



# Potomac Valley Conservation District

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## MINUTES OF MEETING

April 3, 2019

The monthly meeting of the Potomac Valley Conservation District was held on Wednesday, April 3, 2019, at the USDA Service Center in Moorefield. The meeting was called to order at 7:05 p.m. by vice chair, Ron Miller.

**SUPERVISORS:** Ron Miller, Kent Spencer, John Hicks (phone), J.W. See, George Leatherman, Brian Dayton, Dale Walker, Frank Weese and Gerald Sites

**OTHERS:** Doris Brackenrich, Christi Hicks, Sarah Taylor-Goldizen, Mike Allen, Pam Lupton, Pam Yost NRCS; Jeremy Salyer, Andrea Mongold, Ben Heavner and Nadene Jewell, WVCA; Tony Walker, PVCD; Bill Pownall, WV DOF; Mike Biser, FSA; Dan Neff, Congressman Mooney Representative; Carolyn Hefner, PVCD Associate Supervisor.

The group observed a moment of silence for Charlotte's granddaughter – in hospital in Morgantown.

**MINUTES:** The minutes of the March 6, 2019 meeting were presented for review and approval. A motion was made by Kent Spencer and seconded by J.W. See to dispense with the reading of the minutes of the March 6, 2019 meeting and approve them as written and distributed. Motion carried.

The minutes of the special meeting held on March 22, 2019 were presented for review and approval. A motion was made by J.W. See and seconded by Kent Spencer to approve the minutes of the March 22, 2019 special meeting as written and distributed. Motion carried.

**FINANCIAL REPORTS:** District Manager reviewed the treasury reports for the month of March 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 J.W. See to approve the Co-Administered reports and General Fund reports and invoices paid within the month of March. Motion seconded by Dale Walker. Motion carried.

**FINANCE COMMITTEE / FY20 CDO GRANT BUDGET:** The finance committee met on March 12, 2019, and prepared the FY20 CDO Grant Budget. The committee recommendations and budget were presented for approval. A motion was made by J.W. See and seconded by Brian Dayton to approve the finance committee recommendations and FY20 CDO Grant Budget. 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 March. A motion was made by J.W. See and seconded by Frank Weese to approve payment to William Lipps CPA in the amount of \$525.00 for bookkeeping services in March. Motion carried.

COMPOST INVOICES: Materials for the compost have been delivered to the facility in Fisher – litter and shavings. Board action is needed to pay the invoices: Craig Crites for shavings (\$520) and Big Ridge Farm for litter. A motion was made by Frank Weese and seconded by Dale Walker to approve payment of the compost invoices. Motion carried.

CORRESPONDENCE: NOTARY RENEWAL – The District Manager notary commission expires in July. Board approval is needed for the renewal. The application fee is \$52.00 and the notary bond is \$75.00. A motion was made by J.W. See and seconded by Dale Walker to approve notary renewal and associated fees. Motion carried.

LOR: Board action was taken by motion of J.W. See to approve an LOR in the amount of \$26,600.00 for the Manure DeForce Program and authorize the chair to sign and submit to WVCA. Motion carried.

LOR: Board action was taken by motion of J.W. See to approve an LOR in the amount of \$2,315.50 for 3<sup>rd</sup> quarter district support employee expenses and authorize the chair to sign and submit to WVCA. Motion seconded by Frank Weese. Motion carried.

O&M INSPECTIONS: Jeremy reported the annual o&m inspections are held in the fall.

SOUTH FORK SITE #19: A local 4H Club contacted Charlotte about conducting a trash cleanup on the dam. The club requested assistance from PVCD with the purchase of trash bags and gloves for the clean-up. Discussion was held regarding the site, is it a public access? The group agreed that it is public. A motion was made by J.W. See and seconded by Brian Dayton to approve up to \$100 to purchase the clean up materials (bags, gloves, etc), provided the site is public. Motion carried.

LOST RIVER SITE #16: Pam Yost addressed the group regarding the expired agreements on Lost River Site #16- Land Acquisition and Relocation Assistance. With the expiration of the agreements, the funds must be deobligated. They may not be used for other purposes such as o&m or rehabilitation. NRCS is in the process of preparing documents to deobligate the funds – will need PVCD signature upon completion. Pam indicated that the project information will be kept on file in state office. Discussion was also held regarding the disposition of the property and easement that was purchased for the project. Pam reviewed information from watershed agreement. As long as the property is not sold or built upon, no action is required from federal sponsor. Jeremy indicated they will need to review state requirements on this issue. Following the discussion, a motion was made by John Hicks to release the federal funds for Lost River Site #16 due to the expiration of the agreements, permits and lack of sufficient federal project funds and also to authorize the chairperson, Charlotte Hoover, to sign the release documents upon completion. A release will also be required from the WV State Conservation Committee. Motion seconded by J.W. See. Motion carried.

