



Potomac Valley Conservation District

500 East Main Street
Romney, West Virginia 26757-1836
304-822-5174

MINUTES OF MEETING

May 2, 2018

The monthly meeting of the Potomac Valley Conservation District was held on Wednesday, May 2, 2018, at the USDA Service Center in Moorefield. The meeting was called to order at 7:40 p.m. by chairperson, Charlotte Hoover.

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

OTHERS: Christi Hicks, Susie Funka-Petery, NRCS; Jeremy Salyer, Andrea Walker, Suzy Campbell, Ben Heavner and Nadene Jewell, WVCA; Tony Walker, PVCD; Bill Pownell, WV Division of Forestry; Robert Reed, Farm Service Agency

MINUTES: The minutes of the April 4, 2018 meeting were presented for review and approval. A motion was made by Ron Miller and seconded by George Leatherman to dispense with the reading of the minutes of the April 4, 2018 meeting and approve them as written and distributed. Motion carried.

FINANCIAL REPORTS: Treasurer, John Hicks reviewed the treasury reports for the months of March and April with the Board. Supervisors 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. Draft reports were reviewed in April, as the March bank statements had not been received. Following the discussion, a motion was made by John Hicks to approve the Co-Administered reports for March and April and the invoices paid within both months. Motion seconded by Frank Weese. Motion carried. A motion was also made by John Hicks to approve the General Fund reports for March and April and invoices paid within both months. Motion seconded by J.W. See. Motion carried.

INVOICE: Board action was taken on payment in the amount of \$525.00 to William Lipps CPA for bookkeeping services in the month of April. A motion was made by John Hicks and seconded by J.W. See to approve payment to William Lipps CPA in the amount of \$525.00 for bookkeeping services in April. Motion carried.

FINANCE COMMITTEE: The Finance Committee will need to meet in May to prepare the FY19 District Budget (General Fund). Following discussion, it was agreed to meet on Monday, May 21,

2018 @ 9:00 am in Moorefield to prepare the FY19 budget. Nadene will confirm the availability of the meeting room and confirm the date / time prior to the meeting. May also provide teleconference information for those who are not able to attend in person.

CORRESPONDENCE: The Board reviewed the compost / recycling agreement with the Hampshire County Special Services Center. Discussion was held regarding the renewal of the project for 2018 in the amount of \$1,200.00. Also discussed where to fund the project from – Chesapeake Bay / Education funds. All in agreement. A motion was made by J.W. See and seconded by John Hicks to approve the renewal of the project in the amount of \$1,200.00 and authorize the chair to sign the agreement. Motion carried.

CONSERVATION CAMP: A letter was received from Alan Miller, Director of WV Conservation Camp, regarding the need for funding to support camp attendance. Discussion was held on what amount of support to provide. Finance Committee included \$600 in the education budget – 3 scholarships. A motion was made by John Hicks and seconded by J.W. See to approve \$600.00 in support for Conservation Camp – 3 scholarships. Motion carried.

LOR: Discussion was held regarding the letter of request for FY19 Ag Enhancement funds. A motion was made by J.W. See and seconded by John Hicks to approve the LOR in the amount of \$112,000.00 for FY19 Ag Enhancement program and authorize the chair to sign and submit to WVCA. Motion carried.

PATTERSON CREEK Site #28: The Board discussed a request from the Woods at Taylor Lake Homeowners Association representative, Fred Paugh. They would like to make improvements to the road in the development and have requested guidance with regard to easement restrictions in the area. Jeremy Salyer indicated the watershed office will be able to address the issue. A motion was made by John Hicks and seconded by Kent Spencer to refer the issue to WVCA watershed staff to provide information and answer questions for the group. Motion carried.

NATIONAL COOPERATIVE SOIL SURVEY NORTHEAST REGIONAL CONFERENCE: The Board reviewed information received on the upcoming National Cooperative Soil Survey Northeast Conference being hosted in West Virginia this year. A request for support was included in the conference information. Following some discussion, a motion was made by John Hicks and seconded by J.W. See to approve \$200 in support from conservation education funds for the National Cooperative Soil Survey Northeast Regional Conference. Motion carried.

