



MINUTES OF MEETING
May 4, 2016

The monthly meeting of the Potomac Valley Conservation District was held on Wednesday, May 4, 2016 at the USDA Service Center in Moorefield. The meeting was called to order at 7:37pm by Chairperson, Charlotte Hoover.

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

OTHERS: Christie Hicks, Doris Brackenrich, NRCS; Jeremy Salyer, Ben Heavner, John Brown, Andrea Walker, Carla Hardy, Nadene Jewell, WVCA; Paul King, PVCD; William Bean, Attorney; Alan Gramprrie, Lost River Resident

MINUTES: The minutes of the April 6, 2016 Board meeting, the April 12, 2016 Special Meeting and the April 12, 2016 Watershed / Personnel Committee meeting were presented to the Board for review and approval. A motion was made by Ronnie Miller and seconded by Gerald Sites to dispense with the reading of the minutes of the April 6, 2016 Board Meeting and approve them as written and distributed. Motion carried. A motion was made by John Hicks and seconded by Kent Spencer to approve the minutes of the 4/12/16 special meeting as written and distributed. Motion carried. A motion was made by Gerald Sites and seconded by Kent Spencer to approve the minutes of the Watershed / Personnel Committee meeting held on 4/12/16 as written and distributed. Motion carried.

FINANCIAL REPORTS: Treasurer, John Hicks, reviewed the treasury reports for the month of April with the Board. He reviewed the General Fund and CDO Account reports prepared by William Lipps, and the Co-Administered reports prepared by WVCA. Following some discussion, a motion was made by John Hicks and seconded by Ron Miller to approve the financial reports for the month of April for the General Fund, CDO Grant Account and the Co-Administered accounts and invoices paid within the month of April. Motion carried.

FINANCE COMMITTEE MEETING: The Finance Committee will meet on Wednesday, 5/25/16 at 10:00 am in the District office in Romney to prepare the FY17 District Budget. Reminders will be sent to committee members.

INVOICE: The Board reviewed an invoice in the amount of \$525.00 from Williams Lipps CPA for bookkeeping services in the month of April. A motion was made by John Hicks and seconded by Ron Miller to approve payment to William Lipps CPA in the amount of \$525.00 for bookkeeping services in April. Motion carried.

VIDEO CONFERENCE EQUIPMENT DEMONSTRATION: John Brown, WVCA, was in attendance to demonstrate the Video / Phone Conference Equipment being offered to Districts / Field offices. The equipment will enable the District to participate in meetings statewide without the traveling expense. Will also provide Board members the option to hold committee and special meetings by video / teleconference. This will save on time and travel expense. Costs estimate is \$1,800 for the purchase of the equipment / WVCA will cost share 50%. District cost would be approximately \$900. Board inquired about additional fees/ monthly increase in internet fee of \$22 and license fee \$25. WVCA IT staff will provide technical support. Discussion was held regarding the equipment – price includes computer, camera and TV. Must have internet capabilities to use the video / teleconference equipment. Discussion on Wi Fi capabilities in Moorefield office. Also discussion on the purchase of two TVs screens. Could use one in Romney and one in Moorefield. Additional discussion on use of equipment in Moorefield Field office when needed. A motion was made by John Hicks and seconded by Frank Weese to proceed with the purchase of the hardware equipment for the video conference system in the District office in Romney, not to exceed \$2,500.00. Investigate options for the Moorefield Service Center. Also delegate authority to John Hicks to decide on best size TV for the Romney office (30-50 inch discussed). Motion carried. Approximate cost to District after cost share will be \$916.00.

LOR: Discussion was held regarding the LOR for the Video Conference Equipment. A motion was made by Kent Spencer and seconded by John Hicks to authorize the chair to sign the LOR for the video conference equipment (not to exceed \$2,500) when prepared. Motion carried.

INVOICE: The Board reviewed an invoice in the amount of \$304.72 from the Hampshire County Master Gardeners for materials purchased for the garden project at the Slanesville School. A motion was made by John Hicks and seconded by Frank Weese to approve payment in the amount of \$304.72 to the Hampshire County Master Gardeners for materials for the Slanesville School Garden Project. Motion carried.

INVOICE: The Board reviewed an invoice in the amount of \$121.90 from Tri County Tool Rental for rental of an auger used in two Communitree Project plantings. A motion was made by Gerald Sites and seconded by Kent Spencer to approve payment in the amount of \$121.90 from the Communitree project funds to Tri County Tool Rental. Motion carried.

INVOICE: The Board reviewed an invoice in the amount of \$50.00 for annual dues to the WV Conservation Education Council. A motion was made by John Hicks and seconded by Ron Miller to approve payment of the annual dues in the amount of \$50.00 to the WV Conservation Education Council. Motion carried.

EMERGENCY ACTION – STATEMENT OF REVIEWS: The Board reviewed the EAP Statements of Review for the Patterson Creek Sites. A motion was made by Kent Spencer and seconded by John Hicks to approve the statements of review for Patterson Creek, authorize the chair to sign them and submit to WV Dam Safety. Motion carried.

