



Potomac Valley Conservation District

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MINUTES OF MEETING

June 1, 2016

The monthly meeting of the Potomac Valley Conservation District was held on Wednesday, June 1, 2016, at the USDA Service Center in Moorefield. The meeting was called to order at 7:45 p.m. by chairperson, Charlotte Hoover.

SUPERVISORS: Charlotte Hoover, John Hicks, Brian Dayton, Kent Spencer, Frank Weese and Dale Walker

OTHERS: Doris Brackenrich, NRCS; Jeremy Salyer, Carla Hardy, Ben Heavner, Ed Martin, Nadene Jewell, WVCA; Paul King, PVCD; Jim Bowen, WV Forestry; Alan Gramprrie, Lost River Resident

MINUTES: The minutes of the May 4, 2016 Board Meeting were presented for review and approval. A motion was made by Frank Weese and seconded by John Hicks to dispense with the reading of the minutes of the May 4, 2016 meeting and approve them as written and distributed. Motion carried.

FINANCIAL REPORTS: Treasurer, John Hicks reviewed the treasury reports for the month of May with the Board. He reviewed the reports for the General Fund, CDO Grant Account and the Co-Administered Accounts. The reports for the co-administered funds were a draft, as the bank statements were not received by the meeting. Following the discussion, a motion was made by John Hicks and seconded by Kent Spencer to approve the financial reports and invoices paid within the month for the month May for the General Fund and CDO Grant Accounts. Motion carried. The final reports for the Co-Administered accounts will be presented for approval at the July meeting.

FINANCE COMMITTEE / FY17 BUDGET: John Hicks reviewed the FY17 District Budget as prepared by the Finance Committee on 5/25/16. He also reviewed the committee recommendations. A motion was made by Kent Spencer and seconded by Brian Dayton to approve the committee recommendations and the FY17 District Budget as prepared by the committee. 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 May. A motion was made by John Hicks and seconded by

Frank Weese to approve payment to William Lipps CPA in the amount of \$525.00 for bookkeeping services in May. Motion carried.

AUDIT: The District's multi-year contract with Suttle and Stalnaker expires this year. A request for quotations for the FY16 audit needs to be prepared and advertised. Following some discussion, a motion was made by John Hicks and seconded by Dale Walker to approve preparation of the RFQ (request for quotations) for the FY16 audit and the acceptance of bids. Motion carried.

CORRESPONDENCE: Received a notice from WVCA regarding the submittal of FY17 LORs for CDO Grant Allotments; CD Supervisor Travel / Per Diem; District Employee; Audit, and O&M State Match. The following LOR amounts were presented to the Board: FY17 CDO Grant – 7/1/16 \$19,000; 10/1/16 \$6,634; 1/1/17 \$6,634; and 4/1/17 \$6,633. CDO Supervisors Travel / Per Diem – 7/1/16 \$19,969; 10/1/16 \$14,264; 1/1/17 \$14,264; and 4/1/17 \$8,558. District Employee – maximum amount \$7,000. O&M State Match FY17 (as identified in the O&M Cost Share Agreements) submit following receipt of sponsor share. Audit \$4,100 (May change based on RFQ). A motion was made by John Hicks and seconded by Frank Weese to authorize the chair to sign the LORs as presented and submit to WVCA on appropriate dates. Motion carried.

INVOICE: The Board reviewed an invoice in the amount of \$71.61 for Communi Tree Planting Project expenses. Carla Hardy reviewed the invoice and project with the Board. A motion was made by Kent Spencer and seconded by Brian Dayton to approve payment of the invoice in the amount of \$71.61. Motion carried.

TRANSFER OF FUNDS: The Board received a request from WVCA to transfer funds from the New Creek Site #14 rehabilitation project – residual funds – to the SPRP Bergdoll Remediation Project. Jeremy Salyer discussed the project with the Board – working with DOH on the project in Grant County. A motion was made by Frank Weese and seconded by Kent Spencer to approve the transfer of \$100,000.00 in funding from the New Creek Site #14 Rehabilitation Project to the SPRP Bergdoll Remediation Project. Motion carried.

REGION EIGHT SOLID WASTE AUTHORITY: The District received a notice from the Region 8 Solid Waste Authority Board of the expiration of George Deadrick's term on 6/30/16 – PVCD appointee. Mr. Deadrick is willing to serve another 4 year term. Following some discussion, a motion was made by John Hicks and seconded by Brian Dayton to reappoint George Deadrick to the Region Eight Solid Waste Authority Board for a four year term, to expire on 6/30/20. Motion carried.

INVOICES: Two invoice for the garden project at the Slanesville School were presented for payment approval: \$ 321.59 for hardware / materials for the fence / garden and \$ 414.32 for the project sign. These are the final invoices for the project. A motion was made by John Hicks and seconded by Brian Dayton to approve payment of the two invoices: \$321.59 and \$414.32 to the Hampshire County Master Gardeners for the Slanesville School Garden Project. Motion carried. Since these are the final project invoices, an invoice needs to be submitted to WVACD for reimbursement of the project expenses totaling \$5,000.00. A motion was made by Kent Spencer and seconded by Frank Weese to approve the preparation and submission of an invoice in the amount of \$5,000 to WVACD for the garden project at the Slanesville School. Motion carried.

LOST RIVER SITE #16: A letter was received from the Army Corps of Engineers (ACOE) requesting the District to provide access to the LR#16 site in order to obtain / verify data previously collected. A response is requested from PVCD within 45 days. Discussion was held on the issue – District feels they have fulfilled the obligation to provide access to the site on multiple occasions. In order to again have access to the site, legal action would be necessary. Board was in agreement that the ACOE could obtain access to the site if needed without assistance from PVCD. All were in favor of drafting a letter to the ACOE, with assistance from NRCS, to state the above information. A motion was made by Kent Spencer and seconded by Frank Weese to draft a letter to the ACOE indicating the District has met their obligation to provide access to the LR#16 site on multiple occasions in the past and the District is not in favor of pursuing legal action in order to gain access again. Motion carried.

