



Potomac Valley Conservation District

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MINUTES OF MEETING October 3, 2012

The monthly meeting of the Potomac Valley Conservation District was held on Wednesday, October 3, 2012, at the USDA Service Center in Moorefield. The meeting was called to order at 7:04 p.m. by chairperson, Charlotte Hoover.

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

OTHERS: Doris Brackenrich, Christi Hicks, Tim Canfield, NRCS; Jeremy Salyer, Carla Hardy, Karen Stickley, Nadene Jewell, Derrick Tettenburn, Michael Ketterman, WVCA; Stephen Starcher, WV Extension Service; Ashby Ruddle, WVDA; Paul King, Travis Wolfe, PVCD; Paul Clayton, Associate Supervisor; Michael Biser, FSA; Elizabeth Webster, Anne Webster, Lost River Committee.

MINUTES: The minutes of the September 5, 2012 meeting were presented for review and approval. A motion was made by George Leatherman and seconded by John Hicks to approve the minutes of the September 5, 2012 meeting as written and presented. Motion carried.

The minutes of the September 14, 2012 Emergency Board Meeting – Teleconference were presented for approval. A motion was made by Gerald Sites and seconded by George Leatherman to approve the minutes of the September 14, 2012 Emergency Board Meeting Teleconference as written and presented. Motion carried.

The minutes of the September 27, 2012 Special Board Meeting – Teleconference were presented for approval. A motion was made by George Leatherman and seconded by Gerald Sites to approve the minutes of the September 27, 2012 Special Board Meeting Teleconference as written and presented. Motion carried.

TREASURERS REPORT: The General Fund and Co-Administered Fund Treasurer Reports were presented for review and approval. John Hicks reviewed the reports – General Fund report prepared by William Lipps, District Bookkeeper, and the DRAFT Co-Administered Fund report from the SAGE system. Since the September bank statements have not been received, WVCA prepared a draft monthly SAGE report for the supervisors. They will follow this format in future when statements have not been received. The final report will be prepared upon receipt of the September bank statements and sent to the AO for the official record. A motion was made by

John Hicks and seconded by Gerald Sites to approve the General Fund September Treasury Report as prepared by William Lipps and all invoices paid within the month. Motion carried. Action will be taken on the finalized SAGE treasury report in November.

INVOICE: Hicks reviewed the invoice in the amount of \$475.00 from William Lipps for bookkeeping services in September. A motion was made by John Hicks and seconded by Kent Spencer to approve payment of the invoice in the amount of \$475.00 to William Lipps for bookkeeping services in September. Motion carried.

INVOICE: The Board reviewed an invoice in the amount of \$100.00 from Walters, Krauskopf and Baker - the annual retainer fee for legal services. A motion was made by Ronnie Miller and seconded by George Leatherman to approve payment in the amount of \$100.00 to Walters, Krauskopf and Baker for the annual retainer fee for continued legal representative by the firm. Motion carried.

O&M CONTRACTS: Jeremy Salyer reported on the PVCD O&M Contracts. He indicated that Kevin High had been released from the hospital and is able to continue o&m work on the watershed structures. Discussion was held regarding the termination of Kevin's contracts on New Creek and Patterson Creek. Derrick Tettenburn reviewed the section of the contracts that addressed the District's right to terminate the contract and award to the next bidder. Concern was expressed over the termination of the contracts. Charlotte Hoover inquired about additional work for Kevin High. The group agreed the remainder of the sites under the New Creek O&M contract should be completed by Kevin High. A motion was made by Gerald Sites and seconded by Ronnie Miller to re-award the Keyser (New Creek) O&M Contract to Kevin High. Motion carried. Following the discussion, an additional motion was made by George Leatherman and seconded by Ronnie Miller to authorize Charlotte Hoover and/or Gerald Sites to approve additional o&m work / contracts as needed, in between meetings. This work will be put out for bid when the sites / jobs are determined. Motion carried.

