



Potomac Valley Conservation District

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MINUTES OF MEETING November 7, 2012

The monthly meeting of the Potomac Valley Conservation District was held on Wednesday, November 7, 2012, at the USDA Service Center in Moorefield. The meeting was called to order at 7:20 pm by chairperson, Charlotte Hoover.

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

OTHERS: Doris Brackenrich, Christi Hicks, Herb Andrick, Bill ODonnell, NRCS; Jeremy Salyer, Mike Ketterman, Nadene Jewell, WVCA; Paul King, Travis Wolfe, PVCD; Paul Clayton, PVCD Associate Supervisor; Elizabeth Webster, Anne Webster, Lost River Committee.

MINUTES: The minutes of the October 3, 2012 meeting were presented for review and approval. A motion was made by John Hicks and seconded by Gerald Sites to approve the minutes as written and presented. Motion carried.

TREASURERS REPORT: The General Fund and Co-Administered Fund Treasury Reports were presented for review and approval. Treasurer, John Hicks reviewed the reports with the Board – General Fund report prepared by William Lipps, District Bookkeeper, and the Co-Administered Fund reports from SAGE for both September and October. A motion was made by John Hicks and seconded by Gerald Sites to approve the three reports as presented to the Board and invoices paid within September and October. Motion carried.

INVOICE: Hicks reviewed the invoice in the amount of \$475.00 from William Lipps for bookkeeping services in October. A motion was made Gerald Sites and seconded by Ronnie Miller to approve payment of the invoice in the amount of \$475.00 to William Lipps for bookkeeping services in October. Motion carried.

WVCA POLICIES: John Hicks also reported the WVCA policies that were reviewed in August, were approved by the WV State Conservation Committee in October and copies have been received by the District office for the official record.

INVOICE: The Board reviewed an invoice in the amount of \$260.00 from Cover Crop Solutions for the seed purchased for the cover crop demonstrations. The invoice will be paid through the Chesapeake Bay Program. A motion was made by Gerald Sites and seconded by John Hicks to

approve payment of the invoice in the amount of \$260.00 to Cover Crop Solutions for the demonstration project. Motion carried.

N/S MILL CREEK SITE #3 CATTLE CROSSING REPAIR: DOH has completed the repairs to the cattle crossings on N/S. Mill Creek Site #3. The total invoice amount will be \$13,975.37 and should be received this week. Following some discussion, a motion was made by John Hicks and seconded by Gerald Sites to approve payment of the DOH invoice in the amount of \$13,975.37 upon receipt. Motion carried.

COMMUNITREE INVOICES: Two invoices for the communitree plantings were presented for approval: Tri-County Tool Rental - \$ 163.00 and Hardman's Hardware - \$ 26.26. The invoices will be paid through communitree program funds. A motion was made by Gerald Sites and seconded by Dale Walker to approve payment of the two invoice presented to the Board for the communitree plantings. Motion carried.

WATERSHED CELEBRATION DAY REQUEST: The Board reviewed a request to support the annual Watershed Celebration Day in the amount of \$100.00. A motion was made by Ronnie Miller and seconded by George Schell to approve payment in the amount of \$100.00 to the WV Conservation Awards Council for support of the Watershed Celebration Day from the CDO Grant Fund. Motion carried.

INVOICE: The Board an invoice from J & R Landscaping & Tree experts in the amount of \$37,100.00 for the Patterson Creek O&M Contract # PVCD OM&R 06-27-2012 – Ft. Ashby. WVCA representative, Derrick Tettenburn, has inspected the work and verified completion of the contract. A motion was made by Gerald Sites and seconded by John Hicks to approve payment of the invoice in the amount of \$37,100.00 to J&R Landscaping & Tree Experts. Motion carried.

An invitation from WV Department of Agriculture to a reception on November 16, 2012 in Charleston to honor Commissioner Gus R. Douglass was reviewed by the Board. The reception will be held at the Embassy Suites in Charleston. If planning to attend, you must RSVP to WVDA by 11/9/12.

NEW CREEK SITE #14 FINAL INSPECTION: The final inspection of the New Creek Site #14 Rehabilitation Project is scheduled for November 15, 2012 beginning at 11:00 am at the site. A question was asked about the issue over the riser. Jeremy Salyer reported it will be an outstanding issue to be addressed before the contract is finalized.

