



Potomac Valley Conservation District

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MINUTES OF MEETING July 1, 2015

The monthly meeting of the Potomac Valley Conservation District was held on Wednesday, July 1, 2015, 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, Ronnie Miller, John Hicks, George Leatherman, Gerald Sites, Brian Dayton, Kent Spencer, Frank Weese and Dale Walker

OTHERS: Doris Brackenrich, NRCS; Jeremy Salyer, Ben Heavner, Nadene Jewell, WVCA; Paul King, PVCD; Elizabeth Webster, Anne Webster, Al Gramprrie, Lost River Committee.

AGENDA: It was noted that Roscoe Alexander was listed on the agenda under AgEP payments for Heavy Use Area Protection. He should be listed under AgEP payments for Litter Transfer. A motion was made by Kent Spencer and seconded by George Leatherman to make this correction – Roscoe Alexander – Litter Transfer payment. Motion carried.

MINUTES: The minutes of the June 3, 2015 Board Meeting were presented for review and approval. A motion was made by Gerald Sites and seconded by Kent Spencer to dispense with the reading and approve the minutes of the June 3, 2015 meeting as written and distributed. Motion carried.

FINANCIAL REPORTS: Hicks reviewed the draft financial reports with the Board. The June bank statements have not been received; therefore all financial reports are not finalized. Hicks indicated the final reports for June will be presented for approval at the August meeting.

INVOICE: The Board received an invoice in the amount of \$475.00 from William Lipps CPA for bookkeeping services in the month of June. A motion was made by John Hicks and seconded by Kent Spencer to approve payment to William Lipps CPA in the amount of \$475.00 for bookkeeping services in June. Motion carried.

LORs: The Board approved by motion of Ron Miller for the chair to sign and submit the following LORs: Reimbursement for Employee Expenses \$ 1,200.00; Internet Fees \$ 197.00; and Accounting Services \$ 1,875.00. Motion seconded by Kent Spencer. Motion carried.

The Board approved in June the LORs for FY16 CDO Grant funds and supervisors' travel funds. Nadene reviewed the dollar amounts of the LORs with the Board. FY17 CDO Grant Funds 1st Request: \$19,000.00; 2nd Request \$6,634.00; 3rd Request \$ 6,633.00; and 4th Request \$6,633.00. Supervisor Support (Travel & Per Diem Funds) 1st Request \$ 19,969.00; 2nd Request \$ 14,264.00; 3rd Request \$ 14,264.00; and 4th Request \$ 8,558.00.

INVOICE: The Board reviewed an invoice in the amount of \$217.50 for O'Neils Restaurant for lunch provided for the Stream Ecology Workshop. A motion was made by Kent Spencer and seconded by Dale Walker to approve payment of the invoice in the amount of \$217.50 to O'Neils Restaurant. Motion carried.

WVACD QUARTERLY MEETING: John Hicks reported that he will be unable to attend the WVACD Summer Quarterly Meeting on July 6-7, 2015 at Flatwoods. He asked if another supervisor would be available to attend in his place. No one able to attend. PVCD will not have a representative at the WVACD Quarterly Meeting.

MEETING INVITATION: A planning meeting for the 2017 Appalachian Grazing Conference will be held on 7/23/15 at the USDA office in Morgantown. Districts were asked to send a representative to the meeting.

TRAVEL POLICIES: Board reviewed the new travel / per diem policies that are effective today, 7/1/2015.

LOST RIVER SITE #16: Received notification from Army Corps of Engineers of public comment period for 404 permit application for Lost River Site #16. Comments must be received by 7/17/15.

CREP INVOICE: The Board received a CREP invoice in the amount of \$442.34 for Alan Berg of Grant County. The invoice was not received in time to be included on the agenda; therefore it will need to be put on the agenda for the August 5, 2015 meeting for approval by the Board.

RCPP: The RCPP Pre Proposal application for Lost River Site #16 was submitted this week.

