



## Potomac Valley Conservation District

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### **MINUTES OF MEETING**

**August 8, 2018**

The monthly meeting of the Potomac Valley Conservation District was held on Wednesday, August 8, 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, Dale Walker, J.W. See, Brian Dayton, Gerald Sites and Frank Weese

**OTHERS:** Doris Brackenrich, Christi Hicks, Sarah Taylor-Goldizen, NRCS; Suzy Campbell, Andrea Walker, Ben Heavner, Jeremy Salyer, and Nadene Jewell, WVCA; Tony Walker, PVCD; Joe Hatton, Matt Monroe, Mark Hedrick, WVDA; Robert Reed, FSA; Bill Pownall, WVDOF; Carolyn Hefner, PVCD Associate Supervisor

**MINUTES:** The minutes of the July 3, 2018 meeting were presented for review and approval. A motion was made by John Hicks and seconded by Ron Miller to dispense with the reading of the minutes of the July 3, 2018 meeting and approve them as written and distributed. Motion carried.

**FINANCIAL REPORTS:** Treasurer, John Hicks reviewed the treasury reports for the months of July 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. Following the discussion, a motion was made by John Hicks to approve the Co-Administered reports and General Fund reports and invoices paid within the month of July. Motion seconded by Frank Weese. 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 July. A motion was made by John Hicks and seconded by Frank Weese to approve payment to William Lipps CPA in the amount of \$525.00 for bookkeeping services in July. Motion carried.

**CORRESPONDENCE:** The Board reviewed the invoice from WV Association of Conservation Districts in the amount of \$4,000.00 for annual dues. Discussion was held regarding the association and PVCD representatives being unable to attend meetings on a regular basis. Following the discussion, a motion was made by Kent Spencer and seconded by Gerald Sites to approve payment of the invoice in the amount of \$4,000.00 to WVACD. 1 opposed – Motion carried by majority vote.

**INVOICE:** The Board reviewed and discussed an invoice in the amount of \$620.00 for additional support of WV Conservation Camp. Following the discussion, a motion was made by Ron Miller and seconded by J.W. See to approve payment in the amount of \$620.00 to WV Conservation Camp from education funds. Motion carried.

**LOCATION OF UPCOMING WVACD QUARTERLY MEETINGS:** A notice was reviewed requesting suggestions for locations to hold the April and July 2019 WVACD quarterly meetings. Information is requested by 10/1/18. PVCD in agreement to submit Canaan Valley Resort as a location to hold the meetings. A motion was made by John Hicks and seconded by J.W. See to submit Canaan Valley Resort as location to hold WVACD quarterly meetings. Motion carried.

**DISTRICT BANNERS:** Discussion was held regarding the purchase of District banners to highlight activities at various events, such as Ag Day, Field Days, etc. Photos of sample banners were reviewed by the Board. Approximate cost is \$60 per banner. Each District should decide what topics to highlight on their banner. May purchase two banners at this time. Information is needed by end of September in order to have them printed by 2019 Ag Day. Following the discussion, a motion was made by John Hicks and seconded by Frank Weese to approve the purchase of 2 banner for PVCD – prepare a draft for September meeting. Motion carried.

**DONATION:** The Hampshire County Parks and Recreation requested the use of the Haybuster to reseed the soccer fields in Augusta. Discussion was held regarding if the Board would donate the use of the Haybuster – approximately 2 acres. Discussion was held – recommend a soil test in order to have good results. A motion was made by Ron Miller and seconded by Kent Spencer to approve donating the use of the Haybuster to the Hampshire County Parks and Rec and suggest a soil test be taken on the site. Motion carried.

**FEMA MEETINGS:** The Board reviewed a notice from FEMA regarding upcoming meetings to discuss Risk Mapping. Local meetings: 9/5/18 Cacapon Town Watershed – Hampshire County Courthouse, Romney 9 – 11 am. 9/5/18 South Branch Potomac – Hardy County Office of Emergency Management, Moorefield, 2 – 4:30 pm. Supervisors are invited to attend the meetings.

**NRCS GRANTS:** The supervisors reviewed information regarding the submittal of proposals for an NRCS Grant opportunity. May include staffing, education / outreach, conservation implementation and conservation planning. Very fast turn around time – deadline is 8/15/18. No action taken.

