



Potomac Valley Conservation District

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MINUTES OF MEETING

March 6, 2019

The monthly meeting of the Potomac Valley Conservation District was held on Wednesday, March 6, 2019, at the USDA Service Center in Moorefield. The meeting was called to order at 7:20 p.m. by chairperson, Charlotte Hoover.

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

OTHERS: Doris Brackenrich, Christi Hicks, and Lee Haggerty, NRCS; Jeremy Salyer, Andrea Mongold, and Nadene Jewell, WVCA; Tony Walker, PVCD; Bill Pownall, WV DOF; Kelly Rumer, FSA; Carolyn Hefner, PVCD Associate Supervisor; Michael Sullivan, Pilgrims Pride.

MINUTES: The minutes of the February 6, 2019 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 February 6, 2019 meeting and approve them as written and distributed. Motion carried.

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

CERTIFICATES OF DEPOSIT: Both PVCD Certificates of Deposit mature in March. The CD with FNB, \$100,000 matured on 3/2/19 and the CD with Summit Community Bank matures on 3/17/19. Hicks discussed the terms and rates available at both banks. Following the discussion, a motion was made by

Dale Walker and seconded by Frank Weese to authorize Hicks to reinvestment both CDs with the best terms / interest rate. Motion carried.

FINANCE COMMITTEE: Hicks reported that the Finance Committee needs to meet in March to prepare the budget for the FY20 CD Operations Grant. The group agreed to meet on Tuesday, March 12, 2019 @ 9:00 am at the District office in Romney to prepare the budget. The option of a teleconference will also be provided – Nadene will schedule and provide call in information. The draft FY20 CDO Budget must be submitted to WVCA as soon as possible.

CORRESPONDENCE: O&M AGREEMENT: The Board received the signed o&m agreement in the amount of \$5,000 for New Creek from the City of Keyser. A motion was made by J.W. See to approve the agreement and authorize the chair to sign the agreement. Motion seconded by Ron Miller. Motion carried.

WVU SOILS TEAM REQUEST: The Board reviewed a request from the WVU Soils Judging Team for sponsorship to attend the national competition. PVCD has provided \$250 in support for the past several years. A motion was made by Ron Miller and seconded by Kent Spencer to approve \$250 in sponsorship to the WVU Soils Judging Team from conservation education funds. Motion carried.

COMPOST / RECYCLED PAPER PROJECT REQUEST: The Board reviewed a request from the Hampshire County Special Services Center to renew the compost / recycled paper project in 2019. Much discussion was held on the request. We still have a good bit of the recycled paper from last year – do not need as much as in the past. Majority not in favor to renew this year. Following the discussion, a motion was made by John Hicks and seconded by J.W. See not to renew the compost / recycled paper project with HCSSC for 2019. Motion carried.

O&M AGREEMENT: The Board received the signed o&m agreement in the amount of \$8,000 from the Hardy County Commission (\$4,000 Lost River and \$4,000 South Fork – Hardy). A motion was made by Ron Miller and seconded by J.W. See to approve the agreement and authorize the chair to sign the document. Motion carried.

LOR: Action was taken by motion of Ron Miller to approve the LOR in the amount of \$5,000.00 for Chesapeake Bay District Support and authorize the chair to sign and submit to WVCA. Motion seconded by J.W. See. Motion carried.

LOR: Action was taken by motion of J.W. See to approve an LOR in the amount of \$5,100.00 for reimbursement of FY18 audit expense and authorize the chair to sign and submit to WVCA. Motion seconded by Dale Walker. Motion carried.

LOR: Action was taken by motion of Kent Spencer to approve an LOR in the amount of \$2,095.50 for reimbursement of 2nd quarter employee expenses and authorize the chair to sign and submit to WVCA. Motion seconded by John Hicks. Motion carried.

INVOICE: The Board reviewed an invoice in the amount of \$640.22 from Charles Goldizen Electric for the installation of electric / heat system in the District shop. A motion was made by J.W. See and seconded by Dale Walker to approve payment of the invoice in the amount of \$640.22 to Charles Goldizen Electric. Motion carried.

EAP – STATEMENTS OF REVIEW: The Board reviewed the emergency action plan statements of review for South Fork. A motion was made by Kent Spencer and seconded by J.W. See to approve the EAP statements of review for South Fork and authorize the chair to sign and submit them. Motion carried.