LOR: Discussion was held on the LORs for FY19 District Operation and FY19 Supervisor Support – Travel. A motion was made by Kent Spencer and seconded by J.W. See to approve and authorize the chairperson to sign the LORs for FY19 District Operation Allocation and Supervisor Support. Motion carried.

STREAMBANK EROSION: Discussion was held on a request received from Susan Long for assistance with streambank erosion in Grant County. She worked with Carla Hardy in the past. However, at this point, funding is not available through WVCA for such work. It was indicated that the site may qualify under the SPRP program in the future. Suzy Campbell addressed issue with the Board. WVCA staff to make a site visit in future – will report back to the Board.

WATERSHED PLAN: Suzy Campbell reported that Alana Hartman, WV DEP, has addressed the need to update the watershed based plan for the Mill Creek Watershed. It will need to be updated in the future in order to apply for federal project funds – unable to apply if plan is not updated. She also discussed criteria for Chesapeake Bay funding.

O&M AGREEMENT: The Board received from the City of Keyser the O&M cost share agreement in the amount of \$5,000.00 for the New Creek Watershed. A motion was made by Kent Spencer and seconded by John Hicks to approve the agreement and authorize the chair to sign. Motion carried.

EMERGENCY ACTION PLAN: The updated emergency action plans for the New Creek sites were presented to the Board. A motion was made by John Hicks and seconded by Frank Weese to approve the plans and authorize the chair to sign them. Motion carried.

2018 O&M INSPECTIONS: O&M inspections of the dams have been completed and PVCD is awaiting the work order reports from WVCA. Should be received soon.

CONSERVATION FARM PROGRAM: Jeremy Salyer reported on the new score sheet and bio information for the 2018 Conservation Farm Program. He reviewed several changes to the program and stressed the need to utilize the new score sheet in selecting a District winner. Much discussion was held regarding local farm tour. Only one farm submitted this year – Triangle T Farm in Grant County. Must have information submitted to WVCA by May 31. Group agreed to hold tour of Triangle T Farm in early June – 6/11 or 6/12. Will confirm a date after talking with the Taylors. Jeremy also reported dates of the area tour (week of July 16 – 20) and state tour (Aug. 27 – 31).

RAIN BARREL WORKSHOP: Andrea Walker reported on a rain barrel workshop to be held on Saturday, May 19, 2018 @ 10 am @ Brookedale Farm in Mineral County. She requested to purchase the barrels & other materials with Chesapeake Bay outreach funding – up to \$1,500.00. A motion was made by J.W. See and seconded by John Hicks to approve the purchase of materials for the rain barrel workshop from Chesapeake Bay outreach funds, up to \$1,500.00. Motion carried.

CEC INVOICES: No update on payment status of outstanding invoices.

COMPOST MATERIALS: Discussion was held regarding the production of additional compost. Will need to purchase materials in order to begin a new batch of compost. Following some discussion, a motion was made by John Hicks and seconded by J.W. See to approve the purchase of materials – litter and shavings – up to \$2,000.00 from compost demonstration funds, to start a new batch of compost. Motion carried. Ben Heavner will make arrangements for the materials to be delivered to the shop in Fisher.

LANDJUDGING CONTEST: Andrea Walker reported on the Land judging contest being held in Hampshire County on May 8, 2018 @ 10 am. Only one contest this year – combined teams from PVCD and EPCD. Volunteers needed to assist with the event – request supervisors to attend. Request also made to provide lunch for the event and rent a pot a john. Eastern Panhandle CD will meet in mid-May (after the contest) will request to split the cost of the event. A motion was made by John Hicks and seconded by Dale Walker to approve up to \$200 for the event (food and port-a-john rental). Motion carried. Andrea will make the arrangements.

CANOPY: Andrea Walker also requested to purchase a canopy tent (10 x 10) to be utilized at events. Would like to utilize Chesapeake Bay funds. A motion was made by J.W. See and seconded by Kent Spencer to approve up to \$150 from Chesapeake Bay funds to purchase a canopy tent. Motion carried.