**SOUTH FORK O&M CONTRACTS:** Vincent Excavating submitted the only bids for the South Fork Moorefield and Brandywine O&M Contracts. \$56,600.00 Moorefield and \$52,000.00 Brandywine. WVCA completed the bid verification and recommended acceptance of the bids. A motion was made by John Hicks and seconded by Frank Weese to approve the bids for both South Fork O&M Contracts – Moorefield \$56,600.00 and Brandywine \$52,000.00. Motion carried.

**HAMPSHIRE COUNTY EWP:** Jeremy Salyer reported for Ed Martin - discussed the EWP work in Hampshire County. Work should be completed this week. There was a site in Pendleton County that qualified; however, the work was not able to be completed during the time frame for the declaration.

**CEC INVOICES:** No update on the status.

CONSERVATION FIELD DAY: Sarah Taylor-Goldizen discussed plans for the conservation field day on 9/20/18 at Triangle T Farm in Grant County. Discussion held regarding \$200 charge per vendor to set up displays at the field day. This would help with cost of food and other items. Request was made for District to handle funds. Board in agreement. A motion was made by Ron Miller and seconded by J.W. See to approve PVCD administering the funds for the conservation field day. Motion carried. To date, four vendors have confirmed to participate in the field day: Moorefield and Petersburg Southern States, Mountain View Veterinary and Farm Credit. Discussion was also held regarding the food for the event. Several caterers contacted: Best option was Flying W @ \$9.99 per person includes food, drink, paper products and clean up. (Based on 100 people). A motion was made by John Hicks and seconded by J.W. See to approve Flying W @ \$9.99 per person for the food and PVCD will cover additional cost, including the rental of port a johns. Motion carried. Discussion of additional vendors to invite – Ron Miller will contact James River Equipment and Krieder Four Seasons Equipment. Next planning meeting for the field day is 8/28 @ 9 am at the USDA office in Moorefield.

LEGAL SERVICES: The Board reviewed a draft advertisement for legal services. Request proposals for legal services – Board to review and schedule meetings with prospective firms. A motion was made by J.W. See and seconded by Ron Miller to approve the legal advertisement, publish in local newspapers. Motion carried.

DISTRICT BANQUET: The PVCD Awards Banquet has been scheduled for Saturday, 9/29/18 @ 4:00 pm at the North Fork Ruritan near Petersburg. Discussion was held regarding the meal – all in favor of 2 meats – Baked Steak and chicken. Nadene to confirm the menu. Invitations will be sent in early September.

WVACD: Discussion was held regarding nominations for the WVACD Honorary Members and Members at Large and the Carroll Greene award. Following the discussion, no nominations were made.

SURVEY: Jeremy Salyer discussed the survey for the Northeast Region – copies were distributed. Board completed the survey on paper. Nadene will complete online and submit.

AG STRATEGIC PLAN: Joe Hatton discussed the Ag Listening Session – WV Ag Advisory Committee – need to discuss issues / challenges with local communities. Will be held sometime in September – outside firm to compile information and complete a report by end of December. PVCD should consider locations to hold the local meeting – accommodate at least 50 people. Will have additional information at next Board meeting.

DISTRICT NAME CHANGE: Discussion was held regarding District name change on IRS information – still listed as Potomac Valley Soil Conservation District. Local accountant working with WV Secretary of State office to obtain documents needed to submit. The name has been changed on state information, not on federal information. A motion was made by J.W. See and seconded by Kent Spencer to approve the name change – must be accurate. Motion carried.

STATE LICENSE PLATES: Jeremy Salyer discussed the legislative action taken for all state license plates. All will expire at end of December, 2018. AT this point, conservation districts will not qualify for state tags, will need to register for regular plates. More information to follow in coming months.

WVCA COMMUNICATION COMMITTEE: Jeremy discussed the statewide community committee. Requested a PVCD representative to serve on the committee. J.W. See volunteered to serve as PVCD representative. Next meeting will be on Wednesday, 8/22/18 @ 9 am. Will provide call in information.

CHESAPEAKE BAY PLANNING MEETING: Suzy Campbell reported on the meeting held prior to the Board meeting. Thanked the Board for participation. Will prepare a draft report and bring more information back to the Board in the future.

CONSERVATION FARM TOUR: Jeremy reviewed the results of the Area farm tour – farms from the Tygarts Valley CD and Greenbrier CD will be moving forward to state competition.