O&M SPONSORSHIP MEETINGS: Supervisors have attended the local o&m sponsorship meetings. Jeremy reported that Brian Farkas has attended all meetings with the exception of Pendleton County. Charlotte reported that she and Doris met with the county commission on 2/19. The meeting went well, commission receptive to o&m request for FY20. She asked to be notified when Brian schedules to meet in Pendleton County. Ron Miller and George Leatherman attended in Hardy County on 3/5 and Frank Weese and Gerald Sites attended the Grant County meeting also held on 3/5. The WVCA presentation was very informative, they will provide supervisors with draft of the 5-year plan. Ed Martin to email copies to supervisors. A request was made for a 10% increase in o&m funds for the coming year.

LOR – O&M SPONSORSHIP MATCH: Board action was taken by motion of J.W. See for the chair to sign and submit LORs for the following o&m sponsorship match: Lost River \$ \$4,000; South Fork- Hardy \$4,000; South Fork-Pendleton \$7,500; Patterson Creek – Grant \$10,500; North/South Mill Creek \$4,000; Lunice Creek \$ 4,000; Patterson Creek-Mineral \$11,000; and New Creek \$ 5,000. Motion seconded by Brian Dayton. Motion carried.

O&M INSPECTIONS: Ron Miller inquired about the installation of guard rail on the jetty at Lost River Site #4. The guard rail has been removed and this poses a safety concern. Miller asked if this issue could be addressed during the upcoming inspections? The guard rail needs to be reinstalled on the site. Information will be reported to watershed staff.

NRCS CORRESPONDENCE: Hicks reported that a letter has been sent to NRCS regarding concerns over the funds and expired agreements for Lost River Site #16. PVCD asked if the funds could be used for o&m or rehab on other watershed structures in PVCD. Suggested a meeting between all sponsoring agencies in the future.

CULVERT REPLACEMENT – Patterson Creek Site #2: Discussion was held on the culvert replacement on PC#2. Crew will be able to install the culvert. Hicks reported that WVCA is preparing a work order for the job. The work will be completed in the near future.

FENCE REPAIR – Patterson Creek Site #22: Brief discussion was held on the fence repair on PC#22. Need to discuss with WVCA Watershed staff – Hicks requested to put on April agenda.

NACD GRANT APPLICATION: Carolyn Hefner and Doris Brackenrich reported on the NACD Grant Application. After reviewing the application, it was decided not enough time to prepare and submit by March 1 deadline. If grant opportunity is available next year, will begin process earlier.

O&M PROPOSAL TVCD: Tygarts Valley CD addressed PVCD last month regarding o&m work on the dams. Their crew is available to perform o&m work, rather than contracting work out. PVCD will consider them as an option when planning o&m work this season. No action taken at this time.

EQUIPMENT COMMITTEE: The equipment committee met prior to the meeting, Ron Miller reported on the committee recommendations. The group discussed trade in of older Ventrac mower and the purchase of a new machine. Various models / options were discussed. Recommendation made to offer the Ventrac for sale by sealed bid – will have a reserve. Need to obtain quotes from various dealers for purchase of new mower. All agreed to conduct a demonstration in order to decide which model best meets the District needs. Agree to have the demo before next meeting.

CRUSTER: Discussion was held regarding the agreement with Pilgrims over the purchase of three crusters. PVCD expressed concern over several items in the agreement. Michael Sullivan indicated this was a standard agreement with Pilgrims – developed by corporate office. May be able to negotiate some of the terms. Much discussion was held. PVCD indicated the need to have more time to review the agreement with legal representative and inquire about insurance costs. No action taken.

CREW EMPLOYEES: Action was taken by motion of Kent Spencer to give John Hicks authority to advertise and hire new employees, if necessary for the upcoming season. Motion seconded by J.W. See. Motion carried.

A motion was made by J.W. See and seconded by Brian Dayton to approve the equipment committee recommendations. Motion carried.

ENVIROTHON TRAINING: Andrea Mongold reported on the Envirothon training to be held on 3/29/19 at Brookedale Farm in Mineral County. A request was made for sponsorship of lunch. A motion was made by J.W. See and seconded by John Hicks to approve up to \$100 for lunch for the Envirothon training. Motion carried.

