



Potomac Valley Conservation District

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MINUTES OF MEETING

October 2, 2019

The monthly meeting of the Potomac Valley Conservation District was held on Wednesday, October 2, 2019, at the USDA Service Center in Moorefield. The meeting was called to order at 7:15 p.m. by chairperson, Charlotte Hoover.

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

OTHERS: Doris Brackenrich, NRCS; Jeremy Salyer, Ben Heavner, Nadene Jewell, WVCA; Tony Walker, PVCD; Robert Reed, Grant County FSA; Bill Pownell, Rosey Senterre, Jim Bowen, WV DOF; Carolyn Hefner, PVCD Associate Supervisor.

MINUTES: The minutes of the September 4, 2019 meeting were presented for review and approval. A motion was made by Ron Miller and seconded by Brian Dayton to dispense with the reading of the minutes of the September 4, 2019 meeting and approve them as written and distributed. Motion carried.

FINANCIAL REPORTS: Treasurer, John Hicks reviewed the treasury reports for the month of September 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 September. 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 September. 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 September. Motion carried.

CORRESPONDENCE: Letters of Request – Action was taken by motion of Frank Weese to approve and authorize the chair to sign and submit the letters of request for the o&m annual contribution for flood control dams in Hardy County in the amount of \$8,800.00; Grant County in the amount of \$20,000.00; and Pendleton County in the amount of \$7,500.00. Motion seconded by John Hicks. Motion carried.

EMERGENCY ACTION PLANS: Emergency Action Plans for Patterson Creek sites #14, 15 and 30 were presented for approval. A motion was made by J.W. See and seconded by Kent Spencer to approve the Emergency Action Plans for Patterson Creek Site #14, 15 and 30 and authorize the chair to sign and submit the plans to Dam Safety. Motion carried.

INVOICE: The Board reviewed an invoice in the amount of \$50 from the WV Conservation Education Council for annual dues. A motion was made by George Leatherman and seconded by Kent Spencer to approve payment of the invoice in the amount of \$50 to the WV Conservation Education Council from educational funds. Motion carried.

FUNDING AGREEMENT: The Board reviewed the memorandum of agreement – universal funding agreement – between PVCD and WVCA. Jeremy reviewed and indicated several changes made in the updated agreement. A motion was made by Kent Spencer and seconded by Frank Weese to approve the agreement and authorize the chair to sign the document. Motion carried.

LETTER OF REQUEST (LOR): Ag BMP Implementation – Action was taken by motion of John Hicks and seconded by J.W. See to approve the chair to sign and submit an LOR in the amount of \$65,000.00 for NPS 1656 Ag BMP Implementation. Motion carried.

EMERGENCY RESEEDING PROGRAM FUNDS: Discussion was held regarding residual funds from the Emergency Reseeding Program. WVCA has requested the residual funds remain in the conservation districts to address future emergency programs – such as the proposed drought assistance program (water tanks). PVCD currently has \$8,638.20 in residual funds from the emergency reseeding program. The balance will increase slightly with monthly interest accrual.

DROUGHT PROGRAM: Discussion was held regarding the proposed drought assistance program – cost share assistance for water tanks. Program is being presented to the WV State Conservation Committee next week for approval. The Board reviewed the draft proposal for the program. Additional information will be provided to CDs if the program is approved.

O&M Agreement: The Board received the FY20 O&M agreement in the amount of \$20,000.00 from the Mineral County Commission. A motion was made by J.W. See and seconded by Kent Spencer to approve the FY20 O&M agreement in the amount of \$20,000.00 with the Mineral County Commission and authorize the chair to sign the document. Motion carried.

INVOICES: The Board reviewed invoices totaling \$56,850.00 received from Tygarts Valley CD for work completed on South Fork dams, sites #19, 37, 36, 10, 33, 32, 21, 18, 9, 6, 5, 4, 2, and 1. A motion was made by John Hicks and seconded by J.W. See to approve payment of the o&m invoices in the amount of \$56,850.00 to Tygarts Valley CD, pending WVCA verification. Motion carried.