COVER CROP DEMONSTRATION: A request was submitted to PVCD to cover the cost of rental fee for the Southern States seeder on the seeding demonstration to be completed on the Taylor farm in Grant County within the next week. It was reported that the Southern States seeder would work better for the type of planting being done. The estimated cost for the seeder will be \$20.00. Much discussion was held on the issue. Hicks indicated the seeder was the same as the PVCD seeder and approval was already given to donate the usage of the District equipment for the demonstration. Following the discussion, a motion was made by John Hicks and seconded by Ronnie Miller to approve the request to cover the \$20.00 rental fee of the Southern States seeder for the demonstration on the Taylor farm. Motion carried. It was also requested to clarify if the seeders are similar.

ETHICS LETTER: The Board reviewed correspondence received from Southern Conservation District regarding the Ethics Commission's reply on listing names and dollar amounts on the District agenda for various programs / cost share payments. The commission indicated it was not a violation to exclude the dollar amount on the agenda and list only the producer names. However, both the name and amount must be included in the motion for approval and listed in the official minutes of the meeting. A motion was made by Brian Eglinger and seconded by John Hicks to adopt the policy of listing only names on the meeting agenda and include both names and dollar amounts in the minutes of the meeting. Motion carried.

REQUEST: The Board reviewed a request from Jim Moore, chairman of WVACD District Operations Committee for a recommendation of a supervisor to serve on WV Agricultural Land Preservation Authority.

AG DINNER MEETING SPONSORSHIP REQUEST: The District received a request for sponsorship of the winter Ag Education Dinner Meetings. This is an annual budget item for the District - \$3,000.00. A motion was made by George Leatherman and seconded by Kent Spencer to approve \$750.00 per county (Grant/Hardy; Hampshire; Mineral and Pendleton) for the 2013 Ag Education Dinner Meeting series. Motion carried.

LOST RIVER SITE #16: No Report

LOST RIVER SITE #4 – Dry Hydrant Installation: Correspondence was received by NRCS in Hardy County from H. D. Supply Waterworks from Martinsburg with a design for a basic hydrant installation. Christi Hicks reported that it may not be sufficient for NRCS to use for the installation. Following some discussion, a motion was made by Ronnie Miller and seconded by George Leatherman to send a letter to WVCA & NRCS & the Hardy County Commission requesting the use of the design for the dry hydrant installation on Lost River Site #4. Motion carried.

SOUTH FORK SITE #19: Mike Ketterman reported on the culvert installation on South Fork Site #19. He indicated the county DOH would like the District to send a letter to the state DOH office to stress the need to replace the culvert. Discussion was held on the issue. It was reported that the culvert is NOT the District's responsibility. Gerald Sites asked Mike Ketterman to contact the DOH engineer in Elkins regarding the culvert and report back to the Board. No additional action was taken by the Board at this time.

WVCA STRATEGIC PLAN: Charlotte Hoover reviewed a letter from WVACD president, Gary Sawyers requesting supervisor participation on the steering committee for the development of the WVCA Strategic Plan. Brian Eglinger volunteered to serve on the committee.

KENNETH HARPER STREAM PROJECT: A request for an update on the status of funding for the Kenneth Harper Stream Project was sent to Harold Michael. No response has been received to date. Issue will be put on November agenda for discussion.

FIELD OFFICE OF FUTURE MEETING: Doris Brackenrich attended a meeting at the NRCS state office to address concerns that were brought up during the statewide "Field Office of the Future" meetings held statewide. She gave an overview of the comments. A document is being developed to include this information. It will be distributed statewide upon completion. She stressed the NEED to publicize the success of our programs and providing services to the non-traditional farmers. The State Conservationist will provide a monthly update for district Boards.

Doris also reported that with no new Farm Bill, there are no program funds for CBWI at this time. There is no Grassland Reserve Program. Applications still accepted for WHIP and EQIP.

NRCS: Christi Hicks reported that Ron Wigal distributed information on the End of Federal Interest on Watershed Dams at a previous meeting. Kevin Wickey wants to be sure all supervisors have copies of this information. John Hicks is serving on the statewide dam task force to address this issue. He indicated that individuals should contact the legislators to voice

concerns over dams being turned over to sponsors and the lack of funding to adequately maintain the structures.