NEW CREEK SITE #1: Ed Martin requested that the staff gauge installation be removed from the PVCD meeting agenda at this time. Since the rehabilitation assessment is being conducted, this issue will be addressed in the future – not being installed at this time. A motion was made by John Hicks and seconded by Brian Dayton to remove the staff gauge installation on New Creek Site #1 from the agenda until notified by WVCA staff. Motion carried.

NEW CREEK SITE #1 & #17: Ed Martin indicated that surveys & environmental assessments are currently underway to determine the need of rehabilitation. Will keep the Board updated on the progress.

NORTH/SOUTH MILL CREEK SITE #4: Ed Martin indicated the report from NRCS has been received recently – will review and present to the Board for action at future meeting.

PATTERSON CREEK SITE #15: Ed Martin reported on the issue on Patterson Creek Site #15 – recent trespassing indicated by the landowner. He has requested to install a gate to prevent future trespassing. This has contributed to erosion issues on the site. The landowners offered to assist with repairs up to \$1,000. Ed talked to Gene Saurborn about the issue and he indicated a design could be developed for the gate installation if the Board desire to pursue it. Must discuss with NRCS / Dam Safety before installing a gate. The landowner also inquired about the access road to his property – has an old easement indicating that PVCD must provide the landowner with access. Discussion was also held regarding the need to send a letter in order to document the issue. Ed Martin indicated he will follow up with Board when needed / hold off on the letter until that time.

SOUTH FORK O&M BIDS: John Hicks reviewed the bids for the South Fork O&M Contracts: Vincent Excavating submitted the low bid of \$63,000 for the Moorefield contract. A motion was made by John Hicks and seconded by Kent Spencer to accept the bid of \$63,000 and award the South Fork - Moorefield contract the Vincent Excavating. Motion carried. ** Two additional sites will be added / contract modified in the future. Unable to access the sites during the job showing.

Vincent Excavating also submitted the low bid of \$ 69,500.00 on the South Fork – Brandywine contract. A motion was made by John Hick and seconded by Kent Spencer to accept the bid of \$69,500.00 and award the South Fork – Brandywine contact to Vincent Excavating. Motion carried.

Ed Martin discussed concern over the state budget issue – advised to award the Brandywine contract first – immediately – in order to allow enough time to finish up before the end of June. The Board was in favor to award the Brandywine contract first. A motion was made by John Hicks and seconded by Frank Weese to award the South Fork – Brandywine contract to Vincent Excavating immediately – John Hicks authorized to sign on behalf of the Board. Motion carried.

GARDEN PROJECT AT SLANESVILLE SCHOOL: As the final invoices have been submitted for the project - \$5,000 in total expenses. WVACD will need to be invoiced to reimburse the District for the project expenses. A motion was made by Frank Weese and seconded by Kent Spencer to prepare and submit an invoice in the amount of \$5,000 to WVACD for the garden project at Slanesville school. Motion carried.

POSTER CONTEST: No posters received this year.

John Hicks excused himself from the meeting.

INVOICE: Carla Hardy reviewed an invoice in the amount of \$12,561.00 for work completed on the Shady Brook Farm project. The invoice is to be paid with funds from the State match / South Branch Account. A motion was made by Kent Spencer and seconded by Brian Dayton to approve payment of the invoice in the amount of \$12,561.00 for work completed on the Shady Brook Farm project from the South Branch state match funds. Motion carried.

John Hicks returned to the meeting.

319 PROJECT: Carla Hardy presented / reviewed the contract agreement for the Mark Mongold 319 project – 1,280 feet of fence. An invoice in the amount of \$3,225.60 for work completed on the project was also presented for payment approval. A motion was made by John Hicks and seconded by Dale Walker to approve payment of the invoice in the amount of \$3,225.60. Motion carried.

BERGDOLL PROJECT: Jeremy Salyer and Ed Martin discussed the project in detail with the Board. Stream erosion up stream of the bridge – stream to be moved / rock installed – 3,000 yards of fill to be installed. Bridge located in Grant County near Dorcas. Ed reviewed the agreement and the need for permits / 401 permit fee of \$325.00 / Public Notice Required – fee for notice. Chair needs to sign the agreement. Also discussed the need to delegate Board authority to a supervisor to take action on project as needed. Board in favor is delegating authority to Frank Weese. A motion was made by Kent Spencer to authorize the chair to sign the agreement; take necessary action to obtain the required permits – including payment of the fees; and approve the delegation of Board authority for the project to Frank Weese. Motion seconded by Dale Walker. Motion carried.

FY17 PLAN OF WORK: The Board reviewed the FY17 PVCD Plan of Work. A motion was made by John Hicks and seconded by Brian Dayton to approve the FY17 PVCD Plan of Work and submission to WVCA. Motion carried.

CONSERVATION FARM TOUR: Higson Farm in Mineral County selected as PVCD District Farm winner. Jeremy Salyer discussed the Area Farm Tour – will be held in late July – Mondays work best for the Higson Farm. Will let the Board know as soon as final date is set.

DISTRICT MANAGER REPORT: Nadene reported on the following:

- Photo Contest – photos due by 6/24/16
- State Budget Issue – If budget is not finalized by 6/30 all state workers will not work until it is finalized. District may continue to operate, but WVCA employees may not work. Could effect July Board meeting.
- District