



# Potomac Valley Conservation District

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## **MINUTES OF MEETING September 2, 2015**

The monthly meeting of the Potomac Valley Conservation District was held on Wednesday, September 5, 2015, at the USDA Service Center in Moorefield. The meeting was called to order at 7:35 p.m. by chairperson, Charlotte Hoover.

**SUPERVISORS:** Charlotte Hoover, Ronnie Miller, Brian Eglinger, Ron Miller, Kent Spencer, Frank Weese, Dale Walker, George Leatherman and Gerald Sites

**OTHERS:** Doris Brackenrich, NRCS; Jeremy Salyer, Ben Heavner, Carla Hardy, Nadene Jewell, WVCA; Paul King, PVCD; Paul Clayton, PVCD Associate Supervisor; Al Gramprrie, Lost River Committee.

**MINUTES:** The minutes of the August 5, 2015 Board Meeting were presented for review and approval. A motion was made by Kent Spencer and seconded by Gerald Sites to dispense with the reading and approve the minutes of the August 5, 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 month of August 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 Ron Miller and seconded by Kent Spencer to approve the financial reports for the month of August for the General Fund, CDO Grant Account and the Co-Administered accounts and all invoices paid within the month. Motion carried.

**FNB FINANCIAL AGREEMENT:** The renewal for the financial agreement with FNB Bank in Romney was presented to the Board. The agreement covers the District accounts on deposit with FNB and offers an interest rate with a floor of 1% and ceiling of 6% through 12/31/18. John Hicks has met with representatives from FNB to negotiate the terms of the agreement. The Board was in favor of the agreement and giving John the authority to approve the final agreement. A motion was made by Gerald Sites and seconded by Frank Weese to give John Hicks the authority to negotiate the terms and sign the final agreement with FNB Bank as the District representative. 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 August. A motion was made by Gerald Sites and seconded by Ron Miller to approve payment to William Lipps CPA in the amount of \$475.00 for bookkeeping services in July. Motion carried.

CORRESPONDENCE: INVOICE: An invoice from NCTC in the amount of \$1,216.00 for GIS training held in July was presented for approval. Funds are available through Chesapeake Bay program to pay this invoice. A motion was made by Kent Spencer and seconded by Ron Miller and approve payment in the amount of \$1,216.00 to NCTC from the Chesapeake Bay Program. Motion carried.

INVOICE: An invoice in the amount of \$11,045.84 for the stream exclusion fence project completed on the Jesse Mace property. Funds for this invoice are available through the 319 program. A motion was made by Ron Miller and seconded by Frank Weese to approve payment of the invoice in the amount of \$11,045.84 to Jesse Mace for the stream exclusion fence project. Motion carried.

INVOICE: An invoice in the amount of \$133.50 from ACF Environmental for materials for the stormwater training was presented for approval. Funding is available through the Chesapeake Bay program for this invoice. A motion was made by Ron Miller and seconded by Dale Walker to approve payment of the invoice in the amount of \$133.50 to ACF Environmental from Chesapeake Bay funds. Motion carried.

The District received a Thank You letter from WVACD for assisting with the Northeast NACD Meeting in August. They were very appreciative for working with the association to set up the tour on 8/4.

INVOICE: An invoice in the amount of \$9,049.80 from Civil & Environmental Consultants (CEC-Engineering Firm) for the Bergdoll Bridge project was presented for approval. Jeremy Salyer reported on the engineering services provided by CEC for the Bergdoll Bridge Project. The invoice will be paid with District SPRP funds, following verification of the work by WVCA, Edwin Martin. A motion was made by Kent Spencer and seconded by George Leatherman to approve payment in the amount of \$9,049.80 to CEC, pending verification by WVCA for work completed on the Bergdoll Bridge Project. Motion carried.

LOR – Received a notice from WVCA to submit an LOR in the amount of \$70,000.00 for the FY16 Cover Crop Program. A motion was made by George Leatherman and seconded by Ron Miller to the chair to sign and submit an LOR in the amount of \$70,000.00 for the Cover Crop Program. Motion carried.

LOST RIVER Site #16: A request for information was received from an individual who is interested in purchasing property associated with the Lost River Site #16 project – the property is currently owned by Phillip Satolli and Mark Tesoriero. Discussion was held and the Board agreed a copy of the property map showing its relationship to the project area should be provided by NRCS to the individual. It was agreed that NRCS should provide the information, as they would be better suited to answer any questions pertaining to the project – can be provided by email or regular mail. All were in agreement.

O&M CONTRACTS – SOUTH FORK: Jeremy Salyer discussed the South Fork O&M Contracts with the Board. The amount of the lowest bids was significantly higher than the estimate for the work provided by WVCA staff. The issue has been resolved and WVCA has verified the bids are more in line with the amount of work to be completed under the contracts. John Hicks was authorized to sign the notice to proceed and work did begin on the South Fork Brandywine project on 8/25/15. A motion was made by Kent Spencer and seconded by Frank Weese to approve a PVCD supervisor to sign the notice to proceed for the South Fork Moorefield contract when contract is ready to begin. Motion carried.

NEW CREEK SITE #1: Jeremy reported the installation of the staff gauge on New Creek site #1 is on hold at this time.

NORTH / SOUTH MILL CREEK SITE#4: The District crew completed work on N/S Mill Site #4 – NRCS working to survey the site and prepare a report on damage sustained by the over grazing. Will report back to the Board.

**PATTERSON CREEK SITE #28:** Karen Stickley will be holding a public meeting with landowners on PC Site #28 in Mineral County on Saturday, October 3, 2015 beginning at 10:00 am. She will meet with landowners and discuss issues pertaining to the dam including o&m responsibilities. PVCD Supervisors are invited to attend the meeting.

**EMERGENCY ACTION PLAN – Statement of Reviews:** The statement of review for the Patterson Creek Sites # 49, 1, 2, 3, 4, 6, 12, and 41 were presented for approval and signature. A motion was made by Frank Weese and seconded by Ron Miller to authorize the chair to sign the statements of review for Patterson Creek Sites # 49, 1, 2, 3, 4, 6, 12, and 41. Motion carried.

**EMERGENCY ACTION PLAN REVISIONS:** An update for the emergency action plans on the South Fork watershed structures was presented for approval / signature. A motion was made by Ron Miller and seconded by Dale Walker to approve the plan revision and authorize the chair to sign the emergency action plans for the South Fork structures. Motion carried.

**NEW CREEK SITE #14:** Jeremy reported on the need to replace the pyzometer /monitoring equipment on the site due to vandalism. The estimate to replace the equipment is \$300.00. Following some discussion, a motion was made by Kent Spencer and seconded by Frank Weese to approve the purchase of the pyzometer / monitoring equipment up to \$300 to replace what was vandalized. Motion carried. Paul King indicated they could install the new equipment if needed.

**EQUIPMENT COMMITTEE RECOMMENDATIONS:** The Equipment Committee met prior to the Board meeting to discuss equipment issues. Ron Miller reported to the Board on the committee recommendations, which included the purchase of new tires for the green Ford truck in order to pass inspection. A motion was made by George Leatherman and seconded by Kent Spencer to approve the equipment committee recommendations as presented to the Board. Motion carried.

**DISTRICT AWARDS BANQUET:** A new date has been confirmed for the PVCD Awards Banquet. It will be held on Saturday, November 14, 2015 at 5:00 pm at the Moorefield Church of the Brethren.

**STATE FARM TOUR JUDGING:** The State Farm Judges visited the PVCD Farm – Stump Farms on August 26, 2015. Several Board members were in attendance and discussed the day. All agreed it went well – good information presented and good lunch provided to group. State winners will be announced at Awards Recognition on October 27, 2015 at Flatwoods. Discussion was held regarding the farmers’ attendance on 10/27/15. Board agreed to pay expenses for the Stumps to attend. A motion was made by Ron Miller and seconded by Gerald Sites to approve paying the expenses for the Stumps to attend the Awards Recognition in Flatwoods on 10/27/15. Will pay lodging (1 night), mileage and meals. Motion carried.

**MINERAL COUNTY STORMWATER TRAINING:** A request was submitted to utilize residual Chesapeake Bay funds earmarked for the Stormwater Training for the GIS Training. A motion was made by Ron Miller and seconded by Kent Spencer to approve using the stormwater training funds for the GIS Training. Motion carried.

**HARDY COUNTY AGREEMENT – STREAM STABILIZATION PROJECT:** Jeremy Salyer reported on a stream stabilization project near the Hardy / Grant County line. This is a cost share project between the Hardy County Commission, PVCD and WVCA. Jeremy indicated an agreement is being prepared for the project – will need Board action to sign. Following some discussion, a motion was made by Kent Spencer and seconded by Gerald Sites to approve the project and authorize the chair to sign the final agreement for the stream stabilization project in Hardy County. Motion carried.

BERGDOLL BRIDGE PROJECT: Jeremy also reported on an agreement for the Bergdoll Bridge project. Engineering work has been done on the project (invoice approved early this evening). In process of preparing an agreement for the project. Following the discussion, a motion was made by Ron Miller and seconded by Frank Weese to authorize the chair to sign the final agreement for the Bergdoll Bridge project. Motion carried.

DISTRICT MANAGER REPORT: Nadene reported on the following:

- Reminder to submit travel expenses / per diem to District office – Accountant will process the payments.
- FY15 Audit (APE) – field work completed in District office – should have final report by October meeting
- Photo of Board needed by WVACD History Committee for Display – will take following meeting tonight

PVCD CREW REPORT: Paul King reported on the following:

- Crew is working very well – have almost completed all work on dams – 2 more to go
- Ventrac mower – repairs completed this month
- Brush hog in need of repairs
- Compost – incorporating paper into the compost
- Crew will be finished by end of next week – can work through end of month?
- Board thanked Paul for hard work this season with the crew – all did an outstanding job

Following some discussion, a motion was made by Frank Weese and seconded by Kent Spencer to approve the crew working until the end of September as long as work is available – at shop – equipment repairs / maintenance, mowing, etc. Motion carried.

AG ENHANCEMENT: Carla and Ben reported on the applications received for Lime, Invasive Species, Cover Crops and Heavy Use Area Protection. In cover crops, applications totaling \$75,853.50 were received (only \$70,000 budgeted in FY16). Request to utilize residual FY15 funds for cover crop applications – will use old funding first. Received \$68,295.60 in Lime Applications (\$45,000 budgeted FY16). Invasive Species applications \$ 13,000 and Heavy Use Area Protection \$25,000 (5 Applications)

Discussion was held regarding the use of residual AgEP funds for FY16 applications – all in favor. Recommend using FY15 residual funds to cover applications received and use remaining (majority) for Lime program.

The following applications / payment were presented for approval:

Lime: Michael Bidinger, Brian Brannon, Glenn Dahmer, Loy Emmart, Nicole Fansler, Roger Fansler, Todd Fansler, Flying W Farms, Charles Funkhouser, Garlin Funkhouser, Rodney Funkhouser, Matt Karlson, Loyal Kimble, Thomas Kimble, Charles Lee, Glen Mathis, Larsen McGee, Danny Miller, \*\* Ronald Miller, Rudolph Farms, Clyde See, \*\* Gerald Sites, South Branch Cattle Co., South Branch Farms, Adam Sponaugle, Matt Teets, Michael Teets, Brent Titus, Justin Titus, Mike Weaver, Raymond Wilkins, Mary Williams, Micheline Williams, Robert E. Williams, Robert Yowler

Invasive Species: Roger Ashley, Lynise Fansler, Mark Fansler, Erick Hartwig, Ronald Hawk, Danny Miller, Mitch Moran, Robert Moran, Dennis Rogers, Rudolph Farms, Allen Simmons, Mark Simmons, \*\* Gerald Sites, South Branch Cattle Co, South Branch Farms, W.C. Taylor, Matt Teets, Michael Teets, Brent Titus,

Justin Titus, \*\* Frank Weese, Raymond Wilkins, Elwood Williams, Hunter Williams, Mary Williams, Micheline Williams

Heavy Use Area Protection: Greg Berg, Deb Bishop, Brian Dayton, Bruce Miller, Willard May

\*\* Supervisor on PVCD Board

A motion was made by Kent Spencer and seconded by Dale Walker to approve all new applications – except those for PVCD Supervisors which are approved provided by WVCA - and the use of FY15 residual AgEP funds for new applications – remaining balance to be used on Lime program. Motion carried.

Jeremy Salyer presented the approvals on the AgEP applications submitted by PVCD Supervisors:

Lime: Ronald Miller, Gerald Sites

Invasive Species: Gerald Sites, Frank Weese

HUAP: Brian Dayton

WVCA has reviewed and approved the AgEP applications submitted by the above listed PVCD Supervisors.

AgEP Payments: The following AgEP payments were presented for approval:

Lime: Edsel Jenkins \$1,044.90 CS, 69.66 tons

Cover Crops: Dan Lahman: \$2,500.00 CS

A motion was made by Frank Weese and seconded by Kent Spencer to approve the AgEP payments listed above as presented to the Board. Motion carried.

CONSERVATION AGREEMENTS: One Conservation Agreement was presented for approval:

Brittany Ours	220 Acres	Hardy County
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FARM PLANS: The following plans were presented for approval:

Matthew Hott	126 Acres
Cloyce / Alex Sowers	32.6 Acres
Burr Sulser	12.3 Acres

A motion was made by George Leatherman and seconded by Ron Miller to approve the conservation agreement for 220 acres and the farm plans totaling 170.90 acres. Motion carried.

WVCA: Jeremy Salyer reported on the following:

- WVCA Policy / Code Review Committee
- Budget
- WV State Committee – next meeting on 10/16/15

WVCA: Ben Heavner reported on the following:

- Frost Seeding sign ups begin 11/2 – 12/18
- Lime sign ups continue

NRCS: Doris Brackenrich reported on the following:

- Barn completed on Carr property – excellent project
- New furniture in office
- FRPP training on 9/25 at Smoke Hole Caverns – encourage attendance
- WV Restoration Tour Sept 9 – 11 – will visit Seneca Rocks Visitor Center 9/9
- Has applied for 3 County District Conservationist Position

Charlotte Hoover reviewed the dates for upcoming activities.

There being no further business the meeting adjourned at 8:45 p.m. by motion of Gerald Sites, seconded by Dale Walker. Motion carried.

The next regular meeting will be on Wednesday, October 7, 2015 at 7:00 p.m. in Moorefield.

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Chairperson

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Secretary

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Date