AEP COMMITTEE: George Leatherman reviewed the AEP committee recommendations with the Board. The group recommended all new Invasive Species applications and payments. All new applications and payments for the Lime practices were also recommended by the committee. One exception, Reymann Memorial Farm. Cover crop applications were approved up to the practices funding allocation amount. Others will be addressed if funding available. Heavy Use Area Protection-Concrete Litter Load Out Pads. The HUAP applications were ranked according to the evaluation sheets and the first ten applications were approved for funding. The next five applications will be “held” pending the availability of funds. The additional applications were kept on file and funded if available. Frost Seeding applications were not reviewed, as the sign up deadline is on December 31, 2012. A motion was made by George Leatherman and seconded by Ronnie Miller to approve the AEP committee recommendations as presented. Motion carried.

2013 CALENDAR BOOKS: Information was reviewed for the 2013 pocket calendar books. The price is the same as last year, \$3.00 each – minimum order of 50. A motion was made by Ronnie Miller and seconded by Dale Walker to approve ordering 50 of the PVCD 2013 pocket calendar books at a cost of \$3.00 each. Motion carried.

DISTRICT BANQUET: The District Awards Banquet will be held on Saturday, October 20, 2012 at the Franklin Community Building in Pendleton County. The rental fee for the building is \$150.00. A motion was made by John Hicks and seconded by Dale Walker to approve the \$150.00 rental fee for the building. Motion carried. Dale Walker indicated he had gotten the table coverings and asked if plates and / or silverware were also needed. Charlotte will check with the caterer and let Dale know if needed.

ADMINISTRATIVE OFFICER REPORT: Nadene reported on the following items:

- FY12 Audit – APE: Representatives from Suttle & Stalnaker are scheduled to conduct the audit field work during the week of October 15th.
- Offered assistance if any supervisors had questions regarding travel expense and per diem forms. Emailed the template to supervisors for completion. Distributed per diem forms.
- Float Valves - Discussion was held regarding the float valves from Watson Manufacturing. Cost of the valves are \$31.00 and the floats are \$33.00. The company indicated there is a 30% discount if a credit application is approved to become a dealer and the order is at least \$400.00. All were in agreement to order the floats – they appear to have better design than the current floats sold by the District. Following the discussion a motion was made by Ronnie Miller to approve the purchase of the float valves and becoming a dealer for the floats in order to obtain the discount. Authorization was given to supervisors, John Hicks & / or Brian Eglinger to review the catalog and decide which one and how many to order. Motion seconded by Brian Eglinger. Motion carried.
- Auction Items - Reminder that items are needed for the silent and regular auctions at the annual conference. PVCD normally provides several items for both. A motion was made by John Hicks and seconded by Dale Walker to approve \$100.00 for the purchase of

items for both the live and silent auctions to be held during the annual conference in Charleston. Motion carried.

PVCD CREW REPORT: Paul King reported on the following items:

- Equipment Rentals – continue to be busy
- Purchase of Weed Wiper – possible demonstration
- Compost – one row in storage and one row in process
- New Creek Site #14 – completed mowing on mitigation site

Travis Wolfe reported on the following items:

- Repaired clutch on District tractor
- John Anderson doing a great job
- Weed Eater blade broke and metal pieces went into his arm - required stitches – taken to Pendleton Community Clinic – Workers’ Compensation claim filed for the accident.

AEP-Lime: Landowners have contacted the District office with concerns over not being able to find ag approved lime in the Hardy, Grant & Pendleton areas. Supervisors indicated that Southern States in Petersburg is having the Ag Lime hauled brought in in bulk. They rent a spreader for \$150.00 per day. Ag Lime also available in Winchester and Harrisonburg VA. Only four lime spreaders in Hampshire County. This information will be passed on to local producers.

CONSERVATION AGREEMENTS: Conservation Agreements totaling 255 acres were presented for approval. A motion was made by Gerald Sites and seconded by John Hicks to approve the conservation agreements as presented to the Board. Motion carried.

