



Potomac Valley Conservation District

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MINUTES OF MEETING March 13, 2013

The monthly meeting of the Potomac Valley Conservation District was held on Wednesday, March 13, 2013, at the USDA Service Center in Moorefield. The meeting was called to order at 10:20 am by chairperson, Charlotte Hoover.

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

OTHERS: Herb Andrick, NRCS; Karen Stickley, Mike Worley, Carla Hardy, Melissa Merritt, Nadene Jewell, WVCA; Paul King, Travis Wolfe, PVCD; Paul Clayton, Associate Supervisor; Elizabeth Webster, Lost River Committee.

MINUTES: The minutes of the February 6, 2013 meeting were presented for review and approval. A motion was made by Brian Eglinger and seconded by Kent Spencer to approve the minutes of the February 6, 2013 meeting as written and distributed. Motion carried

TREASURERS 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 and February. A motion was made by John Hicks and seconded by Ronnie Miller to approve the reports as presented to the Board and invoices paid within January and February. Motion carried.

INVOICE: The Board approved by motion of Brian Eglinger the payment of \$475.00 to William Lipps CPA for bookkeeping services during the month of February. Motion seconded by Ronnie Miller. Motion carried.

FINANCE COMMITTEE MEETING: The Finance Committee will meet on March 21, 2013 at 10:00 am in Moorefield to prepare the FY2013-14 Budget for the CDO Grant.

LOR: The Board approved by motion of John Hicks to authorize the chair to sign a letter of request (LOR) in the amount of \$4,000.00 for reimbursement of the FY12 Audit report. Motion seconded by Ronnie Miller. Motion carried.

WVCA REPORT: The Board reviewed the WVCA monthly Revenue / Expense Report. John Hicks reviewed the line items with the supervisors. This report will be prepared by WVCA on a monthly basis for the supervisors to review and monitor revenue and expenses. Due to the time

of the PVCD meeting (1st week of the month) the report will not be finalized (will not contain all information through the end of the prior month) and ready to present. The Board was asked if a draft report with partial information from the month would be better than a report that was a month in arrears. The supervisors were in agreement for a partial report. A partial report showing March expenses will be prepared for the April 3rd meeting.

COPIER MAINTENANCE AGREEMENT: The annual renewal for the copier maintenance agreement was presented to the Board. The agreement is in the amount of \$598.00 and includes all parts and labor for repairs as well as materials such as toner and preventive maintenance parts. A motion was made by Ronnie Miller and seconded by Brian Dayton to approve the renewal of the District copier maintenance agreement in the amount of \$598.00. Motion carried.

INVOICE: The Board reviewed an invoice in the amount of \$250.00 from Craig Crites for poultry litter delivered to the facility in fisher. A motion was made by George Leatherman and seconded by Brian Eglinger to approve payment of the invoice in the amount of \$250.00 to Craig Crites. Motion carried.

CONSERVATION CAMP SCHOLARSHIPS: The cost of conservation camp is \$185.00 per student this year. Discussion was held regarding the number of scholarships to provide. A motion was made by John Hicks and seconded by Ronnie Miller to approve (2) scholarships in the amount of \$185.00 each for conservation camp. Motion carried. The Finance Committee will also discuss this issue during the meeting on 3/21/13. The scholarships will be paid from the CDO Grant Account – Conservation Education funds.

O&M COST SHARE AGREEMENT: The Board received the signed FY 13 -14 o&m cost share agreement from the Grant County Commission. The commission increased their sponsorship amount to \$18,500.00 for fiscal year 2013-14. A motion was made by George Leatherman and seconded by John Hicks to approve the cost share agreement in the amount of \$18,500.00 from the Grant County Commission and authorize the chairperson to sign the agreement. Motion carried. This agreement covers the Patterson Creek sites (in Grant County) and the Lunice Creek and North / South Mill Creek sites in Grant County.

REVISED WVCA AUDIT POLICY & PROCEDURES: WVCA has revised the audit policy and procedures. A copy was provided to the supervisors for review. Any comments should be sent to the District office by the end of March. The policy will be presented to the State Conservation Committee for final approval on April 16, 2013. A copy of the final policy will be sent the District upon SCC approval.

WVCA BUDGET: A copy of the revised FY14 WVCA Budget was presented for review and approval by the Board. Several budgets cuts were noted, the agency is doing the best to absorb the cuts and not affect the District programs. Mike Worley also addressed the WVCA Budget. Following some discussion, a motion was made by John Hicks and seconded by Brian Dayton to approve the FY14 WVCA revised budget as presented to the Board. Motion carried.