LORS FOR FY13 WVCA O&M MATCH: Letters of Request for FY13 WVCA operation & maintenance funding match will be submitted for the following amounts: Lost River O&M \$4,000; South Fork O&M (Hardy) \$4,000; South Fork O&M (Pendleton) \$7,500; New Creek O&M \$ 5,000; Patterson Creek O&M (Mineral) \$11,000; Patterson Creek O&M (Grant) \$6,000; Lunice Creek O&M \$6,000; N/S Mill Creek O&M \$6,000. Total amount of WVCA o&m match will be \$49,500.00. A motion was made by Ronnie Miller and seconded by Gerald Sites to authorize the chair to sign the LORs and submit them to WVCA. Motion carried.

LOST RIVER SITE #16: Bill ODonnell, NRCS, was in attendance and presented the following agreements to the Board for approval: Real Property Appraisal / Acquisition and Relocation Assistance. He reviewed the documents with the Board: The Real Property Appraisal /

Acquisition agreement is for 5 years and total budget amount is \$2,049,700.00. The Relocation Assistance agreement is for 5 years and the total budget amount is \$186,700.00. Following the discussion, a motion was made by John Hicks and seconded by Brian Eglinger to approve the Real Property Appraisal / Acquisition Agreement and the Relocation Assistance Agreement for Lost River Site #16 (and the attachments) as presented to the Board and authorize the chair to sign the documents on behalf of the Board. Motion carried. Additional discussion was held regarding the mitigation work as part of the 404 permit.

SAM - System for Award Management application- NRCS sent an application for SAM for the District to complete. This must be completed before NRCS can finalize the Lost River Site #16 agreements. The application is a lengthy process, but all entities must be in the new SAM system in order to receive funding through the Federal Government in the future.

NEW CREEK SITE #14 REHABILITATION PROJECT UPDATE: NRCS, Andy Deichert submitted a written report to the Board. Copies were given to the supervisors. A teleconference was held to discuss the problems with the riser. Hicks participated in the teleconference. Much discussion was held on this issue. NRCS is in agreement the riser is not acceptable – working with contractor to resolve it. The riser was \$1.5 million part of the contract. The final inspection is scheduled for November 15, 2012 at 11:00 am, but the riser will remain an unresolved issue. John Hicks addressed the brush hog work completed by the District crew and questioned the spray work to be completed. Jeremy reported that Mike Worley is working with NRCS to revise the seed mixture and the cost - may complete spraying in spring. This component of the mitigation will not affect the final inspection of the site.

Kenneth Harper Project – Discussion was held on the Kenneth Harper Stream Project. A response was received from Harold Michael. He indicated that funding has been identified for the project but legislative action is needed and the issue will be addressed when the legislature returns this winter.

PERSONNEL COMMITTEE RECOMMENDATIONS: George Schell reviewed the Personnel Committee recommendations with the Board. See attachment. He presented the following recommendations: Travis Wolfe will receive a \$1.00 per hour raise effective April 1, 2013 and will continue working full time through December – must identify work on dams or other projects for winter. Board will reevaluate after January 1, 2013; John Anderson was hired as seasonal employee and effective immediately is no longer needed for work this season – will be contacted next spring; Paul King hours will be reduced to 16 hours per week effective December 1, 2012, unless needed to assist Travis with other work. A motion was made George Schell and seconded by John Hicks to accept committee recommendations and retain Travis Wolfe on full time basis through December 31, 2012 – reevaluate after January 1, 2013. Hicks requested that Travis prepare a list of work to be completed this winter and provide to George Schell, committee chairperson. Motion carried.

WV ASSOCIATION OF FARMLAND PROTECTION BOARDS: Brian Eglinger reported on the following:

- Two training sessions being held on Board members
- December 4, 2012 – NCTC in Shepherdstown, WV
- November 29, 2012 Fairlea, Greenbrier County

- Attend State Authority Farmland Protection Board meeting in Clarksburg - Problems with closing easements due to Forestry Language was addressed. Need input from supervisors on this issue. This has been a problem with some time. New Forestry language has been proposed – do not want forestry section to be reason why individuals do not follow through with easements. Send comments to Brian Eglinger

NOMINATING COMMITTEE – Executive Officers to be nominated in December. Committee members: George Schell, Committee Chair; Ronnie Miller; Brian Eglinger. Supervisors were asked and all executive officers were willing to serve another term. Committee will report back at December Board Meeting.

