Meadow River II
  - Reimbursement to GVCD for Postage of EDDM (Every Door Direct Mail) Mailing - \$315.99

*Carolyn Miller seconded; motion carried.*

## Agricultural Enhancement Program Committee

- Payments for Approval

*Gary Truex moved to approve the following payments:*

- Lime

Richard Nichols	\$1,330.50
Mike Rose	\$255.00
Susan Handley	\$690.00

*Donald McNeel seconded; motion carried.*

*Gary Truex moved to approve the following payment:*

- Woodland Exclusion Fence

Katrina Alderson	\$3,050.00
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*Avery Atkins seconded; motion carried.*

*Gary Truex moved to approve the FY26 AgEP Administrative Agreement. Carolyn Miller seconded; motion carried.*

## Grassland Committee

- Updates - None

*Gary Truex moved to approve the second round of payments for applicants participating in the WVDA Pasture Renovation Program, totaling \$18,852.80. Donald McNeel seconded; motion carried.*

- SMART Farms Grant

*Gary Truex moved to approve a contract amendment for Rob Jiranek to add \$6,000.00 more to the \$20,000.00 for a total of \$26,000.00. Avery Atkins seconded; motion carried.*

***Gary Truex moved to approve the following payment:***

- Payment Approval:

- Rob Jiranek- Herbicide Application and Purchase of Seeds in the amount \$1,313.00

***Donald McNeel seconded; motion carried.***

## **Building/Equipment Committee**

Gary Truex provided an update concerning the maintenance of the #1 Great Plains no-till drill. In addition, Gary noted that the newly hired equipment coordinator seems to be getting along good.

Gary Truex reviewed the monthly equipment report with the board of supervisors, which is attached.

***Donald McNeel moved to reimburse Gary Truex \$342.00 to cover the cost of the ½ inch Milwaukee Impact wrench and battery that was stolen from the district's equipment building. Avery Atkins seconded; all were in favor, Gary Truex abstained from voting due to a conflict of interest, motion carried.***

- Equipment Coordinator:

Cameras/ Phone App – Avery Atkins said he would guide the equipment coordinator with the installation of additional cameras in the equipment building. Following some discussion concerning the app for the camera system, it was agreed that the app be installed on the state district cell and on the equipment coordinator's cell.

***Avery Atkins moved for a \$50.00 monthly reimbursement to the equipment coordinator for his phone bill. Gary Truex seconded; motion carried.***

***Avery Atkins moved to approve state holiday pay of 5 hours per holiday for the equipment coordinator. Donald McNeel seconded; motion carried.***

Discussion ensued regarding the sale of district equipment. These items will be included on the June board meeting agenda.

## Education Outreach/Events Committee

Updates- nothing to report.

### Other Business

*Donald McNeel moved to approve the District's Policy and Guidelines, with revisions discussed. Carolyn Miller seconded; motion carried.*

*Avery Atkins moved to cancel the GVCD & SCD Land judging and Homesite Evaluation Contest Donald McNeel seconded; motion carried.*

- June 2025 GVCD Regular Board Meeting—The third Thursday coincides with the federal holiday, Juneteenth. – **This was covered earlier on the agenda.**
- LWG / District plan of work – Adam Merritt asked the board to consider resource concerns and what is important to them as they prepare for the upcoming Local Work Group meeting on Thursday, May 22, 2025, at 9:00 a.m.
- Chairman Sawyers announced that Abigail Thomas, of Greenbrier West High School, was this year's recipient of the Thomas W. VanReenen Memorial Scholarship.

### Dates to Remember:

GVCD Local Working Group Meeting: May 22, 2025, at 9:00am, in the conference room of the Lewisburg USDA service center



With no further business the meeting adjourned by consensus at 8:36 pm.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Gary W. Sawyers".

Gary Sawyers  
Chairman

A handwritten signature in cursive script that reads "Gary H. Truex".

Gary Truex  
Secretary/ Treasurer

GS/GT/as

Recorded by: Angela Feamster-Sawyers, Administrative Specialist

# **Greenbrier Valley Conservation District Greenbrier Valley Work Unit Union DC Report**

5/15/2025

## **Follow Ups from Previous Meetings**

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### **Cultural Resources:**

- WV NRCS has Jacqueline Monsell on board now as our Cultural Resources Specialist. We have been receiving cultural resources clearances now. Those required field visits in Monroe have not been scheduled yet.

### **Engineering:**

- We have been making progress on getting completed designs.
- We are feeling a bottleneck: ECP 2024 Drought program is administered by FSA but will be NRCS designed livestock water systems.
  - 75 applications in Monroe
  - 63 applications determined eligible, some with multiple farms
  - NRCS will do 68 ECP designs

## **Financial Assistance Programs**

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### **Active Contracts**

- 172 Active contracts in Monroe, 7 completed since last meeting
- Currently preparing 6 Preapproved applications for contract obligation

### **Contract Management –**

- 18 contract items paid April 18, 2025 – May 15, 2025
- \$68,660.73 in cost-share monies paid

### **Working Applications –**

- 88 EQIP and AMA applications for PY2025 so far; all Round 1 EQIP and AMA applications ranked by April 30, 2025

### **Expiring Contracts**

- Currently addressing 10 contracts that expire 12/31/2025. That is down from 13.
- 2 of these 10 are completed and final payments currently awaiting review
- 1 is nearly complete
- 1 extension modification in process
- 2 more making good progress, extension modification yet to do
- 1 termination package produced
- 3 more terminations likely

### **Cancellations**

- No new cancellation requests in recent months.

