



Potomac Valley Conservation District

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MINUTES OF MEETING August 5, 2015

The monthly meeting of the Potomac Valley Conservation District was held on Wednesday, August 5, 2015, at the USDA Service Center in Moorefield. The meeting was called to order at 7:48 p.m. by chairperson, Charlotte Hoover.

SUPERVISORS: Charlotte Hoover, Ronnie Miller, Brian Dayton, Kent Spencer, Frank Weese and Dale Walker

OTHERS: Doris Brackenrich, Christi Hicks, NRCS; Jennifer Skaggs, Jeremy Salyer, Ben Heavner, Nadene Jewell, WVCA; Paul King, PVCD; Paul Clayton, PVCD Associate Supervisor; Al Gramprrie, Lost River Committee.

MINUTES: The minutes of the July 1, 2015 Board Meeting were presented for review and approval. A motion was made by Ronnie Miller and seconded by Frank Weese to dispense with the reading and approve the minutes of the July 1, 2015 meeting as written and distributed. Motion carried.

FINANCIAL REPORTS: In the absence of the Treasurer, the District Manager reviewed the financial reports for the months of June and July with the Board. She reviewed the reports for the General Fund, CDO Grant Account and the Co-Administered Accounts. Following the discussion, a motion was made by Kent Spencer and seconded by Dale Walker to approve the financial reports for the months of June and July for the General Fund, CDO Grant Account and the Co-Administered accounts and all invoices paid within both months. Motion carried.

FNB PLEDGE AGREEMENTS: The Board reviewed the financial pledge agreement with FNB Bank in Romney. The agreement outlines the additional collateral pledged by the bank to cover all funds on deposit by PVCD and is renewed on an annual basis. A motion was made by Kent Spencer and seconded by Ronnie Miller to approve the FY2015-16 renewal of the FNB Pledge Agreements and authorize the chair to sign the agreement. Motion carried.

INVOICE: The Board received an invoice in the amount of \$475.00 from William Lipps CPA for bookkeeping services in the month of July. A motion was made by Ronnie Miller and seconded by Dale Walker to approve payment to William Lipps CPA in the amount of \$475.00 for bookkeeping services in July. Motion carried.

FY16 AG ENHANCEMENT REVIEW: Jennifer Skaggs was in attendance and reviewed the new FY16 Ag Enhancement Program Guidelines with the Board. She discussed the program changes as approved by the WV State Conservation Committee and formula used to determine FY16 funding. She indicated that Conservation Districts may still select local practices (from statewide list) and cost share rates. One change is the requirement to submit a news release with program approvals to local newspapers for publication. A sample with draft language for the news release was provided to the CDs. Only producer name and practice must be listed – not dollar amounts. Another change is the ranking process for all practices. WVCA staff will review and rank all applications received. Supervisors are no longer limited to the \$1,000.00 cost share payment. All applications submitted by conservation district supervisors will be reviewed and ranked by staff from another conservation district. WVCA representatives will also provide approvals on all supervisor applications. She indicated that Jeremy Salyer will make approvals in PVCD. All MUST be noted in the monthly minutes. Jennifer also inquired if PVCD had a need for forestry practices. If there is a need, WVCA may have additional funding for the practices – ie: Forest Stewardship Planning. Board will discuss and let her know if interested in forestry practices. Following the discussion, Jennifer asked for questions and indicated she was available anytime to discuss the program.

INVOICE: The Board reviewed an invoice in the amount of \$700 from Craig Crites for litter and shavings – compost materials. A motion was made by Ronnie Miller and seconded by Brian Dayton to approve payment of the invoice in the amount of \$700.00 to Craig Crites. Motion carried.

INVOICE: The Board reviewed and an invoice in the amount of \$20,180.00 from ACF Environmental for the DNR Access project. 319 program funds are on deposit for this project. A motion was made by Ronnie Miller and seconded by Kent Spencer to approve payment of the invoice in the amount of \$20,180.00 to ACF Environmental for the DNR Access project. Motion carried.

INVOICE: The Board also reviewed an invoice in the amount of \$15,973.88 from Jesse Mace for work completed on his stream fencing 319 project. A motion was made by Kent Spencer and seconded by Dale Walker to approve payment in the amount of \$15,973.88 to Jesse Mace for the 319 stream fencing project. Motion carried.

CORRESPONDENCE: Reviewed information regarding the new travel guidelines – Approval to utilize the GSA rates for travel reimbursement \$.57.5 per mile. Discussed websites with GSA rates. Will meet with Mr. Lipps this month to set up travel / per diem reimbursement process for supervisors. District treasurer to review / approve supervisor expenses. Chairperson to approve the treasurer's expenses. Supervisors requested a copy of the GSA rate information.

The Board received a letter from Joem Webster indicating that her husband, Patrick Webster passed away this past spring. All future correspondence should be addressed directly to her. This information was forwarded to NRCS in Morgantown.

Brian Dayton excused himself from the Board meeting.

Discussion was held on a letter received from First Fruits Excavating to protest the bid award on the New Creek O&M Contract. Mr. Dayton was not in agreement with the award of the bid on New Creek 2015-06-03 New Creek O&M contract to Vincent Excavating. Discussion was held on the issue. WVCA did verify the bid information and was in agreement to award the bid to Vincent Excavating. A copy of

the bid protest letter was provided to WVCA for review / guidance. Jeremy indicated that WVCA has provided a response to First Fruits Excavating. No further action is needed.

Brian Dayton returned to the meeting.

MEMORIAL CONTRIBUTION: The Board received word that Elizabeth Webster passed away due to complications from surgery in late July. All very saddened by this news. Discussion on donation in her name. A motion was made by Kent Spencer and seconded by Ronnie Miller to send a \$50 donation to the Mathias Food pantry in Elizabeth Webster's name. Motion carried.

Following some discussion, the Board agreed to "pass the hat" for donations for the food pantry contribution – rather than the above donation of \$50. The District Manager will contact the food pantry and make sure the donation is made.

INVOICE: The Board approved by motion of Dale Walker to approve payment in the amount of \$324.78 to Personalized Impressions for shirts / hats purchased by District crew.

LOR: A notice was received regarding funds for the FY16 Ag Enhancement Program. A motion was made by Dale Walker and seconded by Kent Spencer to approve the chair to sign an LOR in the amount of \$68,000.00 and submit it to WVCA. Motion carried.

INVOICE – WVCA DUES: The Board approved by motion of Brian Dayton and seconded by Ronnie Miller to pay the invoice in the amount of \$4,000.00 to WVACD for annual dues. Motion carried.

LOST RIVER SITE #16: No update / new business available at this time.

O&M CONTRACTS: Jeremy Salyer reported that the bid totals on the South Fork O&M contracts did exceed the high end of the work estimates. Vincent Excavating submitted the apparent low bids for both South Fork contracts. Jeremy indicated that WVCA field staff will reevaluate the work estimates and provide that information prior to award of the contracts. John Hicks was given the authority to sign both notices to proceed and award the bids. Following some discussion, the Board agreed more information on the work estimates is needed before the contracts can be awarded.

O&M / WATERSHED DIVISION REPORT: Jeremy Salyer reported that Karen Stickley has been reassigned – she will be working on the Emergency Action Plans and working with local OES Directors to complete table top demonstrations / plan exercises on a statewide basis. He indicated there was an agency need to implement this work and all agreed that Karen had the knowledge and experience to fill the role. Several questions asked about Karen's new position – lateral transition – not a demotion. Ed Martin from the WVCA Morgantown field office will be working with the PVCD O&M program in the future.

INVOICE: The Board reviewed the invoice in the amount of \$32,000.00 from Vincent Excavating for work completed on the New Creek O&M Contract. Jeremy indicated the work is complete and Ed Martin will need to verify all work. A motion was made by Brian Dayton and seconded by Ronnie Miller to approve payment in the amount of \$32,000.00 to Vincent Excavating for the New Creek O&M Contract pending verification from WVCA – Ed Martin. Motion carried.

NEW CREEK SITE #1 – Staff Gauge: Jeremy indicated work on the gauge installation is on hold at this time. No action taken.

N/S MILL CREEK Site #4: On site meeting with landowner / operator to discuss correcting over grazing issue. Several supervisors also attended the meeting – will report back to Board and keep them updated on the progress.

PATTERSON CREEK SITE# 28: The Homeowners Association on Patterson Creek Site #28 – Woods at Taylor Lake – have requested a letter from PVCD regarding the issue of tampering with the gate (wheel) on the riser. This letter will be written and provided to the association on PC #28 to address the issue of tampering with the wheel on the riser. All in agreement to send the letter to the homeowners.

PATTERSON CREEK STATEMENT OF REVIEWS: Put on agenda for September meeting.

EQUIPMENT COMMITTEE: Ronnie Miller reported that the Equipment Committee met prior to the Board meeting – he presented the committee recommendations. The committee recommends the purchase of a new Stihl chain saw and weed eater up to \$1,000.00 for both.

The committee also discussed the need to purchase a manure litter. Following some discussion, a recommendation was made to contact NRCS field offices and request they contact landowners and assist in identifying what size spreader is needed. A motion was made by Kent Spencer and seconded by Frank Weese to approve the Equipment Committee recommendations as discussed by the Board. Motion carried.

AWARDS BANQUET: October 14, 2015 was tentatively scheduled for the PVCD Awards Banquet at the Moorefield Church of the Brethren. Several supervisor indicated a conflict with this date and two additional dates were agreed upon. November 7 or 14, 2015. The Board asked Nadene to contact the church and see if 11/7 or 11/14 is open for the banquet. Will check on a new date and report back next month.

319 PROJECT AGREEMENT: An agreement for the 319 project on the Allen Evans property was presented to the Board for approval and signature. A motion was made by Kent Spencer and seconded by Dale Walker to approve the project agreement and authorize the chair to sign the document. Motion carried.

AREA FARM TOUR: PVCD District Farm, Chimney Hill Farms, Tom & Andy Stump, won the Area III judging. The Stump Farm will represent Area III in the state competition in late August. Discussion was held regarding arrangements for the state judging on August 26, 2015. John Hicks indicated that lunch is normally provided at this level of the judging. Following some discussion, a motion was made by Ronnie Miller and seconded by Kent Spencer to approve providing a catered lunch on 8/26. District Manager and Hampshire County supervisors will make arrangements for the lunch. Motion carried.

DISTRICT MANAGER REPORT: Nadene reported on the following:

- New Travel / Per Diem expense reimbursement submittal process
- Nomination for Honorary Member / Member at Large awards due by 9/1/15
- Nominations for Carroll Greene Supervisor of the Year award also due 9/1/15
- Photos of CD Boards due to WVACD by 10/1/15

WVACD July Quarterly meeting / supervisors training – Jeremy reported on the meeting. Good meeting – no PVCD representatives.

NACD TOUR: Charlotte Hoover attended the NACD Northeast Regional meeting at Canaan Valley – reported on the meeting. Also reported on the PVCD tour held on Tuesday 8/4 – excellent tour. All in attendance very pleased with the tour. Thanked staff for their hard work in preparing the tour – thank you cards will be sent.

PVCD REPORT: Paul King reported on the following:

- Crew working very hard – 22 dams completed to date. Doing great job. Additional work required on several sites – additional funds requested.
- Ventrac mower is broke down right now – warranty repairs
- Continue to have flat tires – 6 ply tires not any better – may need to have filled
- Crew working on sites in Patterson Creek at this time

AG ENHANCEMENT:

Cover Crop Applications: Glenn Mathias, 43 Acres \$ 2,150.00 CS; John McCoy 33 Acres \$ 1,650.00 CS; George Leatherman 62 Acres \$ 3,100.00 CS; Dan Lahman 50 Acres \$ 2,500.00 CS; Merl Bennett 20 Acres \$ 1,000.00 CS; Doug Wimer 50 Acres \$ 2,500.00 CS; Thomas Kimble 12 Acres \$600.00 CS; Carl Kimble Jr. 4 Acres \$ 200.00 CS; Elwood Williams 75 Acres \$3,750.00 CS; Raymond Phares 30 Acres \$ 1,500.00 CS.

Litter Transfer – Payments: Allen Evans 59.22 tons \$ 592.20 CS; Mark Wrtchford 88.91 tons \$ 889.10 CS; Mark Mongold 289.74 tons \$ 2,897.40 CS.

A motion was made by Dale Walker and seconded by Brian Dayton to approve the cover crop applications and litter transfer payments as presented to the Board. Motion carried.

CREP: The following CREP payment was presented for approval:

Alan Berg	13.01 acres	\$442.34	Riparian Buffer
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A motion was made by Kent Spencer and seconded by Dale Walker to approve the CREP payment in the amount of \$442.34 to Alan Berg as presented to the Board. Motion carried.

WVCA: Jeremy Salyer reported on the following:

- Sign-ups being taken for state fair booth – August 14 – 23, 2015.
- Responsibility for emergency Action Plans in PVCD being divided between Karen, Sharon and Kim.
- Melanie Booth is new Project Manager for WVCA Rehab Program
- Don Phillips retired from WVCA – vacancy announcement has been posted
- Conservation Farm Contest – State Tour Judging 8/25 – 8/27. PVCD Farm visit will be on Wednesday, 8/26/15 at 9:30 am.
- WV State Conservation Committee next meeting is 10/13/15 at 10:30 am in Guthrie.
- WVACD Quarterly Meeting on 10/26 – 10/27 at Flatwoods.

WVCA: Ben Heavener reported on the following:

- District currently accepting applications for FY16 AgEP practices – Lime, Invasive Species, HUAP – Concrete pads, Cover Crops

- Will need to coordinate all PVCD Supervisors applications in order to have WVCA staff from another District to review / rank them

NRCS: Christi Hicks reported on the following:

- New Conservation Technician in Keyser- Jacob Metcalf
- New Soil Conservationist in Keyser – Mark Long
- Have moved to new office location in Keyser
- Talking points for Long Range Plan for EQIP Program – will need to identify resource concerns

NRCS: Doris Brackenrich reported on the following:

- Installation of barn on Carr property at Seneca Rocks in progress
- EQIP funds – five new applications funded in July
- Customer Service Took Kit training
- New office update – furniture to arrive in mid-August – beautiful building – showed photos

There being no further business, the meeting adjourned at 9:20 pm by motion of Kent Spencer and seconded by Dale Walker. Motion carried. The next regular meeting will be on Wednesday, September 2, 2015 at 7:30 p.m. in Moorefield.

Chairperson

Secretary

Date