



# Potomac Valley Conservation District

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## **MINUTES OF MEETING September 5, 2012**

The monthly meeting of the Potomac Valley Conservation District was held on Wednesday, September 5, 2012, at the USDA Service Center in Moorefield. The meeting was called to order at 7:38 p.m. by chairperson, Charlotte Hoover.

**SUPERVISORS:** Charlotte Hoover, John Hicks, Brian Eglinger, Ronnie Miller, George Leatherman, Dale Walker, Gerald Sites, Kent Spencer

**OTHERS:** Doris Brackenrich, Christi Hicks, NRCS; Jeremy Salyer, Carla Hardy, Karen Stickley, Nadene Jewell, WVCA; Stephen Starcher, WV Extension Service; Ashby Ruddle, WVDA; Paul King, PVCD; Paul Clayton, Associate Supervisor; Isaac Lewis, Hampshire High School Vo-Ag Instructor; Elizabeth Webster, Anne Webster, Lost River Committee.

**MINUTES:** The minutes of the August 8, 2012 meeting were presented for review and approval. A motion was made by Gerald Sites and seconded by Ronnie Miller to approve the minutes of the August 8, 2012 meeting as written and approved. Motion carried.

**TREASURERS REPORT:** The General Fund and Co-Administered Fund Treasury Reports were presented for review and approval. John Hicks reviewed the reports – General Fund report prepared by William Lipps, District Bookkeeper, and the Co-Administered Fund report from the SAGE system. A motion was made by John Hicks and seconded by Gerald Sites to approve both treasury reports for the month of August and invoices paid within the month. Motion carried.

**INVOICE:** The Board reviewed the invoice from William Lipps, CPA in the amount of \$475.00 for bookkeeping services for the month of August. A motion was made by John Hicks and seconded by Ronnie Miller to approve payment of this invoice in the amount of \$475.00 to William Lipps CPA. Motion carried.

**INVOICE:** The Board reviewed an invoice from George Schell – Schell Farms in the amount of \$500.00 for shavings delivered to the compost facility in Fisher to be used in the compost. A motion was made by Gerald Sites and seconded by Dale Walker to approve payment of the invoice in the amount of \$500.00 to George Schell – Schell Farms. Motion carried.

**COVER CROP DEMONSTRATION** – Steve Ritz is organizing a cover crop demonstration on sites in EPCD and PVCD. Four sites have been approved in PVCD – Kenneth Judy in Hardy County, W.C. Taylor in Grant County, John Arnold in Hampshire County and Ron Higson in Mineral County. Steve was unable to attend the meeting but he did submit a written request which was presented to the Board. He requested the use of the District seeders and cover crop roller as a donation from the District. He also mentioned that Ron Higson plans to rent the seeder from the Allegheny County (MD) Conservation District, as it is only a few miles from his farm. Steve requested that the rental cost for Mr. Higson be covered through the remaining project funds, after the payment for the seeds. Funds have been approved for this project through Chesapeake Bay and have been received from WVCA. Steve's letter also addressed a workshop to be held on October 17, 2012 on the Kenneth Judy Farm in Moorefield. The event will showcase the cover crop demonstration and the equipment used. District supervisors are encouraged to attend the workshop. The public is invited. Steve will provide a news release and flyers for the workshop. The Board requested that the District does receive publicity for the demonstration and the availability of District equipment to the public. Following the discussion, a motion was made by John Hicks and seconded by Brian Eglinger to approve the donation of the District equipment (seeders and cover crop roller) for use on the four demonstration sites in PVCD. The request to cover equipment rental fees for Mr. Higson will depend on the available project funds after materials are covered. Motion carried.

**CORRESPONDENCE:** The Board received a request from WV DOH for an easement on Lost River Site #4 to conduct stream repair work. The request was forwarded to WVCA for comment – Mike Worley did not indicate a problem with granting DOH permission to access the site. DOH also requested technical assistance with the stream repair - no funding request. This issue will be addressed by WVCA. A motion was made by Ronnie Miller and seconded by George Leatherman to approve the WV DOH request to access Lost River Site #4 for the stream repair work. Motion carried.

**LOR – New Creek Site #14:** A request was received from WVCA to submit a letter of request (LOR) in the amount of \$500,000.00 for New Creek Site #14 Rehabilitation Project. A motion was made by John Hicks and seconded by Kent Spencer to approve the chairperson to sign an LOR in the amount of \$500,000.00 for New Creek Site #14 rehabilitation project. Motion carried.