WV DEPARTMENT OF AG: Joe Hatton addressed the Board regarding a proposal for incentive payments for nutrient management planning. Would provide incentive to farmers for good conservation practices. Proposal would include 25 producers per year – 5 year program – pay at end of year 1. \$1,000 for nutrient management record / \$500 for other BMP installation. Funding total of \$150,000.00. Hatton inquired if PVCD would support the program? Willing to administer the funds? Discussion was held regarding the use of WVCA staff for the program. Hatton indicated that WVDA staff would implement the program / PVCD to administer the funds. The District Manager is WVCA employee / would need to confirm with WVCA. Additional discussion regarding program criteria and concerns. Hatton indicated West Virginia is doing great job with voluntary conservation efforts. This would be good opportunity to show record keeping / monitoring for nutrient management – staff will verify the records. Board in favor of the project. WVCA and WVDA need to come to agreement on project details. A motion was made by John Hicks and seconded by J.W. See to support this pilot project and agree to administer the funds, if the proposal is approved. Motion carried.

DISTRICT MANAGER REPORT: Nadene reported on the following:

- Representatives from Suttle and Stalnaker will be in the office the week of Aug 20 – 24 to complete the field work portion of the FY2017-18 audit.
- The PVCD Banquet has been set for Saturday, September 29, 2018 at 4:00 pm at the North Fork Ruritan in Grant County.
- The dates of the 2019 Envirothon competition will be April 17-18, 2019 at Canaan Valley Resort.

RENTAL RATE – MANURE SPREADER: The Board discussed the rental rate for the new manure spreader. The group agreed on \$200 for the first day and \$75 per day for each additional day, plus delivery charge. There will also be \$150 fee if not cleaned after usage. A motion was made by Ron Miller and seconded by John Hicks to approve the rental rate for the new manure spreader: \$200 for first day, \$75 per day for additional days, delivery charge and \$150 fee if not cleaned (as good as when it was delivered) after being used. Motion carried.

FILTER FABRIC: Discussion was held regarding the price of the filter fabric. John Hicks reviewed the current cost to the District. All in agreement to revise the price to \$1.50 per linear ft. for cut fabric. If producer wants to purchase an entire roll, price will be \$1.15 per linear foot.

SPRING BOXES: Discussion was also held regarding the price of the spring development boxes and lids. All in agreement to revise the price to \$35 for the pipe – spring box and \$42 per lid. Total cost of both pieces will be \$77. A motion was made by John Hicks and seconded by J.W. See to approve the price revisions for the filter fabric and spring boxes / lids as listed above. Motion carried.

PVCD CREW: John Hicks reported on need to hire a person to weed eat on the dams. Adam Riggelman hurt his knee and have been off work since mid-July. An advertisement was put in local newspaper for help wanted – deadline for applications is 8/15. Hicks reported on increased amount of weed eating being required this year – taking more time per site. Need to address with Ed Martin.

PERSONNEL COMMITTEE: Hicks inquired about a committee meeting to discuss hiring new person to weed eat. Following some discussion, a motion was made by J.W. See to authorize the personnel committee to hire a new employee – can hold committee meeting if needed. Motion seconded by Kent Spencer. Motion carried.

EQUIPMENT REPAIRS: Ron Miller reported that one of the litter spreaders has a broken wheel – The break was caused by normal wear. Miller reported on cost of repairs – approximate cost \$500. A motion was made by Gerald Sites and seconded by J.W. See to approve the repairs to the litter spreader. Motion carried.

J.W. See excused himself from the meeting.

AG ENHANCEMENT: The following applications and payments were presented for approval:

LIME: Applications: *Cleo Hawk 12 acres 36 tons; Linda Beachler 31.27 acres 86.62 tons; Donna Cook 73.8 acres 176.78 tons; Mark Mongold 14.5 acres 41.95 tons; Nathan Staub 15 acres 39.75 tons; Jimmy Wright 25 acres 50 tons; Beverly Bergdoll 23.6 acres 47.2 tons; Jane Fout 12.75 acres 25.5 tons; Charles Lee 62.15 acres 133.72 tons; Jimmy Sine 72 acres 133.25 tons; \*\* George Leatherman 62.6 acres 182.55 tons; Randy Roberson 24 acres 66 tons; William Brooke 66 acres 163.25 tons; Isaiah Smith 66 acres 147.66 tons; Roger Lewis 29 acres tons 47.75; Scott Curl 12.2 acres 11.09 tons; Roger Sites 35 acres 74.65 tons; Robert Williams 35.4 acres 47.9 tons; Micheline Williams 51.6 acres 69.1 tons; Dawn White 23.25 acres 29.5 tons; David Hevener 75 acres 82.52 tons; Edward Ferguson 15 acres 37.5 tons; Steve Martin, JW See*

A motion was made by Gerald Sites and seconded by J.W. See to approve the lime applications as presented. Hicks abstained from discussion and vote on this item. Motion carried.

