



Potomac Valley Conservation District

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304-822-5174

MINUTES OF MEETING

January 2, 2019

The monthly meeting of the Potomac Valley Conservation District was held on Wednesday, January 2, 2019, at the USDA Service Center in Moorefield. The meeting was called to order at 7:05 p.m. by chairperson, Charlotte Hoover.

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

OTHERS: Christi Hicks, NRCS; Jeremy Salyer, Ben Heavner, Andrea Mongold, and Nadene Jewell, WVCA; Tony Walker, PVCD; Bill Pownall, WV Division of Forestry; Carolyn Hefner, PVCD Associate Supervisor

MINUTES: The minutes of the December 5, 2018 meeting were presented for review and approval. A motion was made by J.W. See and seconded by Kent Spencer to dispense with the reading of the minutes of the December 5, 2018 meeting and approve them as written and distributed. Motion carried.

FINANCIAL REPORTS: Treasurer, John Hicks reviewed the treasury reports for the month of December 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. Bank statements were not received for December; therefore, the reports were in draft form. A motion was made by John Hicks to approve the draft Co-Administered reports and General Fund reports and invoices paid within the month of December. Motion seconded by J.W. See. Motion carried. Final reports will be presented to Board at February meeting.

INVOICE: Board action was taken on payment in the amount of \$525.00 to William Lipps CPA for bookkeeping services in the month of December. 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 December. Motion carried.

CORRESPONDENCE: LOR - The Board reviewed a request from WVCA to submit an LOR in the amount of \$65,000.00 for NPS 1656 Chesapeake Bay FY18 BMP Implementation. A motion was made by John Hicks to authorize the chair to sign the LOR in the amount of \$65,000.00 for Chesapeake Bay BMP Implementation and submit to WVCA. Motion seconded by Brian Dayton. Motion carried.

INVOICE – The Board reviewed an invoice in the amount of \$6,267.75 from CEC received on 12/10/18. The invoice was for engineering services performed on dams within PVCD. A copy of the invoice was forwarded to WVCA watershed staff for review and verification – no response provided to date. No action taken by the Board. Will wait for WVCA verification.

CACAPON INSTITUTE: PVCD received a questionnaire from Cacapon Institute inquiring about the status of the Carla Hardy Memorial trees received by the District. Discussion was held – the 3 trees planted at the compost facility are living and appeared to be in good health last fall. The District Manager will complete the questionnaire and return with photos to Cacapon Institute.

WATERSHEDS: Patterson Creek Site #2 – request from landowner for assistance with replacement of culvert on the access road. Information forwarded to WVCA watershed staff. PVCD waiting on response – WVCA in process of reviewing easement agreements for the site. No action taken.

Patterson Creek Site #22 – request received from landowner for assistance with cost of fence repair and gate replacement. WVCA staff in process of reviewing agreements for the site. No action taken.

COMPOST TRIALS: Ben Heavner addressed the agreement for the compost trials at the District facility. Discussion held regarding the agreement at the December meeting. Region 9 representative did sign the agreement. A copy was presented for PVCD signature. A motion was made by J.W. See and seconded by George Leatherman to approve the agreement and authorize the chair to sign for the District. Motion carried.

GRAZING CONFERENCE SCHOLARSHIPS: PVCD approved two scholarships per county for the (\$150 each) Appalachian Grazing Conference in March. The question was asked if they could be used by a husband and wife to attend the conference. The Board agreed for a husband and wife to utilize both scholarships for one county. All in agreement to shift funds from one county to another as needed.

DISTRICT NEWSLETTER: Andrea Mongold discussed the upcoming winter issue of the District newsletter. She inquired about items to include. Board in agreement to move forward with publication and distribution of the newsletter.

SOIL TUNNEL TRAILER: Andrea Mongold requested funds for the soil tunnel trailer to be used at the STEM Festival at Potomac State College in March. Following some discussion, a motion was made by J.W. See to approve up to \$900 from Chesapeake Bay funds for the soil tunnel trailer to be used at the STEM Festival in March. Motion seconded by John Hicks. Motion carried.

SSRP: Jeremy Salyer reported no update – program not finalized to date.

POSTER / PHOTO CONTESTS: Much discussion regarding participation in Poster and Photo contests in 2019. PVCD has not had participation in either program since unable to offer cash prizes. Board agreed not to hold either contest this year.

DISTRICT MANAGER REPORT: Nadene reported on the following items:

- District Banner – WVCA in process of printing banners – made some revisions as discussed in December. Will be ready by end of month to use at Ag Day.

