



Potomac Valley Conservation District

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MINUTES OF MEETING February 6, 2013

The monthly meeting of the Potomac Valley Conservation District was held on Wednesday, February 6, 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, Dale Walker, Brian Dayton, Gerald Sites

OTHERS: Tim Canfield, Lee Haggerty, NRCS; Jeremy Salyer, Derrick Tettenburn, Carla Hardy, Ben Heavener, Melissa Merritt, Nadene Jewell, WVCA; Ashby Ruddle, WVDA; Dave Seymour, WVU Extension; Paul King, PVCD; Paul Clayton, PVCD Associate Supervisor; Alan Gramprrie, Lost River Area Resident; Elizabeth Webster, Anne Webster, Charles Foltz, Linda Foltz, Lost River Committee.

MINUTES: The minutes of the January 2, 2013 meeting were presented for review and approval. A motion was made by Brian Eglinger and seconded by Gerald Sites to approve the minutes of the January 2, 2013 meeting as written and distributed. Motion carried. The minutes of the January 23, 2013 special Board meeting held by teleconference were presented for approval. A motion was made by Gerald Sites and seconded by John Hicks to approve the minutes of the January 23, 2013 special Board meeting. Motion carried.

TREASURER'S REPORT: The General Fund and Draft 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 January. (The SAGE report is in draft form, as the January bank statements have not been received – the final reports will be presented at the March meeting). A motion was made by John Hicks and seconded by Gerald Sites to approve the reports as presented to the Board and invoices paid within January. The final SAGE reports will be approved in March. 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 January. Motion seconded by Ronnie Miller. Motion carried.

EXPLANATION LETTER: Treasurer, John Hicks reviewed a letter with the Board from the First National of Romney to clarify an audit finding as identified by Suttle and Stalnaker. In the audit report, it was noted that the District funds in the First National Bank of Romney were not entirely collateralized by the excess funds coverage as of June 30, 2012. In the letter, bank officials indicated this error was discovered in mid July 2012, and the coverage amount was increased to cover all funds on deposit. This letter will be filed with the audit report for clarification and a copy will also be forwarded to WVCA with the FY 2011-12 audit report.

CORRESPONDENCE: The Board reviewed invoices submitted by Zane Harvey for the installation of a dry hydrant. Mr. Harvey's request for cost share was approved by the Board in September 2012. The total of his invoices is \$1,300 and the maximum cost share amount is 50% not to exceed \$500.00. A motion was made by Ronnie Miller and seconded by Kent Spencer to approve the cost share payment in the amount of \$500.00 to Zane Harvey from the CDO Grant Account. Motion carried.

INVOICE: The Board reviewed an invoice in the amount of \$50.00 from the WV Conservation Awards Council for the conference registration fee for conservation farmer, Paul Clayton. A motion was made by Kent Spencer and seconded by John Hicks to approve payment in the amount of \$50.00 to the WV Conservation Awards Council for the conference registration fee. Motion carried.

ENVIROTHON TEAM SPONSORSHIP: The District received requests for Envirothon Team sponsorship from 5 teams – Grant County FFA Team, (2) Hardy County Science Teams, Mineral County FFA Team, and East Hardy FFA Team. The budget amount was \$2,000 for the Envirothon teams – divided by five it will be \$400 per team. A motion was made by Ronnie Miller and seconded by George Leatherman to approve the sponsorship of the five Envirothon Teams as listed above - \$400 per team. Motion carried

INVOICE: The Board reviewed an invoice in the amount of \$45.00 from the Southside Depot for a gift basket presented to the dinner meeting speaker as a "thank you". A request was made to utilize Chesapeake Bay funds to pay this invoice. A motion was made by John Hicks and seconded by George Leatherman to approve payment of the invoice in the amount of \$45.00 to Southside Depot from the Chesapeake Bay funds for the speaker gift. Motion carried.

WVACD AUXILIARY DONATION: The Board reviewed a donation request in the amount of \$25.00 from the WVACD Auxiliary. A motion was made by Gerald Sites and seconded by Brian Eglinger to approve payment in the amount of \$25.00 to WVACD Auxiliary from the conservation education funds. Motion carried.

REQUEST FOR SPONSORSHIP WVU SOILS TEAM: The Board reviewed a request for sponsorship in the amount of \$250.00 from the WVU Soils Judging Team to attend the national competition. A motion was made by Ronnie Miller and seconded by Kent Spencer to approve sponsorship in the amount of \$250.00 of the WVU Soils Judging Team. This will be paid from the CDO Grant – Conservation Education funds. Motion carried.