LITTER TRANSFER – Applications: *Allen Evans 250 tons \$2,500 CS, Mark Mongold 250 tons \$2,500 CS; Nathan Griffin 250 tons \$2,500 CS; Rock Evick 150 tons \$ 1,500 CS; Rodney Hedrick 250 tons \$2,500 CS; ORD Poultry 250 tons \$2,500 CS; Lisa Basye 250 tons \$2,500 CS; James Coffman 250 tons \$2,500 CS*

A motion was made by Frank Weese and seconded by Kent Spencer to approve the Litter Transfer applications. Motion carried.

DIVISIONAL FENCE / WATER TROUGHS: Payments: *Steve McCauley, Steve Lambert, Isaiah Smith, \*\*JW See III*

A motion was made by John Hicks and seconded by Gerald Sites to approve the Division Fence / Water Trough payments as presented. Motion carried.

J.W. See returned to the meeting.

HUAP: Payments: Brock Markwell \$201.96 CS

A motion was made by John Hicks and seconded by Kent Spencer to approve the HUAP payment as presented. Motion carried.

CONSERVATION AGREEMENTS: The following conservation agreements were presented for approval: Cleo Hawk 12 acres; Jimmy Wright 158 acres and Edward Ferguson 41 acres. A motion was made by John Hicks and seconded by Gerald Sties to approve the conservation agreements totaling 211 acres. Motion carried.

CREP: The following CREP payments were presented for approval:

Cecil Haycock	2.62 acres	\$89.08 / \$104.80
Milleson's Stock Farm	.2 acres	\$7.00 / \$8.00
Jessica Wysopal	.8 acres	\$27.00 / \$32.00

A motion was made by John Hicks and seconded by Frank Weese to approve the CREP payments as presented, pending WVCA approval. Motion carried.

WVCA: Jeremy Salyer reported on the following:

- Ag Day – District Banners being orders – Legislative Breakfast
- The SSPP program is scheduled to begin Oct 1, 2018. This is the revised SPRP program – landowner cost share
- Attorney General opinion regarding o&m agreements – must be one-year agreements only – WVCA will provide a new agreement template.

WVCA: Ben Heavner reported on Ag Enhancement – reminder that current sign up ends on 8/24. \$34,000 in Lime already allocated.

WVDA: Joe Hatton reported that the WV State Fair begins on Thursday, 8/9. Encouraged everyone to attend and stop by the WV Store.

PVCD: Tony Walker inquired about the demonstration for the new manure spreader. Mitch Moran has property adjacent to the shop and he volunteered for the demo. Board asked Tony to confirm a date / time for the demo with Mr. Moran. Board agreed no charge for the demo – 1 day only. Additional days will be \$75 per day.

FSA: Robert Reed reported on new CED in Pendleton County, Kelly Rumer.

NRCS: Doris Brackenrich distributed and review the monthly report with the Board:

- Twenty-eight requests submitted for emergency watershed protection – also discussed stream projects that have been damaged by flooding
- Two new Focus Conservation Approach proposals

WV FORESTRY: Bill Pownall reported on CREP – foresters to meet with landowners to review maintenance of CREP sites.

NRCS: Christi Hicks reported on the following:

- North Branch report
- CREP reviewal plans
- Inspected multiple sites to access EWP eligibility

Ron Miller indicated that George Leatherman’s mother is in very poor health – she is 99 yrs. old. Keep her and the family in thoughts and prayers.

The Board thanked Gerald Sites for use of tractors to pull equipment in Tri County Fair parade. Received positive feedback on the equipment from the public.

Reminder of upcoming dates:

WV State Fair – 8/9 – 8/18

Conservation Field Day Planning Meeting – 8/28 @ 9 am in Moorefield

There being no further business, the meeting adjourned by motion of John Hicks at 9:50 pm. Motion seconded by Kent Spencer. Motion carried. The next regular meeting will be held on **Wednesday, September 5, 2018 at 7:30 pm** at the USDA Service Center in Moorefield.

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Chairperson

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Secretary

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Date