



Potomac Valley Conservation District

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MINUTES OF MEETING

February 1, 2017

The monthly meeting of the Potomac Valley Conservation District was held on Wednesday, February 1, 2017, at the USDA Service Center in Moorefield. The meeting was called to order at 7:12 p.m. by chairperson, Charlotte Hoover.

SUPERVISORS: Charlotte Hoover, John Hicks, Ronald Miller, Kent Spencer, Brian Dayton, Gerald Sites, George Leatherman, Dale Walker, Frank Weese and J.W. See

OTHERS: Christi Hicks, Mike Omps, NRCS; Jeremy Salyer, Suzy Campbell, Nadene Jewell, WVCA; Mike Biser, FSA; Jason Aerni, Potomac Highlands CWPMA

MINUTES: The minutes of the January 4, 2017 meeting were presented for review and approval. A motion was made by George Leatherman and seconded by Kent Spender to dispense with the reading of the minutes of the January 4, 2017 meeting and approve them as written and distributed. Motion carried.

FINANCIAL REPORTS: Treasurer, John Hicks reviewed the treasury reports for the month of January with the Board. He reviewed the reports for the General Fund and CDO Grant Accounts as prepared by William Lipps, CPA and the Co-Administered Accounts as prepared by WVCA Fiscal Department. Following the discussion, a motion was made by John Hicks and seconded by Frank Weese to approve the financial reports and invoices paid within the month of January. Motion carried.

INVOICE: The Board received an invoice in the amount of \$525.00 from William Lipps CPA for bookkeeping services in the month of December. A motion was made by John Hicks and seconded by Kent Spencer to approve payment to William Lipps CPA in the amount of \$525.00 for bookkeeping services in January. Motion carried.

CHANGE OF SIGNATORIES: Discussion was held regarding the need to revise the signers on District bank accounts – most effective to have supervisors in close proximity to District office. James W. See III and George Leatherman will be added and Brian Eglinger will be removed from all accounts. John Hicks and Brian Dayton will remain on the accounts. There will be a total of four signers on the accounts: John Hicks, Brian Dayton, George Leatherman and James W. See III. Two signatures will

be required on transactions. A motion was made by John Hicks and seconded by Frank Weese to approve the change of signers on District accounts. Motion carried.

FY16 AUDIT: Treasurer, John Hicks reviewed the FY16 Agreed Procedures Engagement audit report, as prepared by Suttle & Stalnaker, with the Board. Following review and discussion, a motion was made by John Hicks and seconded by Kent Spencer to approve the FY16 APE audit report. Motion carried.

NEW SUPERVISOR: James W. See III was introduced as the new PVCD Supervisor representing Hampshire County. Mr. See will replace Brian Eglinger on the Board. He gave a short overview of his family, occupation and farming operation. He looks forward to serving on the Board.

CORRESPONDENCE: O&M Cost Share Agreement - The Board received the signed O&M cost share agreement in the amount of \$5,000 from the City of Keyser. A motion was made by John Hicks and seconded by Frank Weese to approve the agreement and authorize the chair to sign on behalf of the Board. Motion carried.

O&M Cost Share Agreement: The Board received a signed O&M cost share agreement in the amount of \$18,500 from the Grant County Commission. A motion was made by Frank Weese and seconded by Kent Spencer to approve the agreement and authorize the chair to sign on behalf of the Board. Motion carried.

PUBLIC MEETING NOTICE: A notice was received from WVCA to announce a public meeting to be held on 2/16/17 beginning at 4:30 pm at Potomac State College to discuss New Creek Site #1. Supervisors are invited and encouraged to attend. Comments are also being accepted on the environmental plan until March 17, 2017. Dayton & Spencer plan to attend the public meeting.

LOST RIVER SITE #16: No report

LOST RIVER SITE #27: The district received a report from landowner, Dennis Dutterer, that a gate post he installed at the access area to his property was broken. Mr. Dutterer expressed concern – felt the post was damaged while annual o&m work was being completed in the fall. He requested that the post be repaired by the District. Staff from the WVCA Watershed office in Romney made a site visit and took photos of the damage. The post was broken - not by the District crew. It was hit by much larger piece of equipment than the District has. Much discussion was held on the issue – supervisor viewed the photos taken of the post. All in favor of repairing the post. A motion was made by John Hicks and seconded by Kent Spencer to approve the repair of the post when weather warms up this spring / summer. May request to install wider gate when the repair is made. Motion carried. Will contact the landowner to make him aware when the post will be repaired in warmer weather.