LOST RIVER O&M CONTRACT: Discussion was held regarding the Lost River O&M Contract. Only one bid was received for the project – from Vincent Excavating in the amount of \$24,000.00. WVCA indicated this was higher than the estimated cost. Following the discussion, a motion was made by John Hicks and seconded by Ron Miller to reject the bid in the amount of \$24,000.00 received from Vincent Excavating because it exceeds the project budget. Motion carried. A letter of rejection will be sent to Vincent Excavating.

PATTERSON CREEK O&M – Mineral County Sites: Discussion was held regarding o&m work to be completed on the remaining Patterson Creek dams in Mineral County. Currently have only two crew members to complete o&m work – as it is very late in the season, all were in agreement to contract dams located to the north side of Rt. 50 in Burlington. This would include approximately 15 sites. Additional discussion was held regarding debris on PC sites # 15 and 48 – all in agreement to include the debris removal in the PC Mineral County o&m contract. Tony Walker indicated the crew will finish the remaining 3 dams to Burlington. The Board also discussed o&m work on the Lost River sites – all in agreement to offer the work to Tygarts Valley CD. A motion was made by John Hicks and seconded by Ron Miller to approve WVCA to contract o&m on Patterson Creek dams located north of Burlington and offer the o&m on the Lost River dams to Tygarts Valley CD. Motion carried. Hicks will contact WVCA watershed staff regarding both issues.

CEC INVOICES: Discussion was held regarding the outstanding CEC invoices. WVCA staff indicated the reports should be finalized by the end of the month. Include on November agenda for action.

DROUGHT PROGRAM: Additional discussion was held regarding the Drought Program – Water Tank Assistance. Action was taken by motion of John Hicks to participate in the program, pending approval of the WV State Conservation Committee. Motion seconded by J.W. See. Motion carried. May need to hold special meeting to address program guidelines.

ARBOR TREE PROGRAM: Discussion was held regarding the Arbor Day Tree Program held in the spring. Last year PVCD had to purchase the trees – cost was \$950.00, plus materials. Total program cost was over \$2,000.00. Does Board want to continue the program in 2020? A motion was made by J.W. See and seconded by Kent Spencer to put the program on hold this year – not offer the trees. May discuss alternative way to recognize Arbor Day. Motion carried. Forestry staff indicated the state nursery will offer large, potted trees for sale this year. Option for the tree sale.

TREE SALE: Will need to place pre-order for fruit trees if offering in the 2020 tree sale. All were in agreement. A motion was made by J.W. See and seconded by John Hicks to approve the tree sale and placing the pre-order for fruit trees. Motion carried.

OFFICE ASSISTANT: Renee Herbaugh is retiring on 10/4/19. Need to hire part time office assistant – 2 days per week. Board reviewed a draft help wanted advertisement. All in agreement. A motion was made by Kent Spencer and seconded by Dale Walker to approve running the help wanted advertisement in the local newspaper for the office assistant position. Motion carried.

OFFICE EQUIPMENT: Will need to purchase a computer / monitor and printer for the office assistant. The current lap top is outdated and needs to be replaced. The recommendation was made to request advice from WVCA IT staff in purchasing the equipment. A motion was made by John Hicks and seconded by Frank Weese to approve the purchase of a computer / monitor and printer (including the Microsoft Office software) for the office assistant position. Motion carried.

WVACD PROXY: The Board discussed approval for a proxy for the upcoming WVACD Quarterly Meeting. Frank Weese is planning to attend the meeting at Flatwoods. A motion was made by J.W. See and seconded by Dale Walker to approve Frank Weese as a proxy for PVCD, if the directors are not able to attend the meeting. Motion carried.

