



# Potomac Valley Conservation District

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## **MINUTES OF MEETING November 4, 2015**

The monthly meeting of the Potomac Valley Conservation District was held on Wednesday, November 4, 2015, at the USDA Service Center in Moorefield. The meeting was called to order at 7:05 p.m. by chairperson, Charlotte Hoover.

**SUPERVISORS:** Charlotte Hoover, Ronnie Miller, John Hicks, Brian Dayton, Kent Spencer, Frank Weese and Gerald Sites

**OTHERS:** Doris Brackenrich, Christi Hicks, NRCS; Ben Heavner, Nadene Jewell, WVCA; Paul King, PVCD; David Willis, Hampshire County Master Gardeners Club

**MINUTES:** The minutes of the October 7, 2015 Board Meeting were presented for review and approval. One correction was noted – Ronnie Miller was listed twice under “Supervisors in Attendance.” A motion was made by John Hicks and seconded by Brian Dayton to make the correction to the October 7, 2015 minutes – list Ronnie Miller only once. Motion carried. A motion was made by Frank Weese and seconded by Gerald Sites to approve the minutes of the October 7, 2015 meeting, including the correction as listed above. Motion carried.

**FINANCIAL REPORTS:** Treasurer, John Hicks reviewed the treasury reports for the month of October with the Board. He reviewed the reports for the General Fund, CDO Grant Account and the Co-Administered Accounts. Following the discussion, a motion was made by John Hicks and seconded by Kent Spencer to approve the financial reports for the month October for the General Fund, CDO Grant Account and the Co-Administered accounts and all invoices paid within the month. Motion carried.

**INVOICE:** The Board received an invoice in the amount of \$525.00 from William Lipps CPA for bookkeeping services in the month of October. A motion was made by Kent Spencer and seconded by Frank Weese to approve payment to William Lipps CPA in the amount of \$525.00 for bookkeeping services in October. Motion carried.

**POLLINATOR PATCH PROJECT – Hampshire County Master Gardeners:** David Willis, member of the Hampshire County Master Gardeners Club, was in attendance and addressed the Board regarding support of a project at Slanesville Elementary School in Hampshire County. The Master Gardeners Club is working with the school on the installation of a Pollinator Patch Garden. The project will serve as an educational tool for the students, teachers and community on the important role of pollinators. It will include the installation of a 50' x 100' garden to include native plants near the walking trail at the school. The area will need to be fenced in order to protect it from deer damage. Mr. Willis distributed information and reviewed it with the Board. He requested support from the Board for the project – any amount of support would be greatly appreciated. The Board thanked him for attending and presenting the project. The issue will be reviewed and office staff will contact him if additional information is needed. The Board discussed the project and inquired if it would qualify for Chesapeake Bay funding. The NRCS Plant Materials Center was also mentioned as a source for plants or seed. Contact Carla regarding the use of Chesapeake Bay funding and place on the agenda for the December meeting for additional discussion.

**INVOICE:** The Board reviewed an invoice in the amount of \$55.50 from Tri County Tool Rental for the rental of an auger used in a tree planting project. Chesapeake Bay funding is available for this invoice. A motion was made by Ron Miller and seconded by Kent Spencer to approve payment of the invoice in the amount of \$55.50 to Tri County Tool Rental from Chesapeake Bay funds. Motion carried.

**INVOICE:** The Board reviewed an invoice received from Civil Environmental Consultants (CEC) in the amount of \$380.60 for work completed on the Bergdoll Bridge Project. A motion was made by John Hicks and seconded by Ron Miller to approve payment of the invoice in the amount of \$380.60 to CEC for the Bergdoll Bridge Project from SPRP funding. Motion carried.

**CORRESPONDENCE:** Kent Spencer reviewed the correspondence items.

**Envirothon Bid Packets:** Bid packets for the location of the 2017 Envirothon were received. Districts have been asked to distribute them to any local venue that would be interested in hosting the Envirothon competition in 2017.