O&M SPONSORSHIP MEETINGS: A schedule of the o&m sponsorship meeting dates / times was distributed and supervisors encouraged to attend in their respective counties.

A schedule of the 2017 annual o&m inspections was also distributed. Supervisors were also encouraged to attend the inspections in their counties.

BERGDOLL BRIDGE PROJECT: Project modification is being revised – will bring to Board for approval.

ENGINEERING SERVICES CONTRACT: The agreement for the engineering services with CEC expired on 12/31/16. Will need to advertise for expressions of interest or negotiate with CEC to renew agreement. Much discussion on the issue. John Hicks offered to contact Gene Sauborn to discuss the issue – inquire if current firm is providing acceptable reports / information. A motion was made by Kent Spencer and seconded by Dale Walker to delegate authority to John Hicks to proceed with negotiations with CEC or advertise for new engineering expressions of interest, after discussions with WVCA. Motion carried.

GRAZING CONFERENCE SCHOLARSHIPS: The Board previously approved five scholarships – two have been claimed: Hampshire and Mineral Counties. Three scholarships remain available. Producers should contact the District office if interested in attending the conference in March.

GREEN BEAN PICKER: Discussion was held regarding the green bean picker purchased last spring for the green bean demonstration project. No program in the future – all in agreement to sell the picker. Suggestion was made to contact equipment dealer that it was purchased from in 2016. A motion was made by Gerald Sites and seconded by Ron Miller to offer the green bean harvester for sale – market it in the best way available. Motion carried.

PERSONNEL COMMITTEE: John Hicks reported on the personnel committee recommendations. Four resumes received for the District Crew Manager position – committee reviewed all. Also revised the job description and discussed pay rate for the position. All in agreement to interview all four candidates. Committee will meet on 2/7/17 at 10 am to finalize items and schedule the interviews. Will also provide teleconference call-in information in case any supervisors want to call in, rather than drive to office.

COMMITTEES: The Board reviewed the committee list – discussed revisions. J.W. See offered to fill in all positions that Brian Eglinger previously held. See will serve as chair of Education Committee. Other supervisors will remain the same.

MAY MEETING: Due to the WVCA all staff meeting on May 2 -4, 2017, the PVCD May Board meeting will need to be rescheduled. All were in agreement to hold the May meeting one week later, on May 10, 2017 beginning at 7:30 pm.

SOIL TUNNEL TRAILER: Much discussion held on bringing the soil tunnel trailer to PVCD in March and in May. Suzy Campbell indicated that Chesapeake Bay outreach funding can be utilized to assist with cost associated with the trailer. A motion was made by Frank Weese and seconded by Gerald Sties to approve the use of \$1,500 from the Chesapeake Bay Outreach funds to bring the soil tunnel trailer to PVCD the week of March 20-24, 2017. (Grant & Pendleton counties). And also in May the week of May 15 – 19, 2017 – split the cost with Eastern Panhandle CD. They would like to use the trailer at the end of the week – PVCD could use it Monday – Tuesday. Must discuss with EPCD and finalize arrangements. Motion carried. (If additional funds are needed, will bring request back to PVCD).

AG DAY: Ag Day at the Capitol will be held on February 22, 2017. All supervisors invited / encouraged to attend and meet with legislators. Breakfast to be held at 7:30 am. Several PVCD supervisors plan to attend.

POTOMAC HIGHLANDS CWPMA: Jason Aerni, Ameri Corps volunteer with US Forest Service was in attendance and addressed the Board regarding Public Awareness / Outreach for Invasive Species Control. He distributed brochures and discussed the need to increase public awareness. Also discussed webpage with additional information: www.phcwpma.org The group plans to hold a workshop in Pendleton County in May or early June. Request the District's assistance in promoting the workshop – could include on District webpage. Board in favor of support for the program – agreed to post information on PVCD webpage. A motion was made by John Hicks and seconded by J.W. See to approve including the program and workshop information on the PVCD webpage. Motion carried. Jason will provide District office with information.