- Ag Day at the Capitol on January 30, 2019 – legislative breakfast – supervisors encouraged to attend the event
- Reminder of Ag Education Dinner Meetings beginning this month – reviewed a meeting schedule for each county.

SUPERVISOR REPORTS: Discussion was held on the legislative tour held on 12/7/18. A copy of the newspaper article from the Martinsburg Journal was distributed to supervisors.

WVACD Quarterly Meeting: Charlotte Hoover reported she received a phone call from WVACD president to express concern over lack of PVCD representation at the quarterly meetings. She indicated it was difficult for PVCD representatives to attend the meetings. She suggested that Carolyn Hefner could serve as a proxy to attend for PVCD. Charlotte inquired if Carolyn could serve as a proxy since she is not an elected member of the Board. Jeremy to investigate. Carolyn could attend the meeting; however, may not be able to vote. Charlotte in favor of paying the expenses for her to attend. Requested Jeremy to investigate the issue and get back to the District. May hold a special meeting by teleconference to take action, if needed.

WVACD Quarterly Meeting: Reminder of WVACD Quarterly Meeting on January 22 – 23, 2019 at Flatwoods. Meeting will be held at Pipestem in April. John Hicks indicated he should be able to attend in January, as the dates were changed – later in the month.

PVCD CREW REPORT: Tony Walker reported on the following:

- Cruster is currently out – has been rented several times this month.
- The sale of the ditching machine has been finalized – machine was removed from the compost facility yesterday.
- Scheduled to have body repairs made to green Ford truck this week. Following some discussion, a motion was made by John Hicks and seconded by Kent Spencer to approve payment for the repairs made to the green Ford truck, once the invoice is received. Motion carried.

O&M Work: John Hicks reported that WVCA watershed staff have additional o&m work to be completed on the dams this winter. An additional person will be needed – Tony unable to be on the dams by himself. Joseph Parker was in attendance and in agreement to assist Tony part time in the winter months, as needed. Hicks will address the work with WVCA and report back to the Board.

AG ENHANCEMENT: The following AgEP payments were presented for approval:

INVASIVE SPECIES – Payment: *Charles Armentrout \$ 452.25 CS*

DIVISION FENCE – Payment: *Jordan Mongold \$ 1,844.41 CS*

A motion was made by J.W. See and seconded by Kent Spencer to approve the AgEP payments as presented. Motion carried.

CONSERVATION AGREEMENT: One conservation agreement for Ethan Ours of Hardy County was presented for approval. A motion was made by John Hicks and seconded by Brian Dayton to approve the Conservation Agreement for Ethan Ours of Hardy County as presented. Motion carried.

WVCA: Jeremy Salyer reported on the following:

- District Personnel Plans – due to WVCA on 3/1/19 – place on February agenda for action
- FY19-20 AgEP practice proposals – Board needs to discussion any changes for next year
- O&M sponsorship meetings – Brian Farkas in process of scheduling meetings with local sponsors to address o&m funding. Will let District know of upcoming dates.

WVCA: Ben Heavner reported on the following:

- Compost trial project – will work with Region 9 and PVCD
- AgEP – State Meeting to be held in February to address program guidelines for next year

WVCA: Andrea Mongold invited supervisors to come see the soil tunnel trailer in Hampshire County at the WV School for the Deaf and Blind on January 18, 2019.

LEGISLATIVE TOUR: Carolyn Hefner reported briefly on the legislative tour – several PVCD supervisors attended. Good conversation with staff and undersecretary Northey. Thank you letter was sent to him – appreciate his time to visit the District.

NRCS: Christi Hicks reported on the following:

- Article regarding the Legislative Tour in December
- Mark Long, Soil Conservationist in Mineral County has accepted a position in PA – will be leaving in February.

EQUIPMENT RENTALS: Board reviewed the equipment rental summary for 2018 – amounts are lower this year due to weather conditions. Discussion on delivery fee – charged from Fisher.

O&M SUMMARY: Hicks reviewed the summary of O&M work completed by PVCD Crew in 2018.

Reminder of upcoming Ag Education Dinner Meetings. Discussion about changing February meeting date due to conflict with Hardy/Grant County dinner meeting. No action taken. PVCD February meeting will remain on Wednesday, February 6, 2019 @ 7:00 pm.

There being no further business, the meeting adjourned by motion of George Leatherman at 8:00 pm. Motion seconded by J.W. See. Motion carried. The next regular meeting will be on Wednesday, February 6, 2019 beginning at 7:00 pm at the USDA Service Center in Moorefield.

Chairperson

Secretary

Date