**LOST RIVER SITE #16:** The District received correspondence from the Army Corps of Engineers regarding public comments received on the 404 permit application. NRCS offered to assist the District in responding to the comments. Following some discussion, the Board was in agreement for NRCS to assist with a response to the comments. Put this item on the agenda in December for discussion.

**ENVIROTHON TRAINING:** The Board received a request from Melissa Merritt to provide lunch for students attending the Envirothon Training on 11/20. Following some discussion, a motion was made by John Hicks and seconded by Kent Spencer to approve providing lunch for the students, up to \$150.00, for the Envirothon Workshop. Motion carried.

LOR: A notice was received from WVCA for the Board to submit a letter of request for funds in the amount of \$4,500.00 for Chesapeake Bay Outreach. A motion was made by Ron Miller and seconded by John Hicks to approve the chair to sign an LOR in the amount of \$4,500.00 for Chesapeake Bay Outreach and submit to WVCA. Motion carried.

LOR: The Board received a notice from WVCA to submit a letter of request for funds in the amount of \$5,000.00 for culvert replacement on various project sites from Chesapeake Bay funds. A motion was made by John Hicks and seconded by Frank Weese to approve the chair to sign an LOR in the amount of \$5,000.00 and submit to WVCA. Motion carried.

INVOICE: Discussion was held regarding payment approval of the invoice in the amount of \$1,500.00 from the Hardy County Commission for the Hardy County Stream Stabilization Project. A motion was made by Kent Spencer and seconded by Ron Miller to approve payment of the invoice in the amount of \$1,500.00 to the Hardy County Commission from SPRP funds for the Hardy County Stream Stabilization Project upon receipt. Motion carried.

INVOICES: The Board reviewed the invoices from Vincent Excavating for the South Fork O&M Contracts. Moorefield Contract in the amount of \$ 66,000.00 and Brandywine Contract in the amount of \$55,500.00. A motion was made by John Hicks and seconded by Gerald Sites to approve payment of both invoices – Moorefield \$66,000.00 and Brandywine \$55,500.00 from O&M funding. Motion carried.

NEW CREEK SITE #14: Discussion was held regarding the need to replace the box that holds the piezometer and other monitoring equipment on New Creek Site #14. The box was damaged by vandalism. WVCA watershed staff provided information and a cost estimate of \$160.00 for replacement of the box. Following some discussion, a motion was made by John Hicks and seconded by Gerald Sites to approve up to \$500.00 for the purchase and replacement of the box for the monitoring equipment on New Creek Site #14. Motion carried.

NEW CREEK SITE #1: It was requested this item be included on the agenda until the staff gauge has been installed at the site. The “special order” gauge was purchased by the District and needs to be installed. John Hicks asked to be reminded to contact WVCA watershed staff regarding the installation of the gauge.

N/S MILL CREEK SITE #4: Frank Weese asked about the status of the complaint on N/S Mill Creek Site #4. He and several other supervisors attended the site visit held in August with the landowner to discuss correction of problems on the site caused by over grazing. Mr. Weese has spoken to the landowner and he has not been contacted by any one since the site visit in August. Need to contact Jeremy Salyer to check the status of this issue.

DISTRICT RENTAL EQUIPMENT: Discussion was held regarding the usage of the litter spreaders – will not rent to spread litter from 12/1 – 3/1. No additional action taken at this time. Equipment Committee can discuss issues regarding the equipment this winter. It was also mentioned that the diesel fuel leak in the tractor continues to need repaired. Will be addressed this winter.

**SAFETY / PERSONNEL POLICIES:** The annual review of the District personnel and safety policies should be completed prior to the next meeting. Any changes should be presented to the Board for approval in December.

**DISTRICT BANQUET REMINDER:** The District Awards Banquet will be held on Saturday, November 14, 2015 at 5:00 p.m. at the Moorefield Church of the Brethren in Hardy County.