NEWSLETTER: Andrea Walker addressed the summer issue of the District newsletter. She requested items to include. Several suggestions were made: List of District rental equipment – include photos; Ag Enhancement Practices for FY19; District Field Day; and conservation farmer. Will prepare a draft for review.

DISTRICT FIELD DAY: Much discussion was held on an equipment field day. Board in agreement to hold in conjunction with grazing field day at Triangle T Farm in July (if suits their schedule). Food should be provided – possibly catered. Will take action on food and other arrangements in June. Confirm with Triangle T representatives before June meeting.

JULY BOARD MEETING: The PVCD July meeting falls on Wednesday, July 4. Need to reschedule – much discussion. All in agreement to reschedule for Tuesday, July 3, 2018 at 7:30 pm.

DISTRICT MANAGER REPORT: Nadene reported on the following:

- Need supervisor photos for new WVCA directory – Nadene will take after meeting
- Envirothon contest results – Mineral County FFA Team placed 2nd and Moorefield Team placed 5th – great job to all teams!
- New District pens ordered – should receive soon
- Reminder of deadline for Poster and Photo contests – May 31, 2018. Information and entry forms available on PVCD webpage
- Trees were distributed to local schools to week of April 23 in observance of Arbor Day. Informed that Verso Corporation will not be able to provide the trees next year. They will provide PVCD with contact information if we want to purchase the trees from their supplier next year.

DISTRICT / SUPERVISOR REPORTS: Ron Miller reported on repairs made to equipment – chain broke on litter spreader – repaired. Approximate cost of new chain \$2,000. Also, ventrac mowers were taken in for maintenance / repairs. Invoice amount was \$1,748.00. A motion was made by John Hicks and seconded by J.W. See to approve payment of the invoice \$1,748.00 to Krieder Four Seasons Equipment. Motion carried.

Ron also reported that the Toyota truck needs new tires – very worn. Following some discussion, a motion was made by John Hicks and seconded by J.W. See to approve the purchase of new tires for the Toyota truck – up to \$170 per tire. Motion carried.

Obtained estimate for repair to door on Ford 350 truck - \$2,100.00. Discussion on need to get additional estimates. Hicks indicated two body shops in Hampshire County – Tony will take truck for estimate.

Ron and Tony reported on the following:

- Ventrac mowers are ready – chains ordered

- PTO ordered – should be in by Friday
- Elwood Kesner is ready to start mowing – waiting on work orders
- Tony changed disks on Haybuster – ready to go out this week
- Heaters installed in shop
- Tony repaired plumbing in office bathroom
- Need to purchase some new tools for the shop
- Seed tubes clogged on new seeders after demo at Gerald's farm – need to check tubes between rentals, especially if ground is wet.

MANURE SPREADER: Ron Miller reported on manure spreader – order placed with James River. Delivery time about 7 weeks. Discussion of options on the spreader – will need flow valve since being used as rental equipment – additional \$2,600. All in agreement. Will need minimum of 80 HP tractor to use. Dealer will also need PVCD information in order to receive discount.

CELL PHONE: Discussion on disconnecting District cell phone – all in agreement. A motion was made by J.W. See and seconded by John Hicks to approve the disconnection of the PVCD cell phone. Motion carried.

EQUIPMENT MANAGER REPORT: Tony Walker reported on the following:

- Equipment rentals have been very busy – delivering several pieces each week – has moved each piece at least once
- Hampshire County Special Services Center scheduled paper delivery next week
- Completed repairs on rental equipment – spreaders and seeders
- Elwood asked when crew will start to work? Hope to begin by end of May

Board members commented that Tony was doing an excellent job.

AG ENHANCEMENT COMMITTEE: Ben Heavner reviewed Ag Enhancement committee recommendations – they agreed to continue same practices in FY19. Will have meeting at end of May to finalize practice guidelines and funding allocations. A motion was made by Frank Weese and seconded by Brian Dayton to approve the AgEP committee recommendations. Motion carried.