**O&M SPONSORSHIP AGREEMENTS:** The Board received the signed O&M cost share sponsorship agreement in the amount of \$18,000.00 from the Grant County Commission. A motion was made by Gerald Sites and seconded by George Leatherman to approve the agreement and authorize the chairperson to sign the agreement on behalf of the District. Motion carried.

The Board received the signed O&M cost share sponsorship agreement in the amount of \$5,000.00 from the City of Keyser. A motion was made by Kent Spencer and seconded by John Hicks to approve the agreement and authorize the chairperson to sign the agreement on behalf of the District. Motion carried.

**4-H HAMPSHIRE CO. HORTICULTURE JUDGING TEAM REQUEST:** The Board received a request from the Hampshire County Extension Agent for a donation to support the Hampshire County 4-H Horticulture Judging Team to attend the national competition in Wisconsin in October. Discussion was held regarding the amount of sponsorship. A motion was made by

Gerald Sites to approve a donation in the amount of \$250.00 to support the Hampshire County 4-H Horticulture Judging Team. This will be paid from the CDO Grant Education funds. Motion carried. John Hicks abstained from discussion and vote on this issue.

O&M SPONSORSHIP AGREEMENT: The Board received the signed O&M cost share sponsorship agreement in the amount of \$11,000.00 from the Mineral County Commission. A motion was made by Brian Eglinger and seconded by Gerald Sites to approve the agreement and authorize the chairperson to sign the agreement on behalf of the District. Motion carried.

WVCA REPORT: Supervisors were given a copy of the WVCA Budget report for PVCD. As indicated by WVCA, this report will be provided to the District on a monthly basis so they can monitor their annual budget allocation.

DRY HYDRANT: The Board reviewed a request for cost share on a dry hydrant installation received from Charles Zane Harvey from Mineral County. A motion was made by John Hicks and seconded by Gerald Sites to approve the 50% cost share (not to exceed \$500) on the dry hydrant installation (provided it is designed by NRCS) for Charles Zane Harvey. Motion carried.

FLOAT VALVE: John Hicks discussed a new type of float valve that he observed while on the state farm tour. Information on the floats was distributed to supervisors for review. It is heavier duty than the current floats sold by PVCD. The cost appears to be relatively close to that of the current floats. It was asked that the administrative officer investigate the cost and minimum quantity of an order and a report back at the October meeting.

WATERSHEDS: Lost River Site #16 – No Report

NEW CREEK SITE #14: A written project update was provided by Andy Deichert, NRCS. Copies were distributed to all supervisors. Discussion was held regarding the mowing to be completed on the burn site. Board approval was given in August for the District crew to complete the mowing – Paul King was asked to complete the mowing. The question was raised regarding the site being a “Hard Hat Area”. Paul will need to wear a hard hat – WVCA can provide one. Discussion was also held regarding the spray to be completed on site. This is to be completed by Southern States – PVCD will address after mowing is complete.

N/S MILL CREEK SITE #3 – Cattle Crossing Repairs- PVCD and WVCA representatives met with DOH personnel on site to discuss the cattle crossing repair. John Hicks attended for PVCD. An agreement with DOH was presented for Board review – it indicates the cost of the repairs to be \$7,000.00 each – total of \$14,000.00. However, DOH includes a 10% administration fee on all contracts – this would increase the *maximum* contract total to \$15,400.00. Following some discussion, a motion was made by John Hicks to approve the chair to sign the DOH agreement at a cost of \$7,000 per crossing – up to a maximum of \$14,000.00. Motion seconded by Gerald Sites. Motion carried.

LOST RIVER SITE #4 – DRY HYDRANT INSTALLATION: Karen Stickley reported that a meeting has been scheduled on site for 9/11/12 at 1:00 pm to discuss the dry hydrant installation with representatives from the fire department, NRCS, WVCA and PVCD. Ron Miller asked to attend for PVCD. Additional information will be available after the meeting.

SOUTH FORK SITE #19 CULVERT INSTALLATION: Jeremy Salyer reported that information is needed from DOH and it has not been received to date.

O&M CONTRACTS: Jeremy Salyer reported that Kevin High is making progress on the New Creek sites under the District O&M Contract. He is presently working on New Creek Site #17 – this site was very overgrown and required much hand work and included the additional clearing on the rock belt. Work on the contract will move faster once site #17 is complete. Derrick Tettenburn is overseeing the contract work.