**CONSERVATION AWARDS RECOGNITION:** The Conservation Awards Recognition was held at Flatwoods on 10/27/15. Chimney Hill Farms, received the top honor of Conservation Farm of the Year. Tom and Andy Stump were both able to travel to Flatwoods and receive the award. Congratulations to the Stump Family!

**TREE SEEDLING SALE:** Discussion was held regarding the tree seedling sale in spring 2016. A motion was made by John Hicks and seconded by Frank Weese to approve holding a tree seedling sale in spring 2016 and also offering fruit trees in the sale. Staff should work with the Extension office regarding the best species to offer. Motion carried.

**DISTRICT MANAGER REPORT:** The District Manager reported on the following:

- December Meeting: The USDA Conference room is not available on 12/2/15. Discussion was held regarding a Christmas dinner. All were in agreement to hold the Christmas dinner at the Ponderosa Restaurant beginning at 6:00 p.m. and the Board meeting at the restaurant beginning at 7:00 pm. Office staff will contact the restaurant to reserve the meeting room for the dinner and meeting.
- Nominating Committee for 2016 Executive Officers – John Hicks, Ron Miller and Gerald Sites – should prepare a slate of officers to present to Board at December meeting.
- Reminder to submit travel / per diem expenses to District Bookkeeper
- Proposed changes to WV Code – issue discussed at WVACD Quarterly meeting in Flatwoods in October – copies of the draft changes provided for review. No action taken by WVACD.

**PVCD DISTRICT CREW:** Paul King reported on the following items:

- Invoice for engine replacement in 2008 Ford Truck – Wolfe's Garage in the amount of \$13,452.50. A motion was made by Gerald Sites and seconded by Frank Weese to approve payment of the invoice to Wolfe's Garage in the amount of \$13,452.50. Motion carried.
- Tractor is still leaking fuel into crank case – Ron Miller to work on having it repaired this winter
- Equipment rentals continue to be busy through October, especially the Haybuster – will also need some repairs this winter
- Tires on green truck in need of replacement before inspection – approved in October
- Filter Fabric – have sold a good bit past several weeks. Discussion held on cost of full role / investigate prices from various dealers.
- Heater at District shop may need replaced – Paul to follow up

AG ENHANCEMENT:

**LIME:**

**New applications:**

Viola Riggelman	18.25 Acres	54.75 tons	\$ 821.25 CS
Ronald Hawk	20.4 Acres	61.2 tons	\$ 918.00 CS
Charles Lee	20.18 Acres	40.36 tons	\$ 605.40 CS
Renick Williams	24 Acres	59 tons	\$ 885.00 CS
Jimmie Bennett	42 Acres	109.35 tons	\$ 1,640.25 CS
Robert Moran	75 Acres	185 tons	\$ 2,775.00 CS

**Payments:** David Parker \$449.01 CS; Flying W Farm \$ 2,146.65 CS; Clyde See \$ 717.65 CS

**COVER CROPS:**

**New Applications:**

Roy Ours	25 Acres	\$1,250.00 CS
Timothy Wilkins	75 Acres	\$ 3,360.00 CS
Paul Bennett	20 Acres	\$ 1,000.00 CS

**Payments:** Robert Branson \$1,641.50 CS; Rodney Branson \$ 2,375.00 CS; L. Chris Miltenberger \$ 1,700.00 CS; Brian Brannon \$ 2,800.00 CS; James See III \$ 1,821.10 CS; Charles Funkhouser \$ 2,500.00 CS; Joe Harper \$ 860.00 CS; Todd Fansler \$ 2,045.00 CS; Merl Bennett \$ 1,000.00 CS; Matt Teets \$ 3,750.00 CS; Michael Teets \$3,750.00 CS; Robert E. Williams \$1,320.00 CS; B&Y Farms (Cynthia Yokum) \$ 1,100.00 CS; Robert Moran \$ 1,900.00 CS; George Leatherman \$ 815.00 CS; Doug Wimer \$ 2,500.00 CS; John McCoy \$ 1,650.00 CS; Roy Ours \$ 1,250.00 CS; Tim Wilkins \$ 3,360.00 CS; Paul Bennett \$ 1,000.00 CS; W.C. Taylor \$ 800.00 CS; Elwood Williams \$ 3,000.00 CS; Raymond Phares \$ 1,500.00 CS. **Cancellation:** Roger & Judy Fansler **LITTER TRANSFER:**

