



Potomac Valley Conservation District

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MINUTES OF MEETING

April 5, 2017

The monthly meeting of the Potomac Valley Conservation District was held on Wednesday, April 5, 2017, at the USDA Service Center in Moorefield. The meeting was called to order at 7:10 p.m. by chairperson, Charlotte Hoover.

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

OTHERS: Doris Brackenrich, Christi Hicks, NRCS; Jeremy Salyer, Suzy Campbell, Andrea Walker, Nadene Jewell, Ben Heavner, WVCA; Reggie Pressutti, PVCD; Al Gramprrie, Lost River Resident.

MINUTES: The minutes of the March 1, 2017 meeting were presented for review and approval. A motion was made by Ron Miller and seconded by Frank Weese to dispense with the reading of the minutes of the March 1, 2017 meeting and approve them as written and distributed. Motion carried.

FINANCIAL REPORTS: The District Manager reviewed the treasury reports for the month of March with the Board. She 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 Kent Spencer and seconded by Frank Weese to approve the financial reports and invoices paid within the month of March. 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 March. A motion was made by Gerald Sites and seconded by Kent Spencer to approve payment to William Lipps CPA in the amount of \$525.00 for bookkeeping services in March. Motion carried.

FINANCE COMMITTEE RECOMMENDATIONS: The Finance committee met on March 28 and prepared the FY18 Budget for the CDO Grant. Following review of the recommendations and FY18 budget, a motion was made by Kent Spencer and seconded by J.W. See to approve the finance committee recommendations and the FY18 CDO Grant Budget. Motion carried.

LOR - OPERATION & MAINTENANCE STATE MATCH: Letters of request for the following o&m state match funding were presented for approval and signature: New Creek \$5,000; Patterson Creek – Mineral \$11,000; Patterson Creek – Grant \$10,500; North/South Mill Creek \$4,000; Lunice Creek \$4,000; Lost River \$4,000; South Fork – Hardy \$4,000; South Fork – Pendleton \$7,500. A motion was made by Gerald Sites and seconded by George Leatherman to approve the LORs and chair to sign and submit to WVCA.

LOR – EMPLOYEE REIMBURSEMENT: An LOR in the amount of \$1,738.73 was presented for approval. A motion was made by Ron Miller and seconded by Brian Dayton to approve the LOR in the amount of \$1,738.73 for 3rd quarter employee reimbursement and authorize the chair to sign and submit to WVCA. Motion carried.

INVOICE: An invoice in the amount of \$1,000.00 from Craig Crites for compost materials – litter / shavings – was presented for approval. A motion was made by Ron Miller and seconded by J.W. See to approve payment in the amount of \$1,000.00 to Craig Crites for materials. Motion carried.

CORRESPONDENCE: Secretary, Kent Spencer reviewed the correspondence with the Board.

The District received a letter from the Army Corps of Engineers regarding the permit application for the Lost River Site #16 project. The ACOE has denied the permit application without prejudice due to the lack of information. As indicated in the letter, in order to pursue the project in the future, a new permit application must be submitted. Discussion was held on the issue.

CONSERVATION CAMP SCHOLARSHIP: The District received a request for a scholarship to attend Sr. Conservation Camp in June. Jacob Landis from Hampshire County requested a scholarship in the amount of \$185.00. A motion was made by J.W. See and seconded by Brian Dayton to approve the scholarship in the amount of \$185 for Jacob Landis to attend Conservation Camp. Motion carried. It will be paid with conservation education funds – CDO Grant.

COMPOST / RECYCLE PAPER PROJECT AGREEMENT: The Hampshire County Special Services Center submitted the signed agreement for the compost / recycle paper project. A motion was made by Ron Miller and seconded by Brian Dayton to approve the agreement and authorize the chair to sign on behalf of the Board. Motion carried.

The Director of the Hampshire County Special Services Center inquired about labels for the compost bags. He indicated that Carla Hardy had provided the labels in the past. He provided a sample of label and offered to pay any costs to have the adhesive labels printed. The Board requested Nadene to research the labels through WVCA & WVDA and report back in May.