DISTRICT LEGAL REPRESENTATIVE: Gerald Sites indicated he spoke with attorney Jack Walters (Walters, Krauskopf and Baker) and expressed the District's concern of adequate legal representation since Howard Krauskopf's injury. The District wants assurance that their legal needs can be met by the firm. An example was cited - Attorney, Jessica Baker was not able to assist the District with deed research on New Creek Site #1 last winter. This incident raised concern over the firm being able to provide services when needed. Jack Walters indicated the firm does not want to lose the District as a client and is committed to providing adequate legal representation to the Potomac Valley CD. Following some discussion, a motion was made by Gerald Sites and seconded by John Hicks to continue to retain Walters, Krauskopf and Baker as the District's legal counsel – will contact Jack Walters over future issues. Motion carried. Mr. Walters indicated he will submit an invoice for the annual retainer fee to PVCD.

HARPER STREAM PROJECT: Discussion was held on the status of the funding for the Harper stream project. The funding was received from WVCA to pay the design invoice from Stantec Consulting. No update on the funding availability for the project. A suggestion was made to send a letter to Harold Michael to inquire about the funds. A motion was made by George Leatherman and seconded by Dale Walker to send a letter to Harold Michael to inquire about the availability of funds for the Harper Stream Project. Motion carried.

AEP COMMITTEE: The Ag Enhancement committee met prior to the Board meeting. George Leatherman was unable to attend the committee meeting and asked John Hicks to report on the committee meeting. Hicks indicated that AEP applications for the Lime Practice and Invasive Species Practice were reviewed by the committee.

<i>Lime applications:</i>	Terry Alkire	17 acres	34 tons	\$ 510.00 CS
	Bryan Spaid	9 acres	18 tons	\$ 270.00 CS
	Reymann Memorial Farm	50 acres	143.2 acres	\$ 2,148.00 CS

*Lime payments:* Ray Santa \$ 380.83; David Parker \$ 1,475.59; Largent's Farm & Orchard \$ 2,478.82.

*Invasive Species:* Elwood Williams 17.30 acres; Charles Strickler 31.2 acres; Mike Rudolph 70 + acres; James Wilkins 14.4 acres; Thomas Kimble 17 acres; Mike Weaver 12.5 acres; Jack Rudolph 58.86 acres; Jeremy Rudolph 24.09 acres; Willa Louise Cather 32 + acres; Donald Combs 22 acres; Linda Beachler 12.5 acres.

Other practice applications will be reviewed after the signup deadline. Discussion was held by the committee regarding applications received from the Reymann Memorial Farm – WVU Farm in Hardy County. The question was raised if it was ethical to provide state cost share funds to a state funded organization. The committee agreed an opinion on this issue should be sought from

the WV Ethics Commission and WVCA. The Reymann Memorial Farm did have a CREP contract in the past. Following the discussion, the Board agreed to table the Reymann Memorial Farm applications until a response is received from the Ethics Commission. The committee discussed the Invasive Species applications – concern was expressed by several applicants over the time of year and the effectiveness of the spray at this time of year. The committee agreed that many species should be sprayed in the spring to get the best results. It was agreed to extend the deadline for spraying until spring 2013 and the deadline for invoices to be submitted for payment until June 1, 2013. The committee also discussed which species should be included in the AEP Invasive Species Practice. WV Department of Agriculture provided a list of invasive species that they recognize. The committee also approved three additional species: Pigweed, Jimson Weed and Burdock. Discussion was held regarding the deadline for the cover crop and poultry house concrete pad practices – 9/14/12. The committee agreed to delegate approval authority to John Hicks & Brian Eglinger for these applications. A motion was made by John Hicks and seconded by Brian Eglinger to approve the AEP recommendations including applications listed above. Motion carried.

**FINANCE COMMITTEE:** John Hicks reported that four proposals were received for the banking services. Bank of Romney, First National Bank of Romney, Summit Community Bank and First United Bank all submitted proposals for District banking services. Following the review, a motion was made by John Hicks and seconded by Dale Walker to approve the proposal submitted by First National Bank of Romney – *Interest rate of 1% (ceiling rate of 6% and floor of 1% - 3 yr. term – unlimited transactions with no service fees.* Motion carried.