O&M CONTRACTS – South Fork Contracts: Bids will be opened on 7/2/15 @ 1:00 pm for the South Fork Moorefield and Brandywine O&M contracts. Discussion was held regarding the need to delegate authority to a supervisor to open and award the bids on the South Fork Contracts. Following the discussion, a motion was made by Gerald Sites to delegate authority to John Hicks to open and award the bids for the South Fork Moorefield and Brandywine O&M Contracts. Motion seconded by Ron Miller. Motion carried.

Brian Dayton excused himself from the meeting.

New Creek Contract: Bids were opened for the New Creek O&M Contract on 6/11/15 at 1:00 pm at the District office in Romney. In attendance for the bid opening was John Hicks, Karen Stickley, Nadene Jewell, and contractor, Buck Dayton. Three bids were received and opened by John Hicks. They were as follows: First Fruits Excavation, \$ 35,300.00; Vincent Excavating LLC,

\$ 32,000.00; Sand Hill LLC \$ 39,550.00. Mr. Hicks noted that Vincent Excavating did not include the contract solicitation number on the outside of his bid envelope. However, the District Manager recognized the contractor's name on the outside of the envelope, and did not open the envelope prior to the bid opening date. Mr. Dayton commented that this issue was addressed during the job showing and also indicated in the contract, that the solicitation number MUST be on the outside of the bid envelope. He felt the bid submitted by Vincent Excavating should not be considered. Dayton reported that he would protest if Vincent Excavating's bid was accepted. Hicks also commented that Mr. Dayton did not total the Line Item Bid summary; however, did list the total under Total Price Bid in the center of the bid sheet. Hicks indicated the bids would be forwarded to the WVCA Contracting section in Charleston for review and validation. The award would be made following the validation process.

Much discussion was held on this issue. Hicks indicated, if the contract states the solicitation number MUST be listed on the outside of the envelope; then it should be on the envelope or be disqualified. Gerald Sites discussed the bidding process that he has experienced in the past in his own business. Agreed that ALL required bid documentation, as identified in the contract, MUST be in order or the bid can be disqualified; however, does not feel the outside of the bid envelope is part of that documentation – not as important as the content of the bid. If the envelope was not opened prior to the bid opening, it should be considered an adequate bid. His business has been disqualified in the past because documents included in the bid were not correct. Jeremy reported that WVCA Contracting section has reviewed the bids and validated the bid submitted by Vincent Excavating LLC in the amount of \$32,000.00. Following the discussion, a motion was made by Gerald Sites and seconded by George Leatherman to accept the bid submitted by Vincent Excavating LLC in the amount of \$32,000.00 for the New Creek O&M Contract: PVCD 2015-06-03 OM&R New Creek, as all required documents for the bid were correct. John Hicks and Kent Spencer voted against this motion. Five supervisors voted in favor of this motion. Motion carried by majority vote.

Notice to Proceed: A motion was made by John Hicks and seconded by Frank Weese to authorize Charlotte Hoover to sign the notice to proceed for the New Creek Contract: PVCD 2015-06-03 OM&R New Creek, and send to Vincent Excavating LLC- contract start date 7/13/15. Motion carried.

Brian Dayton returned to the meeting.

EMERGENCY ACTION PLAN – Statements of Review: The EAP Statement of Reviews for the Lost River Sites were presented for approval / signature. A motion was made by Frank Weese and seconded by Kent Spencer to approve the statements of review for the Lost River sites and authorize Charlotte Hoover to sign the documents for the District. Motion carried.

O&M: Jeremy Salyer reviewed the WVCA Watershed report as prepared by Karen Stickley – copies were distributed to the supervisors.

PVCD Crew has completed work on seven sites to date – reminded Board of deadline to complete o&m work – Hicks indicated the crew will complete work as planned.