ENVIROTHON TRAINING: Andrea Walker thanked the Board for their support of the Envirothon Training held on the See Farm on March 29. Four teams attended the one day training. Andrea also presented a thank you card from the students / advisors.

COPIER MAINTENANCE AGREEMENT: The annual maintenance agreement for the district copier was presented for approval. The cost for the annual renewal is \$693.00. A motion was made by Ron Miller and seconded by Brian Dayton to approve the maintenance agreement in the amount of

\$693.00. Motion carried. Nadene also reported on information for a new color copier. Some discussion, will bring information back to Board for additional discussion.

NEW SUPERVISOR TRAINING: Information was received from WVCA for the new supervisor training to be held on April 27 in Flatwoods. Jeremy Salyer offered to take J.W. See to the training – will confirm the date / time.

319 WATER QUALITY FENCE PROEJCT: Ben Heavner presented an amendment to the 319 Fence Project for Shady Lane Farm in Hampshire County – extension of the project deadline to 7/1/17. A motion was made by Ron Miller and seconded by Dale Walker to approve the amendment to extend the deadline and authorize the chair to sign on behalf of the Board. Motion carried.

SOIL TUNNEL TRAILER: A revised invoice in the amount of \$876.50 for the use of the soil tunnel trailer in March was presented for approval. Action was taken at the February meeting to approve payment in the amount of \$1,200 for the original invoice. Additional sponsorship was obtained for the trailer; therefore, PVCD owes less for the week's usage. A motion was made by J.W. See and seconded by Brian Dayton to void the original amount of \$1,200.00 and approve payment of \$876.50 to Capitol Conservation District for the Soil Tunnel Trailer. Motion carried.

CREP CONTRACT: The CREP contract for Michelle Henderson was not received in time to include on agenda for April - will present payment in May for approval. PVCD Supervisors have authority to sign between meetings, but must be presented at next official meeting for approval and be included in the minutes.

DAM SAFETY / DAM OWNERS WORKSHIP: The Board reviewed information received from Dam Safety on a Dam owner's workshop to be held on May 2, 2017 in Morgantown.

WATERSHEDS: LOST RIVER SITE #16: Additional discussion was held regarding the correspondence received from the US Army Corps of Engineers and the denial of the permit application. Board members discussed the option of tabling the project. Jeremy Salyer reviewed how this action would affect the project. If tabled, the project would be suspended and PVCD Board action would be required to remove the project from the table in order to proceed with the project. A motion was made by Frank Weese to table the Lost River Site #16 Project. Gerald Sites seconded the motion. Motion carried.

O&M INSPECTIONS: The O&M inspection schedule for 2017 was reviewed / copies provided to the Board. Supervisors were encouraged to attend the inspections in their respective counties.

EAP STATEMENT OF REVIEW – South Fork: The revised statements of review for the South Fork Emergency Action Plans were presented for review and approval. A motion was made by Frank Weese and seconded by Kent Spencer to approve the statements of review for the South Fork Emergency Action Plans and authorize the chair to sign and submit the SORs. Motion carried.

GREEN BEAN HARVESTER: The Finance Committee discussed the sale of the green bean harvester – contacted the dealer – in agreement to accept bids on it. Will prepare bid packet.

DISTRICT NEWSLETTER: Andrea Walker presented a draft of the District newsletter. She also reviewed the quote received for 400 copies printed and mailed - \$ 561.11. She will bring a final draft back to the Board in May for review. Requested supervisors to wear PVCD shirts to May meeting for a group photo for the newsletter. She also discussed Chesapeake Bay funding shortage until FY18 funds are received. Requested to use \$1,000 from General Fund to cover cost of newsletter until additional funds are received. A motion was made by Ron Miller and seconded by J.W. See to approve up to \$1,000 from PVCD General Fund for the newsletter until additional FY18 Chesapeake Bay funds are received – will reimburse District General Fund at that time. Motion carried.

EQUIPMENT COMMITTEE RECOMMENDATIONS: The PVCD Equipment Committee met prior to the Board Meeting. Ron Miller discussed the committee recommendations – copy attached. A motion was made by Ron Miller and seconded by Kent Spencer to approve the Equipment Committee recommendations as presented. Motion carried.