**WEED WIPER –** John Hicks reported the weed wiper was ordered and has been delivered to the District office in Romney. The total cost of the weed wiper was \$6,250.00 including shipping charges. Following the discussion, a motion was made by Brian Eglinger and seconded by Ronnie Miller to approve payment of the invoice for the weed wiper in the amount of \$6,250.00. Funds from the \$5,000.00 conservation grant will be used for this equipment purchase and the remaining balance of \$1,250.00 will be paid from the PVCD General Fund. Motion carried.

**HAMPSHIRE HIGH SCHOOL COMPOST PROPOSAL:** Isaac Lewis, Vo-Ag Instructor at Hampshire High School in Hampshire County was in attendance and addressed the Board regarding the proposed compost project at the school. He discussed the animal & veterinary science program at the school and the need for an adequate waste disposal system. They have conducted a waste production audit of the school in order to assess the amount of waste produced by the facility. Mr. Lewis gave a power point presentation to highlight the agriculture and animal programs at the school. He indicated the need for a compost facility and addressed the system that the ag. department is investigating. It would be contained in a greenhouse type structure adjacent to the ag building. Waste material including paper, cardboard, food and animal waste would be utilized and turned into a compost material. This would also provide an educational opportunity to the community. He indicated the budget for this project is \$73,000.00. Supervisors asked if other options were being looked at – less expensive alternatives. Dale Walker indicated several poultry operations have looked into a similar system and the approximate cost was \$41,000.00. The question was asked, how is the animal waste being disposed of at this time? They began hauling it to local farms in August. Mr. Lewis indicated he is looking for project sponsors. Any support offered by the District would be appreciated. The Board asked Carla Hardy if she was aware of any grants available for a project

of this nature. She offered to assist with grant research – may be difficult since it is for a school. The Board offered a letter of support for the project. Mr. Lewis thanked the Board and offered the supervisors a tour of the facility at their convenience.

**DISTRICT AWARDS BANQUET:** The annual District awards banquet will be held in Pendleton County this year. Charlotte asked about dates – the group agreed on **Saturday, October 20, 2012 at 5:00 p.m.** It will be held at the community center in Franklin. Charlotte has engaged a caterer and discussion was held on the banquet menu. Isaac Lewis offered 2 pork butts for the banquet meal. Charlotte indicated she would check with the caterer. She also reminded the supervisors of the door prizes.

**ADMINISTRATIVE OFFICER REPORT:** Nadene Jewell gave the Administrative Officer report. The FY 12 audit (agreed to procedures engagement) is being completed by Suttle & Stalnaker from Charleston. The District is under a multi-year contract with the firm; however, WVCA has included additional items to be reviewed during this year's audit. The firm quoted an additional \$1,000.00 to perform the additional work. The original amount was \$4,000.00 – it will now be \$5,000.00. WVCA will reimburse PVCD for this additional cost – as indicated by the WVCA fiscal department. A motion was made by Ronnie Miller and seconded Kent Spencer to approve the additional \$1,000.00 fee from Suttle & Stalnaker for the FY12 audit. Motion carried.

The Annual Partnership Conference will be held at the Marriott in Charleston on October 30, 2012. The conference will be a one day event this year. Award winners will be recognized throughout the day and the conference will conclude with the banquet on Tuesday evening. Letters of invitation have been sent to the PVCD Conservation Farmers and the state poster winner, Sierramarie Miller. Discussion was held regarding the conference expenses for the farmers and poster winner. A motion as made by John Hicks and seconded by George Leatherman to approve the District paying the conference expenses for the conservation farmers (to be reimbursed by WVCA) and the poster winner. Motion carried.

**SUPERVISORS TRAVEL EXPENSE FORMS:** Travel expense templates were emailed to supervisors last month and the per diem forms are available to supervisors at any time. The administrative office is available to answer questions as needed.

Nadene also reported on issues addressed during the recent Administrative Officer teleconference:

- WVACD legislative Audit Report – copies were emailed to PVCD supervisors for review – 98 page document
- Telephone poll for Board action is not ethical – need to take action during regular board meetings or posted teleconferences.
- The WVACD Auxiliary does not want to have the state poster contest next year; however, District's may not submit posters for the national contest. Must have state winners in order to proceed to national level. WVCA is looking at several options for next year.
- Procedures for invoice approval – WVCA is working on standard operating procedures for invoice approvals.

- Photos of each conservation district board are needed for the conference display – *please stay after meeting for a group photo.*

DEDICATION: The dedication for the Parker Hollow Dam Water Treatment Plant was held today – Ronnie Miller attended the dedication to represent PVCD.