NORTH/SOUTH MILL CREEK SITE #4: Jeremy Salyer indicated the landowner of N/S Mill Creek Site #4 has not contacted WVCA regarding the easement violation / overgrazing / erosion issues on the site. A letter was sent to the landowner and the deadline to contact the agency was 6/26/15. Gene Saurborn is preparing a response to the landowner.

O&M MOU: The Memorandum of Understanding for OM&R was presented for approval. A motion was made by George Leatherman and seconded by Brian Dayton to approve the MOU and authorize Charlotte Hoover to sign the document. Motion carried.

DISTRICT RENTAL EQUIPMENT: The Board discussed the District rental equipment in light of concerns about the avian flu. Discussion was held regarding a written statement to caution about Avian Flu and the need to clean the equipment between uses - \$50 fee if not cleaned. Supervisors agreed that landowners should be cautioned about the avian flu and equipment must be cleaned after each use. Following discussion, all in agreement to continue to rent the equipment and review the issue again in September, as the AI is more active in cooler weather. Paul King inquired about the definition of “clean” – means different things to different people. Should be cleaned between uses. Much discussion on the issue. Following the discussion, a motion was made by John Hicks and seconded by Brian Dayton NOT to provide written notice regarding how to clean equipment – No change in current way of operating the rental equipment. Office staff will remind landowners to clean equipment after use. Motion carried.

CHANGES OF COMMITTEE CHAIRS: Equipment Committee – A motion was made by John Hicks and seconded by Frank Weese to recommend Ron Miller as the new chair of the Equipment Committee. Motion carried.

Personnel / Safety Committee – A motion was made by George Leatherman and seconded by Kent Spencer to recommend John Hicks as the new chair of the Personnel / Safety Committee. Motion carried.

Committees: Frank Weese requested to be included on the Watershed, Personnel / Safety, Finance, Equipment and Ag Enhancement Committees.

DISTRICT BANQUET: Hardy County will host the annual awards banquet this year. Discussion was held regarding a location – in agreement for the Moorefield Church of the Brethren. Nadene asked to contact the church and check on available dates in September and October on Saturdays. Will talk with the church and confirm with George Leatherman and Ron Miller.

AREA FARM TOUR: The Area Farm Judges plan to tour the PVCD farm on 7/22/15 at approximately 9:00 am. The group will meet at the District office in Romney at 8:30 am. Discussion regarding refreshments for the tour. A motion was made by John Hicks and seconded by Frank Weese to approve up to \$100 for refreshments for the area farm tour. Motion carried.

NACD Tour: The Board reviewed the schedule of the PVCD tour to be held on 8/4/15 as part of the NACD Northeast meeting. Christi Hicks is serving as the lead to coordinate the PVCD tour. The group will have lunch at Flying W Farms in Burlington and tour the farm. They will tour Shanholtz Orchards in Romney. Visit the Triangle T Farm in Grant County and New Creek Site #14 rehabilitation site in Grant County. Discussion was held regarding the purchase of apple butter from Shanholtz Orchards to give to tour participants. A motion was made by John Hicks and seconded by Ron Miller to approve the

purchase of up to 100 pints of apple butter from Shanholtz Orchards for the tour. Motion carried. Additional discussion was held regarding District participation in the tour – a motion was made by John Hicks and seconded by Kent Spencer to request from WVCA that Nadene Jewell be able to attend and participate in the PVCD tour for the NACD Northeast meeting. Motion carried.

WVACD QUARTERLY MEETING: The Board discussed holding the Quarterly Meetings in different locations around the state – rather than always in Flatwoods. A motion was made by John Hicks and seconded by Frank Weese to request that WVACD hold the quarterly meetings in different locations in the state. Motion carried.

PVCD CREW UPDATE: Paul King reported on the following:

- O&M work completed on seven watershed sites to date – currently working in Patterson Creek
- Crew working very well – Lost River sites took additional time / much debris / mowing, should be able to move quicker on future sites – they will be finished by fall deadline
- Equipment rentals continue to keep Paul busy with deliveries
- Discussed need for additional rental equipment in future – another Haybuster / Manure Spreader
- Request purchase of power washer to clean spreaders – A motion was made by Kent Spencer and seconded by John Hicks to approve the purchase of the power washer. Motion carried.