CREP: Two CREP contracts were presented for approval:

Constance Landacre-Hoover	7 acres
McCauley Family LLC	2 acres

A motion was made by Kent Spencer and seconded by Dale Walker to approve the CREP contracts as presented to the Board. Motion carried.

CREP: Three CREP payments were presented to approval:

McCauley Family LLC	2 acres	\$68.00
Mountain Springs Farm & Heritage Center	19.5 acres	\$ 663.00
Little Rock Farm	10.2 acres	\$ 346.80

A motion was made by John Hicks and seconded by Ronnie Miller to approve the CREP payments as presented to the Board. Motion carried.

HAMPSHIRE COUNTY EXTENSION: Stephen Starcher reported on the assessment surveys being conducted in Hampshire County. He is in the process of reviewing comments on the assessment forms. He indicated that he is available to assist with projects in Hampshire County.

WVCA: Jeremy Salyer reported on the following:

- Annual Conference will be held October 30 in Charleston. Need to submit registration forms if attending – three supervisors confirmed they will be attending – Charlotte Hoover, Brian Eglinger and John Hicks.
- State Committee Meeting will be held in Charleston on October 16, 2012. Follow-up teleconference will be held on October 17th. District Chairpersons are encouraged to call in for the update on the State Committee business. New PVCD Supervisor, Brian Dayton to be approved.

WVCA: Karen Stickley reported on the following:

- The cattle crossing repairs are to be completed on N/S Mill Creek Site #3 by DOH. They have met with DOH representatives on site and the work should begin next week.
- City of Keyser held reception to thank all those who assisted with the recent water shortage. Water was withdrawn from New Creek Site #1 only. The City is currently retrieving water from the Potomac River.
- Participated in tabletop meeting for emergency action plan on New Creek Site #1.

NRCS: Tim Canfield reported on the following:

- Also participated in the tabletop meeting for New Creek Site #1. Another meeting will be held in the future – supervisors will be invited to attend.
- No Farm Bill – only have EQIP program to offer at this time
- Jacob Metcalf, new forester began working in Romney on 9/17/12. Temporarily stationed in Keyser until office space is available in Romney.
- Attended training in Kentucky last month

NRCS: Christi Hicks reported on the following:

- Workshop being held on October 17, 2012 at the Kenneth Judy's farm for the cover crop demonstration. It begins at 5:00 pm, supervisors and staff are invited to attend.
- Chesapeake Bay Symposium in Shepherdstown – filmed segment on Elwood Williams' farm to highlight local Chesapeake Bay activity.

WVDA: Ashby Ruddle reported on the following:

- Working on brochure to provide farmers with local resource information – programs, services, equipment, etc. – available in PVCD and EPCD.
- Serving as Education Chairperson on Envirothon Committee. Workshop to be held in October – provide education credits

NRCS: Doris Brackenrich distributed a written report of recent activities in Pendleton County. She also reported on the recent stream project on Charlotte Hoover's farm.

FSA: Mike Biser reported on the following:

- Farm Bill expired 9/30/12 – waiting on new farm bill
- Crop Insurance and Commodity payments continue

- Conservation Reserve Program – on hold at this point
- Issuing annual rental payment for CRP
- Annual DCP payment being issued next week. At this point, DCP will not be renewed in new Farm Bill
- Hardy County USDA office will finally have lease for office space. Have been without lease since April, 2008. The new one will be a 10 year lease.

Dale Walker reported the WV Senate Ag Committee attended a tour of local poultry industry. The tour included all aspects of the Pilgrims plant and local poultry farms. It went very well. Ashby Ruddle indicated that Jerry Ours also agreed the tour went very well.

Charlotte reminded everyone of the District Awards Banquet on October 20, 2012, and the need to bring door prizes.

There being no further business, the meeting adjourned at 8:55 p.m. The next regular meeting will be held on November 7, 2012 in Moorefield.

Chairperson

Secretary

Date