



# Potomac Valley Conservation District

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## **MINUTES OF MEETING April 3, 2013**

The monthly meeting of the Potomac Valley Conservation district was held on Wednesday, April 3, 2013, at the USDA Service Center in Moorefield. The meeting was called to order at 7:15 p.m. by chairperson, Charlotte Hoover.

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

**OTHERS:** Christi Hicks, Tim Canfield, Doris Brackenrich, Herb Andrick, NRCS; Jeremy Salyer, Melissa Merritt, Ben Heavner, Nadene Jewell, WVCA; Paul King, PVCD; Stephen Starcher, WVU Extension Service; Paul Clayton, PVCD Association Supervisor; Jim Moore, Vice President WVACD; Elizabeth and Anne Webster, Lost River Committee.

**MINUTES:** The minutes of the March 13, 2013 meeting was presented for review and approval. A motion was made by Gerald Sites and seconded by Kent Spencer to approve the minutes of the March 13, 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 CPA, District Bookkeeper and the Co-Administered Fund reports from SAGE for March. A motion was made by John Hicks and seconded by Brian Eglinger to approve the General Fund Treasurer’s Report as presented to the Board and invoices paid within the month of March. (The finalized Co-Administered funds SAGE report will be presented next month for approval). Motion carried.

**WVCA REQUEST:** John Hicks addressed a request from WVCA to have “view only” online access to the PVCD bank statements in order to have the finalized treasury reports available to the Board at the monthly meetings. Since the PVCD Meetings are so early in the month, it is difficult to have the statements reconciled in time for the meeting. Discussion was held on this issue. A motion was made by Ronnie Miller and seconded by Gerald Sites to give John Hicks the authority to investigate options and make the decision regarding online “view only” access of PVCD bank statements for WVCA. 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 March. Motion seconded by Dale Walker. Motion carried.

OTHER BUSINESS: Jim Moore, First Vice President for the WV Association of Conservation Districts was in attendance and addressed several issues with the Board.

- Roles of the WVACD and its officers – assist the conservation districts
- Role of a Conservation District Supervisor – elected official to represent citizens of your county – address local concerns – need to know your responsibilities as outlined in state code
- WV State Agricultural Land Protection Authority – applications available – landowners may apply directly to state Ag. Land Protection Authority Board. Conservation Easements – Land under easement may not be developed – request to place applications in District offices. *A motion was made by Ronnie Miller and seconded by John Hicks to make applications from WV State Agricultural Land Protection Authority available in the District office. Motion carried.*
- Discussed the need for WVACD office space. Several options available: Tygarts Valley CD and West Fork CD both have space available. Inquired if District feels there is need for WVACD to have an office? There would be no additional cost to Districts. Requested all Districts to submit suggestions / comments to him for discussion at July WVACD quarterly meeting. Board is in support of the need for WVACD office space – need to submit on District letterhead to Jim Moore.
- WVACD By Laws – current by laws require a business meeting in July and October. This issue will be voted on at the July quarterly meeting – all supervisors entitled to attend the business meeting and be reimbursed for travel expenses
- WVACD Sponsored training for supervisors – need to be conducted by experienced supervisors, not agency staff. Requested suggestions for training needs – submit to Jim Moore. Supervisors MUST attend training in order to show the need.
- WVCA Monthly District Expense Report – state code authorizes reimbursement of supervisor expenses – travel and per diem – feels report is not necessary
- Agricultural Enhancement Program – feels this program has enabled Districts to determine how program funds will be spend in their counties – can identify and address needs of local producers. EPCD and PVCD were pilot districts for AgEP – program has been very successful.
- WVACD will be responsible for quarterly meeting held on October 28, 2013 at Flatwoods. Discussions in progress for supervisor training dates– may hold in conjunction with quarterly meeting in the fall. Awards recognition will also be held at Flatwoods on October 29, 2013 – WVACD has offered to assist if needed.
- WVACD 2013 Quarterly Meeting Dates / Locations:

January 8-9	Flatwoods
April 8-9	Pipestem
July 8-9	Blackwater Falls
October 28-29	Flatwoods

**CORRESPONDENCE:** The Board reviewed an invoice in the amount of \$550.00 from Craig Crites for shavings delivered to the compost facility to be used in the compost process. A motion was made by John Hicks and seconded by Gerald Sites to approve payment in the amount of \$550.00 to Craig Crites for shavings. Motion carried.