FUTURE OF MINERAL COUNTY NRCS FIELD OFFICE: John Hicks addressed the issue of the NRCS Mineral County field office. The USDA / Farm Service Agency closed the Mineral County office and the staff has been relocated to the Hampshire County office in Romney. The office in Keyser does not meet federal standards including handicapped accessibility and a new office location is needed. Discussion was held regarding the closure of the office and the impact on farmers in Mineral County. Kent Spencer voiced opposition to a closure of the field office and indicated it would lead to less participation in the programs by local farmers. Hicks indicated the issue will be discussed by NRCS.

PVCD CREW REPORT: John Hicks reported the District hired a new employee, John Anderson, in the laborer position. Brian Schell returned to college in August. John is doing a great job. Hope to keep both Travis and John working through the fall on o&m work.

CONSERVATION AGREEMENTS: Conservation agreements totaling 1,839.25 acres were presented for approval. A motion was made by Gerald Sites and seconded by John Hicks to approve the conservation agreements totaling 1,839.25 acres as presented. Motion carried.

OTHERS PLANS - Grassland Reserve Program

*Grant County:* John Halterman, Robert Yokum

*Hardy County:* Shelby Hulver, Glenn Mathias, Albert Crites

A motion was made by Brian Eglinger and seconded by Gerald Sites to approve the above plans presented to the Board. Motion carried.

CREP Plans: Two CREP plans from Pendleton County were presented for approval

Mt. Spring Farm & Heritage Center, Inc.

James McGrath

A motion was made by Brian Eglinger and seconded by John Hicks to approve the CREP plans. Motion carried.

LIME APPLICATION: Carla Hardy presented an additional lime application for approval – Jimmie Sine. A motion was made by Brian Eglinger and seconded by Ronnie Miller to approve the lime application. Motion carried. Following some discussion, it was noted that Mr. Sine did not include his soil test results with the application. A motion was made by Brian Eglinger and seconded by Ronnie Miller to rescind the previous motion to approve the lime application for Jimmie Sine due to the lack of soil test results. Motion carried.

HAMPSHIRE EXTENSION SERVICE: Stephen Starcher was in attendance and addressed the Board. Stephen is the new extension agent in Hampshire County. He looks forward to working with the District on projects in Hampshire County.

WVCA: Jeremy Salyer reported on the following:

- WVCA 7.5% budget cut for FY14
- Brian Farkas has addressed the plan for the budget cut – He does plan to keep District programs in place at this point
- Supervisor expenses should be kept under control – has not been a problem in PVCD
- State task force appointed to address future of aging flood contract dams – teleconference to be held on August 9<sup>th</sup> – John Hicks appointed to task force

WVCA: Carla Hardy reported on the nomination for poultry association environmental excellence award – Kevin & Laura Fultz from Hardy County.

NRCS: Christi Hicks reported on the following:

- Farm Bill program sign up cut off dates – November / January – 2 cut off dates
- Farmland Protection easements in Hardy County (2).

WVDA: Ashby Ruddle reported on the following:

- Water sampling by WVCA
- Presentations given locally to address the results of water quality testing
- Thanked the District for Envirothon support in the past – hope to sponsor teams again this year

WVCA: Karen Stickley reported on the following:

- Attended Dam Safety workshop at Cacapon State Park on August 11, 2012
- Dam Safety would like to hold local workshops for dam monitors
- Dam Safety inspections held – reviewed inspection reports
- Board approval to proceed with crossing repairs on N/S Mill Creek Site #3
- O&M spreadsheets provided for review

PVCD: Paul King reported on the following:

- Equipment rentals continue to be busy
- Crew working well – John Anderson doing great job
- Wet conditions on dams recently
- New tires purchased for District truck – passed inspection
- Roth Ford fixed oil leak on green truck
- Part purchased to repair white truck – Travis installed part
- Compost temperature has been down – need to keep checking
- Hampshire County Special Services Center planning a tour of compost facility in September. They are bringing representatives from another organization who is interested in the District compost process.

EROSION ON ROADWAYS: George Leatherman expressed concern of amount of spray applied to sides of roadways by DOH. This is causing erosion and needs to be addressed.

There being no further business, the meeting adjourned at 9:30 p.m. The next regular meeting will be held on Wednesday, October 3, 2012 at 7:00 p.m. in Moorefield.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date