CEC INVOICES: No update.

FENCE REPAIR PATTERSON CREEK Site #22: The Board discussed the invoice in the amount of \$1,635.00 submitted for fence repair on Patterson Creek Site #22. Much discussion held on the issue – District’s responsibility to maintain fence on watershed structures. WVCA watershed staff need to inspect work on the dams. The group was in favor of paying of portion of the invoice. A motion was made by George Leatherman to approve payment of ½ of the total invoice to the landowner from O&M funds. Motion seconded by Brian Dayton. Motion carried.

CULVERT REPLACEMENT: Discussion on the culvert replacement on Patterson Creek Site #2 – waiting on work order from WVCA.

WOMEN IN AGRICULTURE NOMINATION: Following some discussion, it was approved by motion of Gerald Sites to nominate Lois Carr for the WV Women in Agriculture recognition. Motion seconded by Frank Weese. Motion carried.

CONSERVATION FARM PROGRAM: Discussion was held regarding county conservation farmers. Must select a District farm and submit name to WVCA by end of May. Christi suggested Lucas Newcomer from Mineral County – supervisors were agreeable. Doris will check on farms from Hardy County and report back at May meeting.

RAIN BARREL WORKSHOP: Andrea Mongold reported on the rain barrel workshop to be held in Romney at the Co-op on 4/13. Also holding a workshop at Brookedale Farm in May. Cost will be \$20 per participant. Request up to \$1,000 from Chesapeake Bay funds for the workshops. A motion was made by J.W. See and seconded by Frank Weese to approve up to \$1,000 from Chesapeake Bay funds for the rain barrel workshops. Motion carried.

LAND JUDGING SPONSORSHIP: Andrea Mongold reported on the land judging to be held in Hampshire County in May. Request up to \$200 to provide lunch for the students. A motion was made by J.W. See and seconded by Kent Spencer to approve up to \$200 in sponsorship to provide lunch at the landjudging event in May. Motion carried.

EXPRESSIONS OF INTEREST – ENGINEERING SERVICES: Jeremy reported on the need to prepare expressions of interest for engineering services. He will provide a template of an engineering services agreement – District will need to advertise and accept proposals. Supervisors requested input / assistance from WVCA watershed staff in selecting a firm. Put on May agenda for additional action.

LOCAL WORK GROUP: Doris distributed information on the local work group meeting to be held on 4/9/19 at 7 pm at the USDA Service Center in Moorefield. Encouraged supervisors to attend – bring any suggestions for FY20 proposals. Brief discussion held on water quality concern in the Lost River Site #10 Parker Hollow dam. PSD in process of obtaining a filtration system. May consider a focus conservation proposal to address this issue.

WVACD QUARTERLY MEETING: Ron invited supervisors to attend the meeting – April 22-23, 2019 at Pipestem State Park. Jeremy reminded Board to review travel policy regarding expense reimbursement.

WVACD AUCTION ITEM: Ron Miller reported on items provided by CDs for the WVACD live / silent auctions. He inquired if supervisors would be willing to contribute \$20 each to purchase local items for the auction this fall. A motion was made by J.W. See and seconded by John Hicks to approve \$20 per supervisor to purchase an item for the WVACD auction. Motion carried.

CREW REPORT: Tony reported on the following:

- Rental equipment very busy
- Mower demonstration for the Steiner held this week
- O&M work to begin mowing this spring

Ron Miller also discussed the mowing demonstration. The Steiner is very similar to the Ventrac. Elwood also participated in the demo. The advertisement has been in the local newspapers for the sale of the ventrac mower. Sealed bids are due on 4/17 at 4 pm. Minimum bid is \$8,500. The mower can be inspected at the shop in Fisher on Friday, 4/5/10 from 2-4 pm.