AG ENHANCEMENT: The following was presented for approval:

LIME: Payments: *Ralph Keller 45.93 tons \$688.95 CS*

FROST SEEDING: Payments: *Kelly Williams \$500.00 CS; Sam Williams \$500.00 CS*

LITTER TRANSFER – Applications: Woodrow Sherman 250 Tons \$2,500.00 CS

Payments: *Michelle Ritchie 250 Tons \$2,500.00 CS; Rock Evick 130.14 Tons \$1,301.40 CS; John Ruddle 250 Tons \$2,500.00 CS*

HEAVY USE AREA PROTECTION: Payment: *Jason Keplinger \$5,000.00*

A motion was made by Ron Miller and seconded by Frank Weese to approve the AgEP applications and payments as presented. Motion carried.

CONSERVATION AGREEMENT: One conservation agreement and one termination were presented for approval: Daniel Taylor 400 acres - Hardy County (new conservation agreement)

John Zirkle 400 acres – Hardy County (termination)

A motion was made by Ron Miller and seconded by Kent Spencer to approve the new conservation agreement and termination. Motion carried.

CREP: Board action is needed to approve CREP contracts for Cecil Haycock and Barry Armstrong. A motion was made by Ron Miller and seconded by John Hicks to approve CREP contracts for Cecil Haycock and Barry Armstrong. Motion carried.

WVCA: Jeremy Salyer reviewed the monthly report:

- WVACD quarterly meeting – date change to July 11 -12, 2018
- District Plans of Work due to WVCA by 6/15
- Committee updating supervisor handbooks – request suggestions
- Districts will need to advertise for Engineers when time to renew contract
- Committee established to revise Ag Day – suggestions welcome – considering one display for each Conservation District.

WVCA: Ben Heavner reminded Board of May 31 deadline to finish all Ag Enhancement practices.

WVCA: Andrea Walker reported:

- Land judging Contest on May 8, 2018 @ 10 am in Hampshire County
- Rain Barrel Workshop on May 19, 2018 @ Brookedale Farm in Mineral County
- Soil Tunnel Trailer to be at Hampshire County Fair in July

WVCA: Suzy Campbell reported on the following:

- Approved FY19 PVCD Chesapeake Bay Budget:
Conservation Education \$5,000; Ag BMPs \$ 130,000; CREP Training \$5,000; Moorefield Town Park Project \$9,000; Trout Unlimited Project \$15,000; TOTAL Budget \$164,000.
- Manure De Force Project - \$50,000 to be received
- CREP Agreement – New incentive payments – agreement almost finalized – will have training in the future.
- WVCA Conservation Technician position to be posted very soon – position will be located in either Romney or Martinsburg

NRCS – Susie Funka-Petery reported on the following:

- CREP – joint partner training has been delayed until agreement is finalized – should be soon
- Local Work Group – very successful practices – thanked Board for locally led efforts. Group should look at projects and decide which to continue
- Appreciate District support of combined land judging event – PVCD & EPCD

NRCS: Christi Hicks reported on the following:

- Reviewed recommendations from local work group – copy provided to supervisors – thanked group for participation
- Commended Mineral County FFA Team for 2nd place in the WV Envirothon – Jacob Metcalf assisted in coaching the team
- Program contracts in Hampshire and Mineral counties
- Funds for irrigation may be received
- CREP re-enrollments – thirteen
- Steve McCauley fence project in Hampshire County

FSA: Robert Reed reported on the CREP program – reviewed guidelines / payments / re-enrollments. Training to be held in near future

Reminders: Land judging Contest – May 8, 2018 @ 10 am (Hampshire County)

Rain Barrel Workshop – May 19, 2018 Brookedale Farm (Mineral County)

Finance Committee and Ag Enhancement Committee meetings on 5/21 @ 9 am

Poster & Photo Contests deadline – May 31, 2018

There being no further business, the meeting adjourned by motion of Kent Spencer at 9:15 pm. Motion seconded by Frank Weese. Motion carried. The next regular meeting will be held on Wednesday, **June 6, 2018** at **7:30 pm** at the USDA Service Center in Moorefield.

Chairperson

Secretary

Date