DECEMBER BOARD MEETING: USDA Service Center Building not available on 12/5/12 for Board meeting. Discussion about Christmas dinner - group in favor of Colts or Ponderosa for the meal and meeting. Nadene will make contact with restaurants tomorrow and schedule the dinner and meeting for December 5, 2012.

PROMOTIONAL ITEMS: Following some discussion, a motion was made by John Hicks and seconded by Ronnie Miller to give the chairperson authority to order promotional items for the December meeting. Motion carried.

ADMINISTRATIVE OFFICER REPORT: Nadene reported on the following:

- Field work for the FY12 audit (AEP) has been rescheduled twice – Representatives from Suttle & Stalnaker are scheduled to be in the PVCD office on 11/15/- 11/16 to conduct the field work. Report is due to the District by end of December.
- New Float Valves have been received from Watson Manufacturing – the invoice has not been received to date. Cost should be less than older floats. Board agreed to wait until invoice is received before setting prices for new floats.
- Annual Conference was cancelled due to weather – Awards will be presented at a later date – to be announced – may be in early January 2013
- Strategic Plan – meetings held in October – Draft to be completed in January – Final plan due in February
- AgEP Database has been finalized – training to be held
- Reception for Gus Douglass in Charleston – November 16, 2012

PVCD CREW REPORT: Paul King reported on the following:

- Cover Crop Demonstration workshop held on Kenneth Judy Farm on 10/17/12.
- Equipment rentals continue to be busy – Litter Spreader not able to be rented from December 1 – March 1. May use spreader for shavings only.
- Kevin High picked up chipper today to use on New Creek sites – helped Kevin load
- Spread fifty loads of litter this month
- Compost – two rows available

Travis Wolfe reported on the following:

- O&M work – high priority items- has been completed on all structures this season
- John Anderson did a great job this year and is interested in returning next spring

Agriculture Enhancement – Lime: The following new applications and payments were presented for approval:

| | | | |
|--------------------|--------------|-------------|----------------|
| Esther Strawderman | 50 acres | 117.55 tons | \$1,763.25 CS |
| Jacquelin Queen | 50 acres | 65.35 tons | \$ 980.25 CS |
| Ronald Miller | 50 acres | 113.95 tons | \$ 1,709.25 CS |
| Eric Hartwig | 24 acres | 48 tons | \$ 720.00 CS |
| Pam Waggy | 28 acres | 56 tons | \$ 840.00 CS |
| Molly Bonar | 31 acres | 62 tons | \$ 930.00 CS |
| <i>Payments:</i> | Terry Alkire | 34 tons | \$ 391.00 CS |
| | Elmer Sowers | 127.34 tons | \$ 1,655.42 CS |

A motion was made by John Hicks and seconded by George Schell to approve the new lime applications and two payments as presented for approval. *Ronnie Miller abstained from discussion and vote on this issue.* Motion carried.

Invasive Species: The following new applications and payment were presented for approval:

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|-------------------|---------------|----------------|----------------|
| Randall Jubb | 10 acres | \$ 800.00 CS | |
| Stephen Sites | 14 acres | \$ 1,000.00 CS | |
| Arthur LaFollette | 8 acres | \$ 640.00 CS | |
| Max Park | 36 acres | \$ 1,000.00 CS | |
| <i>Payment:</i> | Roland Souder | 16 acres | \$ 1,000.00 CS |

A motion was made by George Schell and seconded by John Hicks to approve the new applications and payment as presented for approval. Motion carried.