**DRY HYDRANT COST SHARE INVOICE:** The Board received an invoice in the amount of \$ 500.00 for cost share on the installation of a dry hydrant. A motion was made by John Hicks and seconded by Ron Miller to approve the dry hydrant cost share payment in the amount of \$500.00. Motion carried.

**GRAZING CONFERENCE SCHOLARSHIPS:** The Board received invoices from Dave Miller of Burlington for the Appalachian Grazing Conference. Mr. Miller requested one of the District scholarships and his invoices were in excess of the \$225.00 scholarship amount. A motion was made by John Hicks and seconded by Brian Dayton to approve payment in the amount of \$225.00 to Dave Miller for the Grazing Conference the scholarship. Motion carried.

**O&M cost share agreement:** The Board received the FY 14 O&M cost share agreement from the Pendleton County Commission. They approved the agreement in the amount of \$7,500.00 and returned it for District approval and signature. A motion was made by George Leatherman and seconded by Brian Dayton to approve the FY14 O&M cost share agreement from the Pendleton County Commission in the amount of \$7,500.00 and authorize the chairperson to sign the document. Motion carried.

**COMPOST RECYCLED PAPER PROJECT:** Kevin Sanders, Executive Director of the Hampshire County Special Services Center was unable to attend the meeting, but did provide a written update for the Board on the Compost Recycled Paper Project – joint project between PVCD and the center. The Board approved the renewal of the project agreement in March.

**GRAZING CONFERENCE SCHOLARSHIPS:** The Board received invoices from Constance “Connie” Hoover of Baker for the Appalachian Grazing Conference. She requested one of the District scholarships and her invoices were in excess of the \$225.00 scholarship amount. A motion was made by Gerald Sites and seconded by Ronnie Miller to approve payment in the amount of \$225.00 to Connie Hoover for the Appalachian Grazing Conference scholarship. Motion carried.

**O&M INSPECTIONS:** Several PVCD inspections dates were rescheduled due to snow in late March. The rescheduled dates were reviewed with the Board. Patterson Creek in Grant County will be completed on 4/10/13; New Creek will be completed on 4/11/13 and Lunice Creek will be completed on 4/15/13. Supervisors were encouraged to attend the inspections in their counties.

**INVOICE:** The Envirothon training was held on March 22, 2013 and Melissa Merritt purchased lunch for the students in attendance. She submitted an invoice in the amount of \$102.50 for reimbursement. A motion was made by Kent Spencer and seconded by John Hicks to approve payment in the amount of \$102.50 to Melissa Merritt for the Envirothon training. Motion carried. This will be paid through education funds.

NEW CREEK SITE #14 REHAB PROJECT UPDATE: Discussion was held regarding the meeting to be held on 4/9/13 for the gate operation on the site. Supervisors are invited to attend the meeting. Additional discussion was held on the closure of the gate.

NEW CREEK SITE #1: A meeting will be held on April 17, 2013 beginning at 1:30 p.m. to discuss the emergency action plan and easement issues for New Creek Site #1. Supervisors are encouraged to attend and should contact the District office for more information.

O&M INSPECTIONS: Paul Clayton expressed concern over the inspections for the South Fork structures being completed in 1 -2 days. This only allows 20-25 minutes on each site and this is not sufficient time to perform an inspection. Paul's concern was passed on to NRCS staff but the schedule was not changed.

LOST RIVER SITE #4 DRY HYDRANT REQUEST: The District was in receipt of a letter from the Mathias / Baker Fire Department requesting design assistance with the hydrant installation. The information was forwarded to NRCS state engineer, Andy Deichert, for review.