O&M AGREEMENTS: The Board reviewed the O&M cost share agreements from the Hardy County Commission - \$4,000 for Lost River and \$4,000 for South Fork-Hardy Co. A motion was made by John Hicks and seconded by Ron Miller to approve the agreements and authorize the chair to sign them. Motion carried.

CREP TRAINING: The Board reviewed four invoices from the CREP Training held in Moorefield this week. \$633.68 Training accommodations; \$680.63 Rental for the training facility; \$61.71 Refreshments for the training; and \$933.80 Lunch for the training. A motion was made by Ron Miller and seconded by John Hicks to approve payment of the four invoices for the CREP Training from Chesapeake Bay funding. Motion carried.

JR. CONSERVATION CAMP SCHOLARSHIPS: The District reviewed a request to provide sponsorship of three students from PVCD to attend Jr. Conservation Camp in June. The cost is \$172.00 each. The District has budgeted \$370 in the CDO Grant Budget for conservation camp. The total of three scholarships is \$516.00. A motion was made by John Hicks and seconded by Frank Weese to approve the additional \$146.00 from conservation education funds for the Jr. Conservation Camp Scholarships - \$516.00 total for three scholarships. Motion carried.

DISTRICT RENT CHECKS: Discussion was held in a previous meeting regarding multiple uncashed checks for the District office space. There was a problem at the national headquarters with processing the payments. The issue has been resolved and the checks have cleared the bank. No additional action is needed.

LOST RIVER SITE #16: Report was given on the special committee meeting held at the site on 4/21/16. Supervisors met to view the proposed project area and discuss the project. Comment made regarding possibility of moving location of the structure – not an option at this point. Brief discussion also held regarding meeting with WV DEP and NRCS on 4/8/16 to discuss the 401 permit application.

NEW CREEK SITE #1: No action taken to date on staff gauge installation.

N/S MILL CREEK Site #4: Overgrazing issue – site visit made last summer to discuss situation with landowner. No action taken to date – waiting on report from NRCS.

DAM ANALYSIS: Doris Brackenrich reported that an engineering firm will be conducting a dam breach analysis in the coming weeks on several sites in the District – N/S Mill Creek; Lunice Creek and South Fork.

GREEN BEAN DEMONSTRATION PROJECT: Ben Heavner reported on Green Bean Demonstration Project. Public meeting held on 4/26/16 – six applications received – five were eligible for the project. George Leatherman has reviewed the applications – Board delegated authority to him to act on issues related to the demo project as needed. Five applications approved for the demonstration project – 5 acres each: A. Harper 5 acres; R. Crites 5 acres; Lovers Lane Farm 5 Acres; Sloan Williams 5 acres; and Austin Williams 5 acres. Proposed planting dates 5/18 – 5/24. Funding for the project / equipment is being requested. Harvester will be purchased. Will need to advertise for equipment bids.

LORs: Letters of Request for funding for the Green Bean Demonstration Project were presented for approval / signature: \$8,200 Green Bean Demonstration Project; \$62,000 Purchase of Green Bean Harvester. A motion was made by Kent Spencer and seconded by Frank Weese to approve the LORs and authorize the chair to sign both and submit to WVCA. Motion carried.

CHESAPEAKE BAY PROJECTS: Carla Hardy reported on agreements with US Fish & Wildlife and Trout Unlimited. The agreements are still be reviewed by WVCA legal counsel. The projects are as follows: Nicely Project \$5,000 – 64 acres Supplement Habitat Protection and Waggy Project \$36,000 – 126 ft. Reeds Creek - Natural Stream Project. Following discussion, a motion was made by Ron Miller and seconded by George Leatherman to authorize the chair to sign the agreements for the above projects when finalized. Motion carried.

SHADY BROOK FARM – Carla Hardy requested to table this issue until the June meeting. A motion was made by John Hicks and seconded by Ron Miller to table the Shady Brook Farm Chesapeake Bay Project until the June 1, 2016 meeting. Motion carried.

CONSERVATION FARM TOUR: Discussion was held regarding the County Conservation Farm Tour – must have a District winner selected and name submitted to WVCA by 5/31/16. The Board agreed to extend the deadline to submit names of county farms until Friday, 5/13/16. Call Nadene with the name and she will finalize the schedule and send to the supervisors. The tour will be held on Monday, 5/23/16. At this point, one farm has been selected – Pendleton County. Must have the name of additional farms by 5/13. Reminder notices will be sent to the supervisors.

FINANCE COMMITTEE: The Finance Committee will meet on May 25, 2016 at 10:00 am in the Romney office to prepare the FY17 Budget for the District. Will email / mail copies of the budget information to supervisors prior to the meeting. Will also set up as teleconference for those unable to attend.