LOST RIVER SITE #16: Lost River area resident, Alan Gramprrie addressed the Board regarding citizens' concerns and objection to the construction of Lost River Site #16. This has been an ongoing issue for many years and affected residents from the Lost River area have spent the majority of their lives fighting this project. He appealed to the Board to reconsider the project. The chair thanked Mr. Gramprrie for his comments.

LOST RIVER Site #16 AGREEMENTS: In November, the PVCD Board approved two agreements for the Lost River Site #16 project – Real Property Acquisition and Appraisals and the Relocation Assistance. Following that meeting, several corrections were noted in the agreements. The agreement amounts did not reflect property that was already purchased or landowners that have already been relocated. Those corrections were made to the agreements and are being presented to the PVCD Board for approval once again.

LR16 REAL PROPERTY APPRAISAL AND ACQUISITION AGREEMENT: A motion was made by John Hicks and seconded by Brian Eglinger to approve the revised Real Property Appraisal and Acquisition Agreement for signature with the contingency that the project will not move forward – no additional property will be purchased – until 100% of Federal funding for the project is received. Motion carried.

LR16 RELOCATION ASSISTANCE AGREEMENT: A motion was made by John Hicks and seconded by Brian Eglinger to approve the revised Relocation Assistance Agreement for signature with the contingency that the project will not move forward – no additional property will be purchased – until 100% of Federal funding for the project is received. Motion carried.

NEW CREEK SITE #14 REHABILITATION PROJECT UPDATE: The Board reviewed the written project update provided by Andy Deichert, NRCS.

New Creek Site #14 Rehab. Project Emergency Action Plan: The Board reviewed the revised Emergency Action Plan for the structure. The plan has been revised from a construction EAP to a regular EAP. The final plan has been prepared by the WVCA Watershed Office and is being presented for approval and signature. A motion was made by John Hicks and seconded by Kent Spencer to approve the plan and authorize the chairperson to sign the revised EAP as presented to the Board. Motion carried.

Discussion was held regarding concerns over the faulty construction of the riser in New Creek Site #14. According to reports, one section of the concrete in the riser is not in line with the others. Questions have been raised regarding the integrity of the structure and liability of the District if it fails in the future. John Hicks expressed concern over this issue and indicated he is not willing to accept the project until the issue has been resolved. Much discussion was held – the supervisors requested to meet on site and view the riser. They would like Andy Deichert to also be present to explain the situation and answer questions. Jeremy Salyer offered to assist in scheduling the meeting. Several expressed that mid morning would be the best time of day. Tim Canfield also requested to attend the meeting. John Hicks reported that he is to participate in a teleconference later in the week to discuss this issue.

New Creek Site #14 – fence for USGS Monitor: Derrick Tettenburn, WVCA Technician, reported that a lock is needed on the fence for the USGS Monitor on the site. The question was raised about using a District lock and providing the USGS personnel with a key. After some discussion, a motion was made by George Leatherman and seconded by Brian Eglinger to approve the use of a District lock on the fence and provide the USGS personnel with a key. Motion carried.

O&M SPONSORSHIP MEETINGS: The Administrative Officer scheduled the O&M Sponsorship meetings and a copy of the schedule has been provided to the supervisors. Several meetings have already taken place and the supervisors indicated they went very well. Sponsors have indicated they will commit the same amount of O&M funds for the coming year.

O&M INSPECTION SCHEDULE: The WVCA Watershed Office has finalized the 2013 O&M Inspection Schedule and copies were provided to the Board. Supervisors are encouraged to attend several inspections in their county. The District office can provide the meeting times and locations for supervisors planning to attend.

NEW CREEK SITE #14 REHABILITATION PROJECT: The District received a “letter of construction acceptance” from WV DEP on 2/5/13. Additional discussion was held regarding the issue with the riser. A motion was made by John Hicks and seconded by Brian Eglinger to table the “letter of construction acceptance” from WV DEP until supervisors have been able to inspect the site. Motion carried.

FARMLAND PROTECTION BOARD – FORESTRY LANGUAGE: Discussion was held regarding the Forestry language in the Farmland Protection Easements. Brian Eglinger addressed the need for a revision in the forestry language. Supervisors were in agreement for the revision. A motion was made by Gerald Sites and seconded by George Leatherman to submit a letter of support for the Forestry language revision to the WV Farmland Protection Board. Motion carried.