Cover Crops: The following new application and payments were presented for approval:

| | | | |
|------------------|-----------------|----------------|----------------|
| Robert Williams | 33.8 acres | \$ 1,690.00 CS | |
| <i>Payments:</i> | Rodney Branson | 50 acres | \$ 2,500.00 CS |
| | Elwood Williams | 29.03 acres | \$ 1,161.20 CS |
| | Daniel Lahman | 43 acres | \$ 1,890.00 CS |
| | John Basye | 30 acres | \$ 1,050.00 CS |
| | W.C. Taylor | 26.3 acres | \$ 1,052.00 CS |
| | Sam Williams | 29 acres | \$ 1,450.00 CS |
| | Harold Omps | 28 acres | \$ 1,400.00 CS |
| | Robert Williams | 33.8 acres | \$ 1,690.00 CS |

A motion was made by John Hicks and seconded by George Schell to approve the new application and payments as presented for approval. Motion carried.

Frost Seeding: The following new applications were presented for approval:

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| Elwood Williams | 100 acres | \$ 1,250.00 CS |
| Willie Haggerty | 81 acres | \$ 1,012.50 CS |
| Joe Mathias | 165.5 acres | \$ 1,250.00 CS |
| Larry Smith | 100 acres | \$ 1,250.00 CS |
| Charles Strickler | 87.5 acres | \$ 1,093.50 CS |
| John Basye | 185 acres | \$ 1,250.00 CS |
| Daniel Lahman | | |
| Thomas Kimble | 17 acres | \$ 212.50 CS |

| | | |
|---------------|--------------|----------------|
| Alfred Barr | 55 acres | \$ 687.50 CS |
| Sam Williams | 105.97 acres | \$ 1,250.00 CS |
| Dennis Rogers | 20 acres | \$ 250.00 CS |
| Randall Jubb | 10 acres | \$ 125.00 CS |

A motion was made by Ronnie Miller and seconded by Gerald Sites to approve the new Frost Seeding applications as presented for approval. Motion carried. New applications will continue to be accepted until 12/31/12.

The Cover Crop practice is completed, as the last planting deadline was October 25, 2012. The remaining practice balance is \$6,691.80. Following some discussion, a motion was made to reallocate the cover crop funds in the amount of \$6,691.80 to the Frost Seeding practice. Motion carried.

CREP Payment: The following CERP payment was presented for approval:

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|---------------------------|---------|--------------|
| Constance Landacre-Hoover | 7 acres | \$ 238.00 CS |
|---------------------------|---------|--------------|

A motion was made by Gerald Sites and seconded by Dale Walker to approve the CREP payment for Constance Landacre-Hoover as presented to the Board. Motion carried.

DATES OF UPCOMING MEETINGS:

- November 15, 2012 @ 11:00 am – New Creek Site #14 Rehabilitation Project final inspection
- December 5, 2012 @ 7:00 pm – PVCD Board Meeting
- December 5, 2012 @ 5:30 pm – PVCD Christmas Dinner – location to be announced

WVCA: Jeremy Salyer presented the following report from Carla Hardy:

- Interviews held in Charleston for the new Conservation Specialist position in Moorefield
- Chesapeake Bay allocation proposals
- Does PVCD want to use Chesapeake Bay funds to supplement AgEP program – Board was in agreement to do this
- Branson Project – Over budget

WVCA: Jeremy reported on the following:

- An additional 2 million dollars for statewide o&m has been requested
- Landrights forms – requesting Districts to use own form – put on letterhead for future projects
- EWP – stream section will work with NRCS for EWP sites
- Stream blockage reporting – John Hicks indicated he was contacted about any known stream blockages after the recent storm.

NRCS: Christi Hicks reported on the following:

- Cover Crop Workshop – was not held at best time of day for those who work – but was a very good presentation

- Distributed a written monthly report to Board

NRCS: Herb Andrick reported on the following:

- EWP – sites will be reported through Districts
- Thank you letter for participation in “Field Office of the Future” meetings.

NRCS: Doris Brackenrich reported on the following:

- Sign-ups for AEP – HUAP – working on designs for Pendleton County contracts
- Alternative Uses for poultry litter – attended several meetings – reviewed information
- Contractors List for Pendleton County
- Stream Project on Hoover Farm was front page article in Pendleton Times.

There being no further business, a motion was made by George Schell and seconded by Gerald Sites to adjourn the meeting at 9:00 pm. Motion carried. The next regular meeting will be held on December 5, 2012 at 7:00 pm in Moorefield.

Chairman

Secretary

Date