Ag Enhancement: The following payments were made in June as approved prior to the fiscal year end:

Invasive Species: Eric Hartwig \$91.20 CS; Carolyn Wimer \$ 736.90 (Mrs. Wimer contacted the District regarding concern over the payment of \$263.10 approved in June – she indicated the spray was applied by hired applicators and should be eligible for the 50% cost share. This would be an additional \$736.90. Following some discussion, the Board was in agreement to approve the additional \$736.90 payment to Carolyn Wimer for Invasive Species).

Litter Transfer: Roscoe Alexander \$ 3,000.00 CS; Allen Evans \$ 1,168.00 CS; Rodney Hedrick \$ 1,113.00 CS; Gary Hedrick \$ 1,330.20 CS.

Heavy Use Area Protection: Steve Lambert \$ 5,000.00 CS

A motion was made by John Hicks and seconded by Brian Dayton to approve all payments as listed above, including the additional \$736.90 to Carolyn Wimer. Motion carried.

FY16 AG ENHANCEMENT GUIDELINES: Ben Heavner was in attendance and reviewed the new FY16 AgEP guidelines with the Board. He also reviewed the PVCD AgEP committee recommendations as identified on 6/17/15. (Copy of committee recommendations attached) PVCD recommended the following practices for FY16: Lime, Frost Seeding, Invasive Species and Heavy Use Area Protection. Will also have Cover Crops and Litter Transfer practices under Chesapeake Bay program. Ben reviewed the new guidelines for District Supervisor participation in the AgEP program – no \$1,000 limit. May apply for any practices – applications will be ranked by WVCA representative from another District and returned to Jeremy Salyer for final approvals. Must be recorded in official meeting minutes. WVCA will handle any appeals. Pending final approval of FY16 guidelines by the WV State Committee on 7/14/15, sign-ups for Lime, Invasive Species and HUAPs will begin the week of 7/27/15. Cover Crop sign-ups will begin on 7/6/15 – not part of AgEP. Following the discussion, a motion was made by George Leatherman and

seconded by Dale Walker to approve the AgEP Committee recommendations as presented to the Board. Motion carried.

CONSERVATION AGREEMENT: A conservation agreement totaling 441 acres from Benda Dill in Hardy County was presented for approval.

FARM PLAN: A farm plan for Bonnie View Farm LLC was also presented for approval.

A motion was made by John Hicks and seconded by Kent Spencer to approve the conservation agreement totaling 441 acres and the farm plan for Bonnie View Farm LLC. Motion carried.

WVCA: Jeremy Salyer reviewed the WVCA monthly report with the Board:

- State Fair Booth sign ups available
- Deadline to submit FY15 travel is 7/13/15
- Changes for FY16 AgEP program
- Nominations for WVACD Honorary Member and Member at Large due 9/1/15 – August agenda

WVCA: Ben Heavner discussed and showed photos of the seeding demonstration at Riverton

NRCS: Doris Brackenrich reported on the following:

- New State Conservationist to begin in mid-July – Louis Aspey
- Field Day – not able to complete this summer
- Eastern Panhandle CD hosting workshop on 7/9 – registration deadline 7/6
- Dam Watch website – webinar training – invited supervisors to attend
- No job announcement for multi county District Conservationist posted to date

Ron Miller – reported on news article about EPA pursuing farmers in Chesapeake Bay area to remove cattle from the stream.

There being no further business, the meeting adjourned at 9:25 pm by motion of George Leatherman. Seconded by Kent Spencer. Motion carried. The next regular meeting will be held on August 5, 2015, at 7:30 pm in Moorefield.

Chairperson

Secretary

Date