ENVIROTHON REMINDER: The Envirothon competition will be held on April 20 – 21, 2017. Four teams from PVCD to compete this year.

CONSERVATION FARM TOUR: Discussion on the Conservation Farm Contest – will need name of District winner by end of May. Supervisors will need to bring the names of county farms to May meeting in order to prepare the conservation farm tour.

ASSOCIATE SUPERVISOR: Charlotte Hoover introduced Carolyn Hefner – she is interested in serving as an associate supervisor on the PVCD Board. Carolyn addressed the Board - living in Hardy County now. Following some discussion, a motion was made by Kent Spencer and seconded by Gerald Sites to approve Carolyn Hefner as an associate supervisor on the PVCD Board. Motion carried.

RAIN BARREL WORKSHOP: Andrea Walker discussed holding rain barrel workshops. She presented information on the cost of the barrels and kits \$2,000 – can utilize Chesapeake Bay education funds. She also requested sponsorship from PVCD for refreshments. Following the discussion, a motion was made by J.W. See and seconded by Ron Miller to approve \$2,000 from Chesapeake Bay funds for the rain barrel workshops / purchase of barrels & kits, and sponsorship up to \$50 for refreshments for the workshops from PVCD education funds. Motion carried.

LANDJUDGING: Doris Brackenrich discussed the landjudging contest to be held in Grant County of May 2. She requested sponsorship from PVCD for refreshments for the event. Board in favor; however, since this is not on the agenda – will bring back to Board in May for action.

DISTRICT MANAGER REPORT: Nadene reported on the following:

- PVCD rent checks from February 2016 – March 2017 have not been processed. They were sent the Farm Service Agency State office in Morgantown, but not cashed – in process of developing new procedure for offices that sub lease. However, the checks have been returned to local FSA office for processing. Bank has been notified in order to process the checks that are more than 1 year old. Rent checks will be processed at local level in future.

- Tree sorting for the District tree sale will be held tomorrow, 4/6 and pick up will be held on Friday, 4/7. Have received more orders this year, but smaller number of trees ordered. Sold more fruit trees this year.
- Arbor Day Trees – Materials have been ordered – distribution will be conducted the week of April 24.
- PVCD received 4 scholarship applications and they have been forwarded to the WVACD Education Committee for consideration.

DISTRICT CELL PHONE: Discussion was held on the purchase of a cell phone for Reggie – District crew manager – all were in favor – agreed on unlimited service plan – will enable internet usage at shop. Following the discussion, a motion as made by Ron Miller and seconded by J.W. See to approve the purchase of the cell phone for US Cellular and the unlimited data plan \$60 per month / plus cost of phone. Motion carried. Nadene to oversee the purchase of the phone.

TOOLS FOR SHOP: Discussion was held regarding the need to purchase additional tools for use at the shop / in trucks for maintenance on vehicles & equipment. In favor of purchase of tool kit and jack to have in truck for repairs. A motion was made by Ron Miller and seconded by J.W. See to approve the purchase up to \$250 for a tool kit and jack. Motion carried.

AG ENHANCEMENT: Discussion was held regarding the draft guidelines for FY18 AgEP practices – will need to finalize and discuss funding amounts. Will address once state FY18 AgEP Budget is finalized. Also may need to revise Chesapeake Bay practices depending on funding allocations. Must have a final draft of the practice guidelines to include in summer issue of newsletter. Jeremy reviewed the funding formula options with the Board – finance committee discussed at March 28 meeting. Following the discussion, a motion was made by Ron Miller and seconded by Frank Weese to approve AgEP Funding Option #4 as PVCD's first choice and Funding Option #2 as PVCD's second choice. Motion carried.

PVCD will have an Ag Enhancement Committee meeting prior to the June Board meeting – beginning at 6:30 to finalize the FY18 practices / guidelines.

J.W. See and Kent Spencer left the meeting.

AG ENHANCEMENT: The following were presented to the Board for approval:

LITTER TRANSFER: Applications - *** Kent Spencer 250 tons; Tim Ritchie 250 tons*

Payments – *John Ruddle 250 tons \$ 2,500.00 CS; Michelle Ritchie 77.44 tons \$ 774.40 CS; Tim Ritchie 250 tons \$ 2,500.00 CS*

A motion was made by Ron Miller and seconded by Gerald Sites to approve the Litter Transfer applications and payments as presented. Motion carried.