FINANCE COMMITTEE RECOMMENDATIONS: John Hicks, Treasurer, reported that the finance committee met on 3/21/13 and prepared the FY14 CDO Grant Budget and following some discussion agreed to amend that budget by including a \$5,000.00 supplemental request for part time office position. A motion was made by John Hicks and seconded by George Leatherman to approve the amended FY14 CDO Grant Budget and submit to WVCA. Motion carried.

PERSONNEL / SAFETY COMMITTEE RECOMMENDATIONS - The Personnel / Safety committee met prior to the Board meeting and committee chair, Brian Eglinger, reviewed the recommendations with the Board. Following the discussion, a motion was made by Ronnie Miller and seconded by John Hicks to give the Personnel / Safety Committee the authority to make a decision whether to hire a crew following the meeting on April 22, with the WVCA Watershed Staff to review the 2013 o&m inspection reports. The decision will be based on the available work and funds for the upcoming season. The committee will also have the authority to advertise for a part time position, if needed, following the meeting. The motion also includes approval of the committee recommendations as presented to the Board. Motion carried. \*  
*Copy of committee recommendations attached.*

Additional discussion was held regarding the part time office assistant position – at this point WVCA does not have funding to support this position. District will need to pay for position if hired at this point. A motion was made by Ronnie Miller and seconded by Brian Dayton to approve the part time office assistant position and give the Personnel & Safety Committee the authority to proceed with hiring at \$9.00 per hour – 16 hours per week. Should be advertised in local newspapers. Motion carried. John Hicks will discuss issue further with Brian Farkas at WVACD quarterly meeting next week.

EDUCATION COMMITTEE RECOMMENDATIONS: Brian Eglinger reviewed the education committee recommendations regarding the development of a District speech contest. Melissa Merritt will oversee the contest with local schools. The committee agreed to follow the "Where Does Your Water Shed?" theme for the contest this year. Discussion was held

regarding the contest awards and outside sponsorship. This will be investigated further. A motion was made by John Hicks and seconded by Ronnie Miller to approve the District Speech Contest and the awards. Motion carried. Dale Walker suggested approaching Pilgrims for sponsorship of the contest.

LANDJUDGING: The landjudging contests are fast approaching and District sponsorship is requested. Discussion was held regarding sponsorship amount from last year. A motion was made by John Hicks and seconded by Brian Eglinger to approve up to \$150.00 in sponsorship for each landjudging contest this year. Conservation Education funds will be utilized. Motion carried.

ADMINISTRATIVE OFFICER REPORT: Nadene reported on the following:

- Strategic Plan - copies of the draft report have been provided to supervisors for review. Comments should be submitted to WVCA, Brian Farkas
- Reminder of Conservation Farm Contest – must have District winner by 5/31/13
- District Tree Sale – pick up day is 4/12/13
- WVCA All Staff Training at Camp Dawson 4/29 and 4/30
- Stewardship Material ordered – bookmarks distributed
- Arbor Day Trees will be distributed in schools in late April

SUPERVISOR REPORTS: John Hicks reported on need for supervisor training ideas – will be addressed during WVACD Quarterly Meeting next week.

PVCD REPORT: Paul King reported on the following items:

- Equipment Rentals – complaints over not being able to rent litter spreader sooner – ground too soft after March 1
- Litter Elevator – Brian Dayton purchased two belts for it – needs some work before using as rental to public. Cost of the two belts was \$60.00. A motion was made by Gerald Sites and seconded by Kent Spencer to approve reimbursement in the amount of \$60.00 to Brian Dayton for the litter elevator belts. Motion carried.
- Compost available for sale
- Request to fix switch on air pump – supervisors agreed
- The District office received a request from NRCS Plant Materials Center in Greenbrier County for compost. They have requested a donation of the compost from the District – approximately 3 tons. It will be used in several plantings being conducted by the center. Will need in about 4 – 6 weeks. Board in agreement to donate compost; however several questions were asked – where will the compost be used and will they transport? District will not provide transportation to site.

