



Potomac Valley Conservation District

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MINUTES OF MEETING January 2, 2013

The monthly meeting of the Potomac Valley Conservation District was held on Wednesday, January 2, 2013, at the USDA Service Center in Moorefield. The meeting was called to order at 7:00 pm by chairperson, Charlotte Hoover.

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

OTHERS: Doris Brackenrich, Christi Hicks, Herb Andrick, Herb Andrick, NRCS; Derrick Tettenburn, Carla Hardy, Jeremy Salyer, Ben Heavener, Nadene Jewell, WVCA; Stephen Starcher, Dave Seymour, WVU Extension; Paul King, Travis Wolfe, PVCD; Paul Clayton, PVCD Associate Supervisor; Anne Webster, Elizabeth Webster, Charles Foltz, Jr.; Linda Foltz, Lost River Committee.

MINUTES: The minutes of the December 5, 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 December. (The SAGE report is in draft form, as the December bank statements have not been received – the final reports will be presented at the February meeting). A motion was made by John Hicks and seconded by Brian Eglinger to approve the reports as presented to the Board and invoices paid within December. The final SAGE reports will be approved in February. Motion carried.

INVOICE: The Board approved by motion of John Hicks the payment of \$475.00 to William Lipps CPA for bookkeeping services during the month of December. Motion seconded by Kent Spencer. Motion carried.

AUDIT REPORT: Copies of the FY 2012 audit report as prepared by Suttle & Stalnaker CPAs were distributed to the supervisors. Treasurer, John Hicks reviewed the audit report with the Board. Several items were noted in the report including the lack of sufficient securities pledged by the First National Bank of Romney. Hicks and Jewell have been in contact with the bank to

be sure the issue is resolved and all funds within the bank are covered. Following some discussion, a motion was made by John Hicks and seconded by Gerald Sites to approve the audit report for FY12 as prepared by Suttle & Stalnaker CPAs. Motion carried.

INVOICE: The Board reviewed an invoice in the amount of \$50.00 from the WV Education Council for annual dues. A motion was made by Gerald Sites and seconded by George Leatherman to approve payment of the invoice to WV Education Council in the amount of \$50.00 from the CDO Grant funds. Motion carried.

LOR: A notice was received from WVCA to submit LORs for the following: CDO Grant January 2013 in the amount of \$6,650.00 and CDO Grant April 2013 in the amount of \$4,750.00. A motion was made by Ronnie Miller and seconded by Brian Eglinger to approve the LORs and authorize the chairperson, to sign the documents on behalf of the Board. Motion carried.

GRAZING CONFERENCE: Discussion was held regarding the upcoming Appalachian Grazing Conference to be held in March. The Board was in favor of providing scholarships for farmers to attend conference. It was requested that this issue be put on the agenda for February for official approval. The availability of scholarships can be announced to encourage conference attendance.

AG. DINNER MEETING DATES: Stephen Starcher was in attendance and distributed a list of the dinner meeting dates to the Board. He thanked the Board for their support of the meetings. Dave Seymour was also in attendance and discussed the topics / speakers for the upcoming meetings. He also thanked the Board for their support. Carla Hardy reported on information being put together for the meetings. Information on the District equipment and programs will also be distributed during the meetings.

LOST RIVER SITE #16 – No report.

NEW CREEK SITE #14 REHABILITATION PROJECT: A written update on the project was provided by NRCS, copies were given to the Board. Derrick Tettenburn was in attendance and reported on the installation of fence around the USGS monitor. The Board previously approved Kevin High Excavating to complete the fence installation on the site. The work has not been completed to date, but should be complete within the next two weeks.

O&M ISSUES: WVCA requested each Conservation District to delegate authority to one supervisor to address operation & maintenance issues between monthly Board meetings. Following some discussion, a motion was made by Gerald Sites and seconded by George Leatherman to delegate the PVCD authority for operation & maintenance issues to Charlotte Hoover. Motion carried.

O&M SPONSORSHIP MEETINGS: The District should schedule meetings with the local sponsors to discuss the operation & maintenance funding for the coming year. Derrick Tettenburn indicated that staff from the WVCA Watershed office will attend the meetings with the supervisors.

2013 O&M INSPECTION SCHEDULE: The WVCA Watershed office has prepared a draft operation & maintenance inspection schedule for 2013. If any changes are necessary, the

watershed office should be contacted. A final schedule will be sent out by the end of January. Copies of the inspection schedule should also be given to Paul King and Travis Wolfe.

PERSONNEL / SAFETY COMMITTEE: The Personnel / Safety Committee met prior to the Board meeting. The committee recommendations were presented to the Board for approval (committee recommendations attached). A motion was made by John Hicks and seconded by Brian Eglinger to accept the committee recommendations as presented to the Board. Motion carried.

ENVIROTHON: Discussion was held regarding sponsorship of the 2013 Envirothon teams. Last year the Board passed a motion to support only those teams who requested sponsorship by the February 15 deadline for early team registration. A motion was made by Brian Eglinger and seconded by Kent Spencer to follow the action passed by the Board last year and provide sponsorship for the teams submitting requests by the February deadline. The amount of sponsorship will be determined by the total number of teams requesting sponsorship. Motion carried.

WVACD SCHOLARSHIPS: The District will support the WV Association of Conservation Districts scholarship program. Applications will be sent to local high schools and are available on the WVCA website. The deadline to submit scholarship applications is March 1st.