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

- Results of the 2016 Envirothon – All three PVCD Teams scored in the top ten: Hampshire County Team 4th Place, Mineral County FFA 5th Place, and Moorefield Team 7th Place. Congratulations to all teams!
- Information distributed for Conservation Poster and Photo contests. Poster deadline is 5/31/16 and Photo deadline is 6/24/16.
- District Plan of Work should be reviewed / revised for 2016-17. Due to WVCA by 6/15/16.
- WVACD Scholarship Winner from PVCD – Kyle Jewell.

CREW REPORT: Paul King reported on the following:

- Repairs made to and needed on the litter spreader truck. Elwood working to fix it.
 - Tow Bill \$300 – broke down on Corridor H
 - Radiator in need of repair
 - Has low oil pressure – not locked up – is running

A motion was made by Kent Spencer and seconded by George Leatherman to approve the repairs on the spreader truck, including the radiator repair. Motion carried.

A motion was made by Brian Dayton and seconded by Frank Weese to pay the towing bill in the amount of \$300.00. Motion carried.

- Equipment Rentals continue to be busy
- Compost – Carla will order materials – paper delivered by Hamp Special Services

A motion was made by Ron Miller and seconded by George Leatherman to order the materials and make a new patch of compost. Motion carried.

- Tire replaced on the letter spreader

George Leatherman reported on a visit to Lost River Site # 27 – impressive dam.

AgEP: The PVCD AgEP Committee needs to meet in order to finalize the program guidelines for 2016-17. The group agreed to meet on 6/1 @ 7:00 pm prior to the Board meeting to finalize the FY 2016-17 AgEP guidelines.

AgEP: The following AgEP applications, payments and cancellations were presented:

LIME: Payments: Garlin Funkhouser \$ 1,350.00 CS; Brent Titus \$2,100.00 CS; Justin Titus \$2,123.55 CS; Jimmie Bennett \$1,640.25 CS

Cancellation: Ron Hawk, Viola Riggleman

INVASIVE SPECIES: Payments: Brent Titus \$250.70 CS; Justin Titus \$250.70 CS

LITTER TRANSFER: New Application: Tim Ritchie 303.5 tons; Rodney Hedrick 27.1 tons; Gary Hedrick 63.63 tons

Payments: Mark Nazelrodt 472 tons \$ 4,721.10 CS; Tim Ritchie 303.5 tons \$3,035.00 CS; Gary Hedrick 10.73 tons \$107.30 CS & 63.63 tons \$ 636.30 CS; Rodney Hedrick 27.1 tons \$ 271.00 CS

FROST SEEDING: Payments: Ephriam Herriott \$500.00 CS; Brent Titus \$500.00 CS, Justin Titus \$500.00 CS

A motion was made by Ron Miller and seconded by Frank Weese to approve the AgEP applications, payments and cancellations as presented. Motion carried.

CONSERVATION AGREEMENTS: One conservation agreement was presented for approval:

Jennifer Sites Grant County

A motion was made by Kent Spencer and seconded by Brian Dayton to approve the conservation agreement as presented. Motion carried.

WVCA: Jeremy Salyer reported on the following:

- No State Budget has been passed / therefore no WVCA Budget to date
- Senate Bill 159 was vetoed by Governor – no action taken yet – special session being held
- Lodging is available for those planning to work the state fair booth

- CDO Grant Fund Budget – PVCD needed to revise the Personnel Plan to reflect the funding for the office assistant position.
- Bergdoll Bridge Project – requested to place on June agenda for discussion

NRCS: Christi Hicks / Andrea Walker

- CREP Visits conducted in April
- Long Range Plan – draft submitted – asked to remove concern over time frame for engineering designs from the final draft of the LRP – next step to develop funding proposals
- EQIP
- WV DOF will fill vacate Forester position – (old position of Jacob Metcalf)
- Becky Bowers, Soil Conservationist in Romney, on extended leave – husband not doing well

NRCS: Doris Brackenrich reported on the following:

- New additionsAdam Bonar and his wife had son on 2/18
- Sarah Taylor and her husband had son on 4/13
- Lee Haggerty and his wife are due in mid -June.
- Contracts – applications are being reviewed / ranked
- WV Restoration applications in Grant & Pendleton Counties
- New Staff – Michaela Miller – Nutrient Management Planner to begin work on 5/16
- Trout Unlimited hiring a full time planner in Moorefield
- Farmland Protection Plan for W.C. Taylor has been accepted by National office – to close by end of May
- WV Restoration Venture Project – tour of Monongahela National Forest in May

Stream Damage – Bill / Jim Martin reported stream erosion problems on Halterman property in Hardy County. Requested assistance – Carla / Jeremy discussed the proposed changes to SPRP program. Forward contact information to WVCA in Morgantown.

Paul King inquired about start date for crew – John Hicks will get with Paul and discuss a date.

There being no further business, the meeting adjourned at 9:25 pm by motion of Kent Spencer and seconded by Frank Weese. Motion carried. The next regular meeting is scheduled for June 1, 2016 at 7:30 pm in Moorefield.

Chairperson

Secretary

Date