AG ENHANCEMENT PROGRAM: The AgEP committee will meet on Monday, May 6, 2013 beginning at 10:00 am to discuss AgEP practices for FY14. Will meet at WV Dept of Ag Building if available. Committee members will be notified of any changes to meeting date, time or location.

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

Elwood Williams \$ 1,244.89; John Basye \$ 1,250.00; Alfred Barr \$ 683.62; Randall Jubb \$125.00; Albert Smith \$ 250.00; J.W. See, III \$ 1,250.00; James See \$ 681.88; Brad Bowers \$625.00; Henry James \$ 312.50; Jennings Pyles \$ 1,250.00; Alvin McKee \$ 887.00.

AgEP invoice for *Heavy Use Area Protection – Concrete Litter Loading Pad*:

Danny Crider \$ 4,843.80

AgEP invoice for *Lime*:

Dorothea Friar \$ 1,140.00

A motion was made by John Hicks and seconded by Brian Dayton to approve payment of all AgEP invoices as presented – the Frost Seeding invoices and \$ 3,341.11 of Danny Crider's invoice will be paid with Ag BMP Chesapeake Bay funds – this will deplete those funds. The additional \$1,502.69 of Danny Crider's invoice and the Lime invoice for Dorothea Friar will be paid with AgEP funds. Motion carried.

WVCA: Jeremy Salyer reported on the following:

- Computer hacking issue – SAGE system – the issue has been addressed by WVCA IT staff and no problems occurred
- State AgEP committee recommendations for FY14
- FY 13 CDO Grant Expenditures must be submitted to WVCA by 9/1/13
- Report of Conservation Grant expenditures submitted to WVCA by 6/30/13
- Envirothon
- State Fair Committee – may sign up to work booth – schedule is on WVCA website
- WVCA Staff Meeting at Camp Dawson – April 29 – 30
- Reminder to submit travel and per diem on timely basis

WVU EXTENSION: Stephen Starcher

- Fruit Growers meeting in Hampshire County on 4/24/13
- Master Gardeners
- Call office if assistance is needed

NRCS: Christi Hicks reported:

- Distributed written report
- Received sixteen volunteer applications

WVCA: Ben Heavner reported on the meeting being held in Pendleton County on 4/8 – CAFO information

NRCS: Doris Brackenrich distributed a written report and reviewed the following

- Reviewed CBWI application – practice ranking criteria
- Will have presentation for dinner meeting on 4/8
- 1<sup>st</sup> HUAP – concrete pad contract completed in Pendleton County – Bill Rexrode

HUAP LANDOWNER CONCERN: The District office received a call regarding concern over the practice deadline of May 1<sup>st</sup> for the HUAP – Concrete Pad Practice. The very cold spring has not been suitable for pouring concrete – will District consider extensions for completion? Following some discussion, a motion was made by Ronnie Miller and seconded by Brian Dayton to extend the HUAP – Concrete Litter Loading Pad deadline until June 1<sup>st</sup>. Motion carried.

NRCS: Herb Andrick distributed and reviewed a written report:

- Budget cuts
- Program sign ups – GRP, CSP
- Nutrient Management Training – Romney South Branch Inn 4/11
- “Edge of Field Monitoring” – funds may be available to contract with farmers who would in turn contract with outside firm to determine if installed water quality practices are helping to improve the land – results would be provided to farmer – will have teleconference on this next week – several have expressed interest

NRCS: Tim Canfield reported on the following:

- EQIP – 28 contracts
- Attended Master Gardener Meeting in March
- Becky Bowers attended Career Fair in Shepherdstown
- Andrea Odell on maternity leave
- Designs approved for 2 feeding operations

WVCA – Conservationist Newsletter – article on Melissa Merritt’s trip abroad for agriculture conference.

Charlotte and Doris will be attending Career Fair at Navy Base in Sugar Grove on April 18<sup>th</sup>.

There being no further business, the meeting adjourned at 9:25 p.m. The regular meeting is scheduled for Wednesday, May 1, 2013, at 7: 30 pm in Moorefield.

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Chairperson

\_\_\_\_\_  
Secretary

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Date