ARBOR DAY TREES: Discussion was held regarding the Arbor Day Tree Program – all in agreement to participate in 2017. A motion was made by Ron Miller and seconded by Frank Weese to hold the Arbor Day Tree distribution for elementary schools in April; provided the trees are available through Verso Corporation. Also, authorize the purchase of all materials needed for the program. Motion carried.

DISTRICT MANAGER REPORT: Nadene reported on the following:

- District tree sale is underway – Orders accepted until 3/17/17 / Pick up date 4/7/17
- 2016 Tax Information – W2s for per diem / 1099s provided for all program payments
- Information distributed on PVCD Poster / Photo Contests - Andrea Walker will assist with contests this year – promote and encourage participation
- Arbor Day Trees – will contact about availability of trees – make arrangements with schools for packaging and distribution

CREW REPORT: John Hicks reported that a landowner contacted the office regarding rental of the litter elevator. Following discussion, supervisors in favor of renting elevator during winter months.

AgEP: The Board reviewed the results of the Ag Enhancement survey that was given out during the Extension dinner meetings in January. Much discussion – results show the need for lime spreader / truck w driver. Board can discuss in future.

Lime Contracts: Discussion was held regarding eight lime contracts that were sent out last fall with the incorrect completion date (5/26/17). Contracts were signed / returned to PVCD. Following the discussion, a motion was made by John Hicks to extend the completion deadline for these contracts to 5/26/17. Funding for these contracts will remain allocated until May. Motion carried.

Ag ENHANCEMENT: The following applications / payment were presented for approval:

COVER CROPS: Application– Robert Fansler 62 acres \$ 3,100 CS

INVASIVE SPECIES: Payment: Rudolph Farms \$500 CS

LITTER TRANSFER: Applications: Victor Carr 180 Tons, Michelle Ritchie 250 Tons, Carolyn Ritchie 68.69 Tons, Kevin High 150 Tons; Eugenia Wolfe 153 Tons

Payments: Victor Carr \$1,800 CS

A motion was made by Ron Miller and seconded by Brian Dayton to approve the applications and payments as presented. Motion carried.

WVCA: Jeremy Salyer reported on the following:

- Districts to review / update policy manuals
- Review FY18 AgEP timeline
- Conservation Farm Program – Tour dates
- WVACD Scholarships
- WVCA Strategic Plan
- Engineering Expressions of Interest
- Ag Day at the Capitol
- WVACD Quarterly Meeting / Committee meetings held by video conference

WVCA: Suzy Campbell reported on the following:

- Budgets for Chesapeake Bay Practices due in March
- \$3,000 PVCD Outreach / Education
 - Drain signs in Mineral County
 - Soil Tunnel Trailer
- Newsletter – Andrea Walker developing budget for printing / postage (EPCD)
- \$114,000 BMP Implementation in PVCD – discussion on HUAP practice / no poultry through Bay funding / may utilize for livestock – discussion on list of accepted practices – Suzy will bring to meeting
- Need for AgEP Committee meeting to discuss program / all in agreement to meet on 3/1/17 at 6:00 pm prior to March Board meeting.
- Envirothon Training to be held in March – Andrea Walker to schedule – will request support from PVCD at March meeting

Jason Aerni reported that he does have additional copies of the CWPMA Invasive Species brochure.

NRCS: Christi Hicks presented a written report and also discussed:

- Consider unfunded EQIP applications for AgEP / Chesa. Bay practices
- Rotational Grazing / Beginning Farmer in Mineral County – discussion on shade cloth – investigate options

FSA: Mike Biser reported on the following:

- FSA State Director, Rick Snuffer retired on 1/6/17

- Mike Taylor, acting State Director
- Janet Kessel, Program Technician in Moorefield retired on 1/6/17 with 40 years of service.
- CREP reviews

NRCS: Mike Omps reported on the following:

- Doris unable to attend, not feeling well
- Joint Venture with Forest Service receiving additional funding / expanding to include additional counties

There being no further business, the meeting adjourned by motion of Kent Spencer at 9:05 pm. Motion seconded by J.W. See. Motion carried. The next regular meeting will be held on Wednesday, March 1, 2017 at 7:00 pm at the USDA Service Center in Moorefield.

Chairperson

Secretary

Date