CHESAPEAKE BAY – DOH WORKSHOP: An invoice in the amount of \$129.00 from the South Branch Inn for the DOH Workshop was presented for approval. Carla reported the workshop was held on 3/12/13 and had 52 attendees. The invoice will be paid through the Chesapeake Bay funds. A motion was made by John Hicks and seconded by Dale Walker to

approve payment of the invoice in the amount of \$129.00 to South Branch Inn from the Chesapeake Bay funds. Motion carried.

LORS: WVCA has identified funding for the following projects and the need for LORs to be submitted by PVCD. Carla reviewed the projects with the Board.

Chesapeake Bay:

Hardy County Stormwater Project:	\$20,000.00
Poultry Litter Aprons:	\$ 50,000.00

NPS 319:

Mill Creek Project:	\$ 63,000.00
Lost River II Project	\$ 99,036.50
Anderson Run Project	\$ 50,000.00
South Branch Watershed – WS Plan	\$ 100,000.00

A motion was made by John Hicks and seconded by Brian Eglinger to approve the above listed projects and authorize the chairperson to sign the LORs for funding. Motion carried.

COMPOST RECYCLING PROJECT RENEWAL REQUEST: A request was received from the Hampshire County Special Services Center to renew the project agreement for the Compost / Recycling project between PVCD and the center. This has been a very successful project over the past several years. The term of the agreement is 5/1/13 – 12/31/13 and is in the amount of \$1,200.00. The center provides shredded paper to be used in the compost production process and then purchases some of the final compost product to package and resale to the public at the center in Romney. Chesapeake Bay funds have been used in the past for this project. A motion was made by Kent Spencer and seconded by Ronnie Miller to renew the compost / recycling project agreement with the Hampshire County Special Services Center in the amount of \$1,200.00. Motion carried. The Board requested a report on the project from the center.

Carla Hardy also addressed the desire to highlight this project on the “Agriculture Today” television program from Charleston. They plan to be in the area and would like to interview those involved with the project. Carla will coordinate this effort and contact supervisors with the final date.

LOST RIVER SITE #16: No Report

NEW CREEK SITE #14: Mike Worley reported on the status of the riser issue on New Creek Site #14. He thanked the supervisors for their support and participation in the on-site meeting on Monday. Based on two different engineering reports, the riser more than meets the construction design requirements, even though it varies slightly from the project design. Both reports indicate the structure will function as designed and is within an acceptable range. At present time, NRCS is waiting for a final decision from the NRCS Headquarters in Washington DC regarding acceptance of the riser. Gannett Fleming, Engineering Firm, did affix their “stamp” to the design report submitted to NRCS on 3/2013. It was reported that this action would hold them

accountable for the function of the structure. (It was noted to keep this document on record for the future). At the request of PVCD Supervisors, the engineering reports were also forwarded to the District attorney, Jessica Baker, for review and opinion regarding the District's future liability. Upon review, she recommends that PVCD can approve the as built structure, citing the agreement of both engineering reports. She also recommended keeping the reports on file. It was also reported that the revised emergency action plan has also been approved for the site. Discussion was held regarding the payment of the final invoice. It was reported that negotiations (between NRCS and the contractor) will take place before that invoice can be paid and this may take some time before it is settled. Following the discussion, a motion was made by Ronnie Miller and seconded by George Leatherman to accept the "as built" structure of the New Creek Site #14 rehabilitation project – PENDING the approval from the NRCS Headquarters in Washington DC. Motion carried.

O&M SPONSORSHIP: Meetings with local sponsors for FY14 o&m sponsorship funds were held in February and all went well. The sponsors were receptive to sponsorship in the coming year. Supervisors were thanked for the participation and support of the o&m program.

O&M INSPECTION SCHEDULE: Copies of the O&M Inspection schedule were provided to the supervisors. Karen Stickley reviewed the dates with the Board. Any supervisor who wants to participate is welcome and should contact the District office or the watershed office for meeting times and places.