POULTRY CRUSTER: Ron Miller reported that the agreement / offer from Pilgrims Pride was denied by action taken at the special meeting on 3/22. A letter was sent to Pilgrims regarding this decision. Discussion was held regarding the purchase of a second cruster for PVCD. Ron provided a quote in the amount of \$23,250.00 from the dealership – similar machine to the first cruster. The majority were in agreement that a second cruster is needed for producers. Following some discussion, a motion was made by Gerald Sites and seconded by Dale Walker to approve the purchase of a second poultry cruster. Motion carried. Following review of the quote, a motion was made by Kent Spencer and seconded by Dale Walker to approve the purchase of the cruster from Valley Equipment in Harrisonburg, VA at the quoted price of \$23,250.00. Motion carried.

AG ENHANCEMENT: Ben Heavner reported on the Ag Enhancement committee recommendations. A motion was made by J.W. See and seconded by Kent Spencer to approve the AgEP committee recommendations. Motion carried.

J.W. See and Gerald Sites excused themselves from the meeting.

AG ENHANCEMENT: The following were presented for approval:

LIME – Payment: *Brian Eglinger \$3,648.19 CS 185.99 tons*

INVASIVE SPECIES – Payment: *Steve Martin \$52.47 CS*

FROST SEEDING – Payments: *Stephan Cremann \$500 CS; Lester Funkhouser \$500 CS; Greg Heavner \$460.00 CS; Eric Hudgins \$500 CS; Charles Armentrout \$500 CS; J.W. See \$ 405.10 CS; James See \$322.60 CS; Trista See \$466.40 CS; Paige Alexander \$500 CS; Mike Taylor \$500 CS; William Taylor \$500 CS; Roger Lewis \$500 CS; Gerald Sites \$500 CS; Adam Goldizen \$160.00 CS*

LITTER TRANSFER – Payments: *Gary Hedrick \$457.30 CS & \$324.70 CS; Woodrow Sherman \$ 2,146.50 CS*

HAY RESEEDING – Payment: \$ 241.00 CS; J.W. See \$ 777.50 CS

A motion was made by Kent Spencer and seconded by Frank Weese to approve all AgEP applications & payments as presented. Motion carried.

J.W. See and Gerald Sites returned to the meeting.

WVCA: Jeremy Salyer reported on the following:

- Supervisor manual – updated manual available online
- District news section in the WVCA Monthly report
- Emergency Revegetation Program – WV State Committee to address next week
- SB655 – The bill did pass – clarifies language for programs (AgEP, SSRP). A committee has been developed to address the guidelines
- State Fair sign ups available online
- O&M funds 3 million received – annual agreements / CD crews to complete o&m work / TVCD to complete work on South Fork dams / PVCD to complete other work as usual / teleconference held this morning to discuss the issue

WVCA: Andrea reported on the following:

- Envirothon training held at Brookedale Farm last week. Well attended – good training for the students. Thanked Board for support.
- District newsletter – with the AgEP signups beginning earlier – should distribute newsletter earlier – June. Bring suggestions to May meeting.

Dan Neff from Congressman Mooney’s office in Martinsburg addressed the group. Representative Mooney wants to represent local concerns – willing to provide assistance in any way needed. Provided contact information.

FSA – Mike Biser reported on the following:

- New Farm Bill signed in December 2018
- No new FSA programs / no programs lost
- Waiting on new guidelines for programs.
- Discussed flooding situation in mid-west
- Information requested on acres in need of reseeding due to wet weather – report must be submitted by 4/5/19, please contact local FSA offices

NRCS: Sarah Taylor Goldizen reported on the High Tunnel workshops to be held in April and May – distributed information. Sarah also reviewed NRCS monthly report for Grant, Hardy and Pendleton counties.

WVCA: Ben Heavner reminded of the AgEP deadline in May.

FORESTRY: Bill Pownall reported on the fire warning – high winds.

NRCS: Christi Hicks reported on the following:

- Local Work Group meeting reminder – 4/9 @ 7 pm in Moorefield
- Endangered bumble bee in Mineral County– proposed practice
- Ray Hamilton retiring – last day is 4/26
- Jacob Metcalf and Mckenzie Poling assisted with Envirothon team training
- FSA request for information on farms / acres in need of reseeding due to extreme wet weather. Must submit information by 4/5/19 – please contact FSA offices with information.

There being no further business, the meeting adjourned by motion of Gerald Sites at 8:40 pm. Motion seconded by J.W. See. Motion carried. The next regular meeting will be on Wednesday, May 1, 2019 beginning 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