# **Greenbrier Valley Conservation District Greenbrier Valley Work Unit Union DC Report**

5/15/2025

## **Office Administration**

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### **News and Events**

- Deadline to apply for CSP Round 2 is May 16, 2025.
- Local Work Group Meeting set for May 22, 2025.
- Land Judging contest set for May 29, 2025.
- Deadline to apply for CSP Renewal is June 20, 2025
- Accepting applications year-round for CSP, AMA, and EQIP. Application cut-offs for PY2026 not yet established

### **Field Office Priorities**

- PY2025 EQIP & AMA obligations
- Contract Reviews:
  - Priority #1 expiring contracts
  - Priority #2 contracts without payment within past 12 months
- Ongoing engineering design work for existing NRCS contracts
- Ongoing field inspection and certification work for existing NRCS contracts
- ECP 2024 Drought: NRCS responsible for:
  - feasibility field visits
  - well siting requests to NRCS Geologist
  - Threatened & Endangered Species & Eagles presence & mitigation requirements reports
  - oversight of potential conflicts/overlap (no double dipping!) with existing cost-share contracts, coordination with other applications (such as WVU Extension's GRASS program and our own EQIP)
  - survey & design of livestock water systems
  - certification of installed practices

### **Staffing Updates**

- Asa Dick, who started 12/16/2024 in Union as a Natural Resources Specialist, was among the terminated probationary employees. He took another job and did not return.
- Mark Pontius, contracted Program Assistant for the 3 Greenbrier Valley counties, was among staff lost due to termination of a nationwide contract.

# **Greenbrier Valley Conservation District Greenbrier Valley Work Unit Union DC Report**

5/15/2025

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

*Wanda Smith*

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)

Adam Merritt, Acting GV North District Conservationist

NRCS Field Office Staff: Union Service Center



## United States Department of Agriculture

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May 15, 2025

GVCD-N NRCS Report for May 2025

### FY 25 AMA & EQIP Update

#### **AMA**

- The Lewisburg/Buckeye Field Offices received two preapprovals for the Fiscal Year 2025 Agricultural Management Assistance Program (AMA):
  - Buckeye: 1 contract - \$80,471 - pending final obligation
  - Lewisburg: 1 contract - \$20,423 - obligated
  - Total funds to be obligated: \$100,894

#### **EQIP**

- Round 1 EQIP rankings have been submitted and preapprovals have started. The current breakdown of preapprovals by Fund Pool is as follows:
  - **CPA/DIA (Forest Management Plans)**
    - 4 preapprovals for Lewisburg \$13,490
  - **Appalachian Heritage Agriculture**
    - 1 preapproval for Lewisburg \$4,710
  - **Introductory Grazing**
    - 2 preapproval for Lewisburg \$65,516
  - **Wildlife**
    - 1 preapproval for Buckeye \$9,451
  - **Forestry**
    - 1 preapproval for Lewisburg \$5,000
  - Total preapproved EQIP as of 5/15/25: \$98,167

Additional EQIP preapprovals are likely to come in the coming weeks.

### Other

- Total payments for existing contracts since 4/17/2025 are \$67,141.39
- Conservation Stewardship Program (CSP) contract holders with Fiscal Year 2021 contracts are being notified that their contracts will end this year and that they may file an application for renewing these CSP contracts. There are six FY21 CSP contracts that will be potential renewals this fall for GVCD-N. Application cut-off date for FY26 CSP Renewals is 6/20/25.

- Conservation Stewardship Program (CSP) Round 2 application batching date ends on May 16, 2025.

#### ECP

- We are currently working on completing designs for ECP applications for FSA. To date, there are approximately 50 ECP applications in Greenbrier and Pocahontas counties—with approximately 20 of those designs being completed and delivered to participants.

#### Staffing Update

- Jon Bourdon had a statewide call yesterday to provide an update on reorganization for NRCS. The reorganization plans have not been provided or made public to date, but he expects those to come out in the next couple of weeks. He expects the hiring freeze to continue through the end of the fiscal year, and possibly through the end of the calendar year.
- Marc Pontius, who was a contract employee assisting Buckey, Lewisburg and Union Field Offices was among staff who were let go due to the termination of the nationwide contract he was working.

#### Local Work Group Meeting

- Our Local Work Group meeting is scheduled for next Thursday May 22<sup>nd</sup> at 9:00 am. Invitations have been sent out. Wanda and I will lead the meeting and we encourage you all to be thinking of what land uses and resource concerns you feel are a priority for our Conservation District.

If you have any questions, feel free to reach out.



Adam Merritt  
Acting District Conservationist  
[adam.merritt@usda.gov](mailto:adam.merritt@usda.gov)  
304.282.6036

Cc:

Jon Bourdon, State Conservationist (STC)  
Brandon Duckworth, Assistant State Conservationist – Field Operations (ASTC-FO)  
Angela Feamster-Sawyers, Administrative Specialist WVCA



## May 2025 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.

### **WVCA Budget update**

The Agency received a \$600,000 cut but also received \$550,000 allotment for AgEP this is now a line item in the WVCA budget.

### **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 June 16.

### **Timelines:**

- **June 16** - 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.