MOOREFIELD PARK PROJECT: Andrea Mongold reported on the Moorefield Park Project. Pavers for the project have been ordered – had to divide the payment due to the amount – more than the credit card limit. Also need to order project sign to install at the park – cost estimate is \$300. A motion was made by John Hicks and seconded by Frank Weese to approve \$300 for the purchase of a sign for the Moorefield Park Project from Chesapeake Bay funds. Motion carried.

RAIN BARREL WORKSHOP: Andrea Mongold reported that a rain barrel workshop will be held on April 13 in Romney. She requested approval of \$1,800 for the workshop expenses. A motion was made by Kent Spencer and seconded by John Hicks to approve \$1,800 from Chesapeake Bay funding for the rain barrel workshop on 4/13 in Romney. Motion carried.

CONSERVATION FARM CONTEST: Jeremy reported that District conservation farm names must be submitted to WVCA by May 31. Need to identify local farms and schedule tour soon.

LOCAL WORK GROUP: Doris and Christi discussed the need to schedule a date for the local work group meeting. The group agreed on Tuesday, April 9, 2019 at 7:00 pm, USDA Service Center in Moorefield. Agreed that an evening meeting would enable more farmers to attend. Suggestion was made to have

refreshments. A motion was made by John Hicks and seconded by J.W See to approve fruit / vegetable / cookie trays for the LWG meeting. Motion carried.

DISTRICT MANAGER REPORT: Nadene reported on the following:

- Tree Sale – orders accepted through March 22 / pick up on 4/12. Still have all varieties available
- Stewardship program – reviewed 2019 theme
- Grazing Conference – four scholarships requested from local producers
- Reminder of dates for Ag Dinner Meetings in March
- Arbor Day Tree Program – trees & materials ordered / need to pick up trees in VA

EXPENSE REIMBURSEMENT: Carolyn Hefner attended the WVACD Quarterly Meeting in January and submitted travel expenses for reimbursement (travel / lodging). Total amount of the expenses was \$249.27. A motion was made by J.W. See and seconded by Frank Weese to approve payment of \$249.27 from General Fund to Carolyn Hefner. John Hicks abstained from the vote. Motion carried.

PVCD CREW: Tony Walker reported on the equipment rentals – cruster has been busy all winter – currently rented out. Ron Miller indicated the roof cap was lose because of the recent wind – requested Tony to repair.

AG ENHANCEMENT: The following Ag Enhancement applications were presented for approval:

LITTER TRANSFER – Application: *Gary Hedrick 250 tons; Woodrow Sherman 250 tons*

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

ENGINEERING CONTRACTS: Jeremy reported on the need to update the district engineering contract. Requested to put on April meeting agenda for action.

WVCA: Jeremy reported on the following:

- WVACD quarterly meeting on April 22-23, 2019 at Pipestem
- SB655 has passed the Senate and moved to the House – bill clarifies State Conservation Committee to operate and administer conservation grant programs and provide financial assistance to conservation districts and others
- SSRP Program is on hold pending passage of budget and outcome of discussion with National Guard relating to flood mitigation projects

NRCS: Lee Haggerty presented the monthly report for Grant, Hardy and Pendleton counties:

- Application ranking deadline extended until March 15
- Cory Trego accepted position in PA – last day is March 15
- Nathan Bergdoll – partner employee with WVDA – Planning Coordinate with High Tunnel Program

- High Tunnel 2-part workshops being held: HTs 101 on 4/25 @ Jerry Ours Farm and HTs 102 on 5/2 @ Eastern College

NRCS: Christi Hicks reported on the following:

- success of the high tunnel program in Hampshire County – Farm to School Program. Also working with Mineral County FFA on similar program. Nathan Bergdoll position to expand local high tunnel programs.
- Application ranking in Mineral and Hampshire counties
- Need to document wind damage

FSA: Kelly Rumer reported on the following:

- Wind Storm – report any damage to FSA office
- LIP – Weather related livestock losses / report to FSA
- Limited information available for changes to farm bill programs. Will pass information along as received.

WVACD AUCTION: Ron Miller reported on items for the WVACD auction to be held in the fall. Inquired if supervisors would agreed to put money together and purchase item from local area to include in the auction. Supervisors in agreement. Put on April agenda for discussion / action.

There being no further business, the meeting adjourned by motion of Kent Spencer at 8:45 pm. Motion seconded by J.W. See. Motion carried. The next regular meeting will be on Wednesday, April 3, 2019 beginning at 7:00 pm at the USDA Service Center in Moorefield.

Chairperson

Secretary

Date