LIME: *Danny Miller 150 tons \$ 2,250.00 CS; Joe Mathias 225 tons \$ 3,375.00 CS; Bill Martin 225 Tons \$ 3,375.00 CS; Jim Martin 176 Tons \$2,640.00 CS*

A motion was made by George Leatherman and seconded by Gerald Sites to approve the Lime payments as presented. Motion carried.

Kent Spencer returned to the meeting. Charlotte Hoover and George Leatherman left the meeting.

FROST SEEDING: Payments – *Warren Hedrick \$500.00 CS; Greg Fertig \$500.00 CS; ** Charlotte Hoover \$500.00 CS; ** JW See III \$500.00 CS; James See \$500.00 CS; Trista See \$474.30 CS; Viola Riggleman \$182.50 CS; Mike Taylor \$500.00 CS; Will Taylor \$500.00 CS; W.C. Taylor \$500.00 CS; Smith Farms \$500.00 CS; Paige Alexander \$500.00 CS; Stephan Cremann \$500.00 CS; Brent Titus \$500.00 CS; Justin Titus \$500.00 CS*

A motion was made by Kent Spencer and seconded by Brian Dayton to approve the Frost Seeding payments as presented. Motion carried.

*** PVCD Supervisors*

Charlotte Hoover, J.W. See and George Leatherman returned to the meeting.

WVCA: Jeremy reported on the following: (Much of WVCA report already covered)

- WVACD Quarterly Meeting – April 17 – Twin Falls State Park
- District Plans of Work due by June 15, 2017
- Watershed Report – Statewide

WVCA: Ben Heavner reported on the following:

- Soil Tunnel Trailer – At schools in Pendleton and Grant counties week of March 20-24, thank you to Cindy Shreve, WVDA

WVCA: Suzy Campbell reported on the following:

- Chesapeake Bay Work Plans – DEP not accepting modifications to work plans – may have 50% funding cut – should know more next month
- 319 Program – may have 30% funding cut
- In light of funding cuts, should investigate diversification and availability of funds from other sources
- Litter Transfer Program – facebook page for producers to list litter to buy or sell – status of phone line – in active – discussion on most effective method to market litter – suggestion of posting online – will need to maintain database – Andrea Walker willing to do this. Following the discussion, a motion was made by J.W. See and seconded by Dale Walker to proceed with the development of a facebook page and database for the litter program. Bring cost estimate back to Board in May. Motion carried.

WVCA: Andrea Walker discussed Drain Sign Project in Mineral County. She is working with students at Keyser Middle School for designs on the signs – distributed a sample drain sign. She will bring cost / final draft back to Board – put on May agenda. May also need Mineral Supervisors to assist in judging the designs.

NRCS: Christi Hicks reported on the following:

- Local Work Group meeting, May 11, 2017 @ 10 am in Moorefield. Reviewed the news release with the Board.
- Grazing Funds – include on May agenda – request for funds to assist producers with soil sample tests \$60 per sample (\$240 total) Six Farms in program - Soil Health / Rotational Grazing. EPCD have used Chesapeake Bay funds in the past.
- News Release

NRCS: Doris Brackenrich reported on the following:

- Chesapeake Bay Contracts – nutrient management cap must have CMP
- Important to have good participation at local work group meeting – need to identify practices to assist local producers
- Deadline for plans

LITTER SPREADER RENTAL: Dale Walker discussed concerns over the Avian Flu and rental of the District litter spreader. MUST disinfect – Landowner should be responsible, but District needs to disinfect equipment.

REMINDER: May meeting rescheduled to **May 10, 2017 @ 7:30 pm** due to WVCA staff meeting.

There being no further business, the meeting adjourned by motion of Kent Spencer at 8:50 pm. Motion seconded by Frank Weese. Motion carried. The next regular meeting will be held on Wednesday, May 10, 2017 at 7:30 pm at the USDA Service Center in Moorefield.

Chairperson

Secretary

Date