PATTERSON CREEK Site #50: Karen Stickley reported that a logging operation that has been identified on Patterson Creek Site #50 in Mineral County. She distributed photos of the site. The operation has the spillway of the dam very torn up – muddy conditions have made it worse. She addressed the need to contact the landowner – the site must be returned to original condition as soon as possible. The recommendation was made to send a letter to the landowner regarding the need to remove the logging operation from the spillway and stabilize the area no later than the end of the month. The o&m inspection will be held April 15-17th and the site should be stabilized by this time. She also addressed a pontoon boat that is floating in the dam and needs to be removed. This can be addressed in the letter also. A motion was made by Ronnie Miller and seconded by John Hicks to send a letter to the landowner on Patterson Creek Site #50 regarding the removal of the logging operation from the spillway by the end of March and have the site smoothed and reseeded by April 1^s, the removal of the pontoon boat should also be addressed in the letter. Motion carried. Karen Stickley offered to assist with writing the letter.

Paul Clayton expressed concern over the O&M inspection schedule. He did not feel that one day was sufficient time to properly inspect all dams on the South Fork Watershed in Pendleton County. He felt it should at least take 2 or 3 days. Karen offered to contact John Weller, NRCS engineer, to request additional days for the inspections. She will let Charlotte, Dale and Paul know of any changes. Mike Worley also expressed concern over this issue and the need for adequate information on the inspections. The reports are needed for legislative briefing and must contain accurate information. He will discuss with watershed staff during a meeting today.

LOST RIVER SITE #4 DRY HYDRANT: The District has not received a response from the Mathias Baker Fire Department to date. A draft letter was sent to them for review. Ronnie Miller was given a copy of the letter and will discuss with fire department representatives.

PERSONNEL COMMITTEE RECOMMENDATIONS: John Hicks reported on the Personnel & Safety Committee meeting held prior to the Board meeting. He reviewed the recommendations with the Board. The committee recommended that Brian Eglinger will serve as new chairman of the committee. They also recommended that a letter be drafted regarding the return to work date for Travis Wolfe – he requested for unemployment. (letter will be reviewed prior to being sent) Following some discussion, a motion was made by John Hicks and seconded by Ronnie Miller to accept the Personnel & Safety Committee recommendations as presented to the Board. Motion carried. * Copy of committee recommendations attached.

John Hicks also addressed the 1000 hour part time employee for the District office. WVCA has authorized the position, but they are only willing to pay \$9.00 per hour (the District requested \$10 per hour). The Board was in agreement to accept the position and requested the Finance committee to review the expense for the position and include in the CDO Grant Budget for the FY14. Administrative officer will work with WVCA to advertise for the position.

EQUIPMENT COMMITTEE RECOMMENDATIONS: John Hicks reported on the Equipment Committee recommendations. Dennis Funk met with the committee to request assistance with the purchase of a vertical spreader. He also requested assistance through the state low interest loan program. Application will be reviewed by WVCA. The District may assist with field day for the spreader, but not provide financial support for purchase. The committee discussed a rental rate for the weed wiper – recommended \$40.00 per day / plus delivery charge. The committee also discussed an increase in the delivery rates for rental equipment. They recommended an increase of \$10.00 for each mileage radius listed on the delivery chart. The new rates will be: \$20.00; \$30.00; \$40.00; and \$50.00-according to the area the equipment is delivered to. The committee also discussed utilizing the litter elevator as rental equipment. The committee requested Kent Spencer and Brian Dayton to use the elevator on a “trial basis” in the next few weeks to determine what shape the elevator is in before putting it out as a rental. Following the trial, the committee will also need to determine a rental rate for the elevator. It will need to be full of fuel when rented and returned in the same condition. Following the discussion, a motion was made by John Hicks and seconded by Brian Eglinger to approve the equipment committee recommendations as presented to the Board. Motion carried.

DISTRICT COMMITTEES: The Board reviewed the District committees and several revisions were made. The 2013 committee list will be updated and distributed at the next meeting.

APPALACHIAN GRAZING CONFERENCE: The Appalachian Grazing Conference was held on April 8-9, 2013 in Morgantown. It was well attended, even with the snow. The District did have requests for two scholarships to attend the conference. The invoices will be presented to the Board upon receipt.

ARBOR DAY TREES: Following some discussion, a motion was made by George Leatherman and seconded by Brian Dayton to participate in the Arbor Day Tree distribution to local schools in April. Motion carried.

POSTER / PHOTO CONTESTS: Following some discussion, a motion was made by Ronnie Miller and seconded by Brian Dayton to sponsor the Conservation Poster and Photo contests in 2013 and provide the cash awards. The Finance committee will reevaluate the award amounts during the meeting next week. Motion carried.