DISTRICT MANAGER REPORT: Nadene reported on the following:

- Reminder of WVACD quarterly meeting in Flatwoods – 10/21 – 10/22.
- Meals for Conservation Farmer at Awards Recognition Banquet on 10/22 – six meals \$30 will be \$180.00. All in agreement to pay for the cost of the meals. No lodging cost – farmer is unable to stay.
- Reminder of NACD Listening Session on 10/23
- FY2018-19 Audit – Suttle & Stalnaker to complete office work next week
- Nomination for Honorary Member (Charlotte Hoover) was submitted to WVACD

PVCD REPORT: Equipment Repairs – Discussion was held regarding recent damage to one of the Haybusters. A dent caused by one producer and a broken light by another producer. Photos were provided of the damage. Tony reported the current lights are not available through the dealer, they can only order LED lights – very expensive \$300 for a set. The suggestion was made to check online – may be able to order older style through Amazon. Board not in favor of charging producer for the more expensive lights. If able to order the older style, should charge for them. Also, agreed not to charge producer for the dent. Ron Miller reported a new pan is needed on one of the litter spreaders. All in agreement to order a new one.

LIME SPREADER: The belt broke while being used by Potomac State College staff. They purchased several new belts, one broke before they finished. Tony has ordered the correct belt, should be in tomorrow. Board agreed to adjust the bill for PSC by the cost of the belts they purchased.

BRILLION SEEDER: One of the Brillion seeders is in need of repair – Tony will work on it. The seeder is showing much wear – may need to replace in the near future.

CRUSTER: Both crusters continue to be busy – repeat customers.

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

COVER CROP - Payments: *Brian Brannon 28 acres \$ 1,400.00 CS*

LITTER TRANSFER – Applications: *Mark Fink 250 tons \$2,500 CS; Victor Carr 250 tons \$2,500 CS*

LITTER TRANSFER – Payments: *Kenneth Ritchie 250 tons \$2,500.00 CS; Larry Ours 163.45 tons \$1,634.50 CS; Edith Hedrick 250 tons \$2,500.00 CS; Craig Hott 97.76 tons \$977.60 CS*

HAY RESEEDING – Payments: *Isaiah Smith 26.3 acres \$ 1,315.00 CS; Steve Heavner 16 acres \$800.00 CS; Lee Haggerty 4 acres \$200.00 CS; Brian Brannon 50 acres \$2,500.00 CS*

HAY ESTABLISHMENT – Payments: *Matt Nesselrodt 42 acres \$ 5,375.00 CS, Robert Eric Hudgins 3 acres \$375.00 CS*

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

John Hicks excused himself from the meeting.

CREP: The following CREP payments were presented for approval:

<i>Hampshire County – <u>New</u></i>		<u>Incentive</u>	<u>Ches. Bay</u>
Charles B. Herriott	12 acres	\$ 408.00	\$ 480.00
** John Hicks	.7 acre	\$ 23.80	\$ 28.00
Brian Heare	7 acres	\$ 238.00	\$ 280.00
<u>Re-enrollments</u>			
Anthony Cooper	3 acres		\$ 120.00
Brian Heare	20.50 acres		\$ 820.00
Gerald Roger Alkire	15.50 acres		\$ 620.00
LHC Orndorff	9.9 acres		\$ 396.00
River Bend Farm	16.50 acres		\$ 660.00
Gerald Park	1.1 acre		\$ 44.00
Steve Martin	4.05 acres		\$ 162.00
Josh Durst	9.3 acres		\$ 372.00
Patricia Taylor	40 acres		\$ 1,600.00
Paul J. Clem III	4.3 acres		\$ 172.00

A motion was made by Ron Miller and seconded by Brian Dayton to approve the above CREP payments as presented to the Board. Motion carried.

John Hicks returned to the meeting.

Charlotte Hoover excused herself from the meeting. Ron Miller will chair the meeting.

CREP - Additional CREP payments presented to the Board:

<i>Grant County – <u>New</u></i>		<u>Incentive</u>	<u>Ches. Bay</u>
Cottage Hill Farm	8.83 acres	\$ 300.22	\$ 353.20
<i>Pendleton County – <u>New</u></i>			
** Charlotte Hoover	17.87 acres	\$ 607.58	\$ 714.80
Joshua Byers	8.04 acres	\$ 273.36	\$ 321.60
Mark Mueller (50%)	6.56 acres	\$ 111.52	\$ 131.20
Daniel Glasson, (25%)	6.56 acres	\$ 55.76	\$ 65.60
Avery Ouellette (25%)	6.56 acres	\$ 55.76	\$ 65.60
Roger Mallow (50%)	57.4 acres	\$ 975.80	\$ 1,148.00
Richard Mallow (50%)	57.4 acres	\$ 975.80	\$ 1,148.00
Freddie Cooper	22.02 acres	\$ 748.68	\$ 880.80
Mary King	1.99 acres	\$ 67.66	\$ 79.60
Donald & Elizabeth Thorne	.71 acre	\$ 24.14	\$ 28.40
William Copley III (50%)	6.07 acres	\$ 103.19	\$ 121.40
Shelby Copley (50%)	6.07 acres	\$ 103.19	\$ 121.40

A motion was made by Kent Spencer and seconded by John Hicks to approve the above CREP payments as presented to the Board. Motion carried.

Charlotte Hoover returned to the meeting and resumed as chairperson.

Discussion was held on CREP payments made in 2018. Clarification was received regarding payments issued for new contracts last year. PVCD did not make the Chesapeake Bay payment for these contracts:

Jessica Wysopal	.8 acre	\$ 32.00
Cecil Haycock	.2 acre	\$ 8.00
Barry Armstrong	4 acres	\$ 160.00
Barry Armstrong	3.47 acres	\$ 138.80

A motion was made by John Hicks and seconded by Frank Weese to approve the Chesapeake Bay payments to the above listed CREP applicants. Motion carried.

AG ENHANCEMENT: Discussion was held regarding the need to address AgEP payments between Board meetings. All were in agreement to delegate authority for approval between meetings. A motion was made by Dale Walker to delegate authority to George Leatherman and John Hicks to approve payments between meetings. All will be addressed at next regular meeting and included on agenda and in the minutes. Motion carried.

WVCA: Jeremy Salyer indicated most of his report has been covered - reviewed additional information:

- Deadline to submit changes for FY21 AgEP funding allocation is 10/31
- Ag Day scheduled for January 2020- concern expressed that it is on Friday – committee to address date

NRCS: Doris Brackenrich reviewed the monthly report for Grant, Hardy and Pendleton counties with the Board.

- Reviewed contracts / acres planned
- Staff working hard to finalize contracts
- Fiscal year close out

FSA: Robert Reed reported on the following:

- ARC / PLC sign ups underway – ends March 2020
- MFP – Market Facilitation Program - discussed acre rate / sign up ends 12/6/19

WV DIVISION OF FORESTRY: Bill Pownell reported:

- Burning ban still in effect due to extreme dry weather
- Herb Peddicord is retiring this week. Will replace his position

EQUIPMENT USAGE: John Hicks reported that a local producer, Gordon Ours passed away this week. He had used the Haybuster the same weekend. Recommended not to charge his family for the usage. A motion was made by John Hicks and seconded by J.W. See to approve not charging the Ours family for rental of the Haybuster. Motion carried.

DECEMBER MEETING: Discussion was held regarding the location of the December meeting and the Christmas dinner. All in agreement to have the dinner and meeting at the Ponderosa Restaurant in Moorefield. Requested that Nadene call and reserve the meeting room for 12/4/19 @ 6 pm.

LIME SPREADER: The office received a call from a producer regarding rental of the 8-ton lime spreader since the 4-ton is in need of repair. Would Board be willing to rent 8-ton for the price of the 4-ton spreader? Discussion was held, may need to revise the price on both spreaders – 8-ton not being rented as often because of the price. Board requested the issue be placed on the November agenda for action. Tony will have 4-ton spreader ready to go by end of this week.

Reminder of the following dates:

- WVACD Fall Quarterly Meeting in Flatwoods, 10/21 – 10/22
- Awards Recognition, 10.22
- NACD Listening Session, 10/23

There being no further business, the meeting adjourned by motion of Kent Spencer at 8:15 pm. Motion seconded by Frank Weese. Motion carried. The next regular meeting will be on Wednesday, November 6, 2019 beginning at 7:00 pm at the USDA Service Center in Moorefield.

Chairperson

Secretary

Date