ADMINISTRATIVE OFFICER REPORT: Nadene reported on the following items:

- Nadene will be attending a statewide Administrative Officer meeting on Monday, January 7, 2013 at the West Fork CD office.
- Partnership Conference has been rescheduled for January 8-9, 2013 at the Days Hotel in Flatwoods. Conservation Farm awards will be presented during the event. Only one PVCD Farmer, Paul Clayton will be able to attend. The Administrative Officer will also attend the conference. She will stay over after the AO meeting on 1/7/13. As a result, the District office will be closed Monday 1/7 thru Wednesday 1/9.
- The tentative tree order was placed with the nursery in December. A notice of the tree sale will be sent to local newspapers for publication and order forms will be sent to all on the District mailing list.
- Ag Day at the Capitol will be held on March 20, 2013. Supervisors are encouraged to attend and meet with their legislators.

SUPERVISOR REPORTS: John Hicks reported on the upcoming WVACD Quarterly Meeting at Flatwoods on 1/7 – 1/8. He also attended the area III quarterly meeting in Martinsburg in December. Conference arrangements were discussed during the area meeting.

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

- Equipment rentals have slowed down due to weather – Lime & Litter Spreader (for shavings only) have been rented a few times this month
- Green truck has oil leak – was taken to shop once, but still not repaired. Will contact Roth Ford to schedule an appointment to take truck in for repair

Travis Wolfe reported that he has been working on repairs to equipment and vehicles. He is also working to replace the floor boards on the District trailer - will need to purchase wood.

AgEP: The following applications and payment were presented for approval:

LIME – <i>New</i> :	Robert Lee	50 acres	100 tons	\$1,500.00 CS
<i>Payments:</i>	Esther Strawderman		99.13 tons	\$ 1,486.95 CS
	Larry Hedrick		21 tons	\$ 315.00 CS

A motion was made by John Hicks and seconded by George Leatherman to approve the new lime application and two lime payments as listed above. Motion carried.

INVASIVE SPECIES:

Payment: Jerry Rudolph 24.9 acres \$ 262.18 CS

A motion was made by Ron Miller and seconded by Kent Spencer to approve the invasive species payment to Jeremy Rudolph in the amount of \$ 262.18 as listed above. Motion carried.

FROST SEEDING:

New: Albert Smith 20 acres \$ 250.00 CS

A motion was made by John Hicks and seconded by Brian Eglinger to approve the new frost seeding application as listed above. Motion carried.

Additional discussion was held regarding the frost seeding practice. The original sign up deadline was 12/31/12 and all practice funding was not allocated – remaining balance of \$6,680.55. A motion was made by Kent Spencer and seconded by George Leatherman to approve extending the sign up deadline for frost seeding until 1/31/13. This will enable the practice to be promoted during the January Ag. dinner meetings. Motion carried.

CONSERVATION AGREEMENTS: One conservation agreement totaling 25.5 acres was presented for approval. A motion was made by Ronnie Miller and seconded by George Leatherman to approve the conservation agreement for 25.5 acres. Motion carried.

WVCA Budget: Jeremy Salyer reviewed the WVCA Budget with the Board prior to the meeting. Following some discussion, a motion was made by George Leatherman and seconded by Brian Eglinger to accept the WVCA Budget as presented to the Board. Motion carried.

WVCA: Jeremy Salyer reviewed the monthly report with the Board. He also reported that all supervisor travel and per diem needs to be submitted to WVCA on a timely basis. Several supervisors expressed concerns over the current process for submitting travel and per diem. They appreciate the assistance provided by the AO in the past and requested it in the future.

WVU EXTENSION: Stephen Starcher reported on the upcoming Tri-State Hay & Pasture Conference to be held in Oakland, MD on January 17. He reviewed the topics to be discussed during the conference and indicated that three nutrient management credits will be given to those in attendance. Stephen also distributed garden calendars.

WVCA: Carla Hardy introduced Ben Heavener, new conservation technician. He will be concentrating on nutrient management issues within the District.

NRCS: Christi Hicks distributed a written report to the Board. She also reported on:

- Received a request from landowner for larger manure spreader – reviewed information with Board

- Reviewed total number of program applications received
- Scheduled to be on maternity leave beginning mid January – Jessica Ball will be acting DC

NRCS: Doris Brackenrich distributed a written report:

- Justin Brackenrich, Earth Team Volunteer, providing assistance
- Twenty eight high priority applications received
- Distributed photos of water system installation
- Reviewed Ag. Dinner meeting dates in Pendleton County

WVU EXTENSION: Dave Seymour thanked the Board for their cost share program on the forage tests. Through the forage testing program, high nitrates were identified in the county.

NRCS: Herb Andrick reviewed his written report with the Board:

- Budget cuts – no filling vacancies at this time
- Program funds – AMA, EQIP (second ranking period ends Jan. 18), WHIP (local area does not qualify)
- Farmland / Ranchland Program – second application deadline ends 1/22/13.
- PVCDD received majority of Ches. Bay funding
- NRCS office in Philippi moving to Morgantown this week

LIME – Discussion on availability of certified ag. lime – many producers have expressed concern over not being able to locate adequate lime. It was reported that lime is available through Stewart / Perry in Berryville VA and also Mundy quarries VA. It was also reported that WVDA will test lime for producers.

There being no further business, the meeting adjourned at 8:05 pm. The next regular meeting is scheduled for Wednesday, February 6, 2013 at 7:00 pm in Moorefield.

Chairperson

Secretary

Date