SPEECH CONTEST: Melissa Merritt requested to meet with the Education Committee to discuss the development of a speech contest in PVCD. The committee will meet on 3/21/13 in Moorefield following the Finance Committee meeting, approximately 11:00 am.

ADMINISTRATIVE OFFICER REPORT:

- **STEWARDSHIP MATERIAL:** The District has ordered the Stewardship bookmarks and activity sheets for the past several years. This year's theme is "Where Does Your Water Shed?" Following some discussion, a motion was made by John Hicks and seconded by Ronnie Miller to order the same material as last year for the Stewardship Program. Motion carried.
- **SUPERVISOR TRAVEL / PER DIEM:** Supervisors were reminded to submit their travel expenses and per diem requests on a timely basis to WVCA. Also, all forms **MUST** be completed in Blue Ink or they will be returned.
- **AG DAY:** Ag Day at the capitol will be held on March 20, 2013. Supervisors are encouraged to participate and support conservation programs.

SUPERVISORS REPORT: Brian Eglinger and John Hicks reported on the Area III Quarterly Meeting held in Romney on March 12th. Items discussed included:

- Training **NEEDED** for District supervisors
- Farmland Protection
- Appalachian Grazing Conference – well attended
- WVACD Quarterly Meeting to be held on April 8-9 at Pipestem – will address training needs for supervisors at this meeting
- Need for WVCA Office Space
- Legislative issues – participate in regional / national meetings

PVCD REPORT: Paul King reported on the following:

- Fixed brakes on truck
- Glow plugs repaired on truck –Wolfe's garage
- Two new tires for truck purchased
- Equipment rentals picking up for spring – waiting list for litter spreader
- Compost materials ordered

AG ENHANCEMENT PROGRAM: The following AgEP invoices for Frost Seeding were presented for payment approval:

Willie Haggerty \$1,012.50; Charles Strickler \$1,093.75; Thomas Kimble \$212.50; Charlotte Hoover \$740.83; George Leatherman \$ 687.50; Gerald Sites \$1,000.00; Vernon Haslacker \$ 779,94; Marshal Eaton \$372.50; Terry Alkire \$ 625.00; Steve Hott \$ 312.50; Luci Raines \$ 1,145.38; John Waddy \$ 685.00; Larry Smith \$ 1,250.00.

Discussion was held regarding the payment of these invoices. Residual funds under the Ag BMP Implementation need to be spent and action was taken by motion of John Hicks to pay the Frost Seeding invoices utilizing the Ag BMP Implementation funds. Motion seconded by Brian Eglinger. George Leatherman and Charlotte Hoover abstained from the discussion and vote on this issue. Motion carried.

Carla Hardy addressed the need for the AgEP committee to meet and discuss practices for the coming year. This meeting can be scheduled in April.

CONSERVATION AGREEMENTS: Three new conservation agreements totaling 463 acres were presented for approval. A motion was made by George Leatherman and seconded by Dale Walker to approve the conservation agreements totaling 463 acres. Motion carried.

WVCA: Carla Hardy reported on the following items:

- Ben Heavener working on a Pesticide Pick up day – distributed a hand out
- Pendleton County Producer meeting to be held on April 8th
- Stormwater Project in Hardy County
- Contractor’s Expo being held next week at Civic Center in Charleston

WVCA: Melissa Merritt reported on the following items:

- Envirothon Training to be held at Brighton Park on March 22nd – requested District sponsorship for the lunch – up to \$100.00 – she will provide an invoice for reimbursement. A motion was made by John Hicks and seconded by Ronnie Miller to provide up to \$100.00 for lunch during the Envirothon training on March 22nd. Will be paid from education funds. Motion carried.

NRCS: Herb Andrick distributed a written report and addressed the following items:

- Andy Deichert named new state engineer
- Sequestration will effect funding for some programs
- Chesapeake Bay Program funds
- Formal Dam Inspections scheduled this month

NRCS: A written report from Pendleton County Field Office was distributed to supervisors.

CONSERVATION FARM PROGRAM – Supervisors were reminded about Conservation Farm Contest - Must select a District farm winner by end of May.

There being no further business, the meeting adjourned at 12:30 p.m. The next meeting will be held on Wednesday, April 3, 2013, at 7:00 pm. at the USDA Service Center in Moorefield.

Chairperson

Secretary

Date