DRY HYDRANT INSTALLATION ON LOST RIVER SITE #4: Ronnie Miller and George Leatherman reported on discussion held during the County Commission meeting on 2/5/13 regarding the installation of a dry hydrant at Lost River Site #4. The District is not able to cost share on the hydrant unless it is an approved NRCS design. Additional discussion was held regarding the placement of the hydrant. Mathias Baker Fire Department requested the installation of a hydrant some time ago, but the location of the

hydrant has been an issue. May not be able to utilize a dry hydrant – will require additional design work. Need a formal request from the fire department. A motion was made by George Leatherman and seconded by Ronnie Miller to request the Karen Stickley, WVCA Watershed Manager draft a letter for the fire department to request design / engineering assistance from NRCS with the hydrant installation in Lost River Site #4. Motion carried.

AG ENHANCEMENT COMMITTEE RECOMMENDATIONS: George Leatherman reviewed the Ag Enhancement Committee Recommendations. A copy of the recommendations was also provided to the supervisors. The recommendations included the approval of all new AgEP applications and payments:

Lime: Willard Iman \$ 990.00 CS; Barbara Attaway \$1,110.00 CS; Alvin McKee \$ 2,010.00; John Basye \$ 1,958.25 CS; Walter Long \$ 1,303.50 CS.
(Unable to fund four new applications – will be kept on file in case funds become available).

Lime payments: John Harper \$ 1,500.00; Christopher Keller \$ 1,250.00

Invasive Species: Unable to fund one new application – will be kept on file

Frost Seeding: George Leatherman \$687.50; Gerald Sites \$1,000; JW See III \$ 1,250; James See \$681.88; Vernon Haslacker \$ 1,006.25; Harry Timbrook \$ 250; Brad Bowers \$625; Marshall Eaton \$ 375; Terry Alkire \$ 625; Henry James \$ 312.50; Jennings Pyles \$ 1,250; Alvin McKee \$931.25; Steven Hott \$312.50; Luci Raines \$ 1,145.35; John Waddy \$ 685.

Frost Seeding payments: Dennis Rogers \$ 250.00; * Daniel Lahman \$ 1,250.00

A copy of the committee recommendations is attached. A motion was made by Ronnie Miller and seconded by Brian Dayton to approve the Ag Enhancement committee recommendations as presented to the Board. Motion carried. * Additional discussion was held regarding the frost seeding invoices submitted by Daniel Lahman – a motion was made by George Leatherman and seconded by Ronnie Miller to approve payment in the amount of \$1,250.00 to Daniel Lahman for the frost seeding practice. Motion carried.

APPALACHIAN GRAZING SCHOLARSHIPS: Discussion was held regarding District scholarships to attend the Appalachian Grazing Conference in March. A motion was made by John Hicks and seconded by Brian Eglinger to provide two scholarships up to \$225.00 each for the Appalachian grazing conference – the scholarship will cover conference registration fee and one nights lodging. The attendee must attend the conference and submit invoices for reimbursement following the conference. Motion carried.

DISTRICT OFFICE VACANCY: Discussion was held regarding the need for additional help in the District office. WVCA has indicated they can provide a 1000 hour (annual) employee – no benefits. The supervisors were in agreement to request WVCA to fill the vacancy with a part time 1000 employee. All were in agreement for a part time 3 day a week position (8 hour days) – the District will cover the additional hours 248 annually for the position. The rate of pay should be \$10.00 in order to attract better qualified individuals. A motion was made by Ronnie Miller and seconded by Brian Eglinger to send a letter to WVCA to request the employment of a part time 1000 hour employee – office assistant for the District office. The rate of pay should be \$10.00 per hour and the District will cover the additional hours (annually) not covered by WVCA. Motion carried.

WATER QUALITY MEETING IN PENDLETON COUNTY: Discussion was held regarding a water quality meeting to be held in Pendleton County on April 8th. It will include the speaker from the ag education dinner meetings held in January. Pendleton County is on a different schedule and this special meeting would enable producers to benefit from the information on the poultry issues. A request was made to provide support for refreshments for this meeting. Extension agent, Dave Seymour was in attendance and discussed the meeting. He indicated that Extension will also provide support for the meeting. A motion was made by George Leatherman and seconded by Ronnie Miller to provide \$500 from the Chesapeake Bay funds for refreshments for the water quality meeting in Pendleton County. Motion carried.

ADMINISTRATIVE OFFICER REPORT: Nadene reported on the following items:

- AO Meeting in West Fork CD on January 7, 2013
- Awards Conference in Flatwoods
- Tree Sale is ongoing – orders accepted until March 29
- Revised WVCA Standard Operating Procedures for Contracting

PERSONNEL AND SAFETY COMMITTEE RECOMMENDATIONS: John Hicks reviewed the Personnel & Safety Committee Recommendations with the Board. Copy attached. A motion was made by John Hicks and seconded by Brian Eglinger to accept the Personnel & Safety Committee recommendations as presented to the Board. Motion carried.

SUPERVISOR REPORTS: John Hicks reported on the WVACD Quarterly meeting held at Flatwoods on January 7-8, 2013.

STRATEGIC PLANNING COMMITTEE: Brian Eglinger reported on the status of the state strategic plan. He has attended several meetings. The draft plan is almost complete – it will be presented within the next few weeks. Feels the plan will be beneficial – like a mini handbook for districts and agency.

PVCD REPORT: Paul King reported on the following:

- Oil leak in green truck fixed by Roth Ford
- Equipment rentals slowed for winter months
- Travis completed the trailer bed replacement – nice job

CONSERVATION AGREEMENTS: Conservation Agreements totaling 959 acres were presented for approval. A motion was made by Gerald Sites and seconded by George Leatherman to approve the conservation agreements totaling 959 acres as presented to the Board. Motion carried.

CREP: One CREP plan for Sterl Berg from Grant County was submitted for approval. A motion was made by Gerald Sites and seconded by Ronnie Miller to approve the CREP plan for Sterl Berg as presented. Motion carried.

WVCA: Jeremy Salyer reported on the following items:

- O&M Legislative Briefing prepared by WVCA
- EWP Training Session for District Chairpersons
- State Conservation Committee meeting held on January 22, 2013 – next meeting in April
- RC&D funding requests approved
- Supervisors travel and per diem should be submitted on timely basis – at least monthly
- Ag Day at the Capitol will be held on March 20, 2013. Schedule to meet with legislators in advance.

WVCA: Carla Hardy reported on the following items:

- Mill Creek Project – working to close out project
- Communitree Program – 18 new applications this year – able to fund 2 per year
- Distributed information on upcoming events – workshops & training
- Agronomy Meeting to be held at Garrett Community College on February 15, 2013

WVCA: Ben Heavener reported that he has been busy learning the ropes – taking soil samples, reviewing nutrient management information, and AEP practices.

WVDA: Ashby Ruddle reported on the following items:

- Walt Helmick sworn in as new Commissioner of Agriculture

- Jerry Ours is now serving as supervisor over nutrient management program
- Mike Teets and Bob Tabb – Senior Managers
- DEP Inspections
- South Branch removed from 303 D List of Impaired Streams.

WVCA: Melissa Merritt reported that she will be working with education programs – she distributed information on the development of a Public Speaking Contest in PVCD. The District sponsored one speech contest several years ago, but when the Education Specialist position was eliminated, the contest was not continued. The Board was in favor of the development of a speech contest.

NRCS: Lee Haggerty reported on the following items:

- First round of EQIP sign ups – 19 applications in Grant County / 31 in Hardy County
- Acting in Hardy County while Christi on leave

WVU EXTENSION SERVICE: Dave Seymour thanked the Board for the support of the 2013 Ag Dinner Meeting series. The meetings have been very successful.

NRCS: Tim Canfield reported on the following items:

- EQIP Contracts – 33 between Hampshire and Mineral counties
- Chesapeake Bay Initiative – sign ups end 2/15/13 – may be funded similar as last year- currently have 34 high priority applications
- Hampshire County Dinner Meetings – very informative, well attended
- Quarterly audit
- Farmland Protection presentation

Ronnie Miller requested that a list of District rental equipment and materials be distributed during the county dinner meetings. Need to include weed wiper / development rental rate. Review other equipment.

It was reported that the District's equipment information was distributed during the first dinner meetings in January.

All supervisors need to stay for a group photo prior to the Board meeting.

Supervisors were also asked to review the District Committee list. Will need to revise / update the committees during the March meeting. Make note of what committees you would like to serve on.

There being no further business, the meeting adjourned at 8:40 p.m. The next regular meeting is scheduled for March 6, 2013, at 7:00 p.m. in Moorefield. A motion was made by Gerald Sites and seconded by Kent Spencer to adjourn the meeting at 8:40 pm. Motion carried.

Chairperson

Secretary

Date