**Payments:** Allen Evans \$ 3,240.00 CS

**HEAVY USE AREA PROTECTION:** *To be addressed separately*

A motion was made by Kent Spencer and seconded by John Hicks to approve all AgEP applications, payments and cancelations, with exception of HUAP, as presented to the Board. Motion carried.

Brian Dayton excused himself from the meeting.

**HEAVY USE AREA PROTECTION-Payments:** Brian Dayton \$5,000.00 CS; Willard May \$3,708.00 CS

A motion was made by Kent Spencer and seconded by John Hicks to approve payment of the Heavy Use Area Protection invoices listed above. Motion carried.

Brian Dayton returned to the meeting.

Discussion was held regarding several payments that were not received in time for the November agenda deadline. Following the discussion, a motion was made by John Hicks and seconded by Kent Spencer to approve holding a special AgEP meeting to address AgEP items and delegate authority to the AgEP committee to approve applications / payments presented during the special meeting. Motion carried.

LIME PRACTICE: All funding for the AgEP Lime practice has been appropriated. A motion was made by Kent Spencer and seconded by Frank Weese to close the application process for the Lime practice as all funds have been allocated. Motion carried. \* If cancellations are received, may be able to accept some applications in the spring.

CONSERVATION PLANS: Greg Hulver and Terry Hulver

CONSERVATION AGREEMENTS: Brad Short 19.4 acres

A motion was made by Ron Miller and seconded by John Hicks to approve the Conservation Plans and Agreements as presented to the Board. Motion carried.

CREP PAYMENTS: The following CREP payments were received for approval:

Robert Davis 6.27 acres \$ 213.18 CS; Bonnie View Farm LLC 7.4 acres \$ 251.60 CS; Matthew Hott 2.9 acres \$ 98.60 CS; Matthew Hott 3.7 acres \$ 125.80 CS.

A motion was made by John Hicks and seconded by Gerald Sites to approve the CREP payments as presented. Motion carried.

WVCA: Ben Heavner reminded the Board of the Frost Seeding sign ups which began on 11/2/15 through 12/18/15.

NRCS: Christ Hicks distributed and reviewed the monthly report for Hampshire and Mineral counties. She also reported that Mike Omps' previous position in the Romney office will be filled – accepting applications until 11/16.

NRCS: Doris Brackenrich reviewed monthly highlights:

- Thirty year anniversary of the 1985 Flood in local area
- Personnel changes – Doris acting District Conservationist for three counties
- Jessica Ball transferred to Elkins office
- Mike Omps new Soil Conservation Technician in Moorefield office
- Austin Shenk new Soil Conservation Technician in Petersburg office
- Lee / Brock to attend training
- Extension Workshop
- Presentation on seasonal high tunnels held at Greg Mitchell's farm on 10/31

WVCA: Nadene reviewed the monthly report

- Budget cuts
- Travel / per diem expenses
- Anytime supervisors or staff spend working on rehab projects can be submitted for match / need to document time and mileage
- Proposed changes to legislative code / reviewed during WVACD Quarterly Meeting / no action taken

BANQUET REMINDER: Saturday, November 14, 2015 at 5:00 pm at Moorefield Church of the Brethren.

DECEMBER MEETING: The December Board meeting will be held at the Ponderosa Restaurant beginning at 7:00 p.m.

There being no further business, the meeting adjourned by motion of Kent Spencer and seconded by John Hicks at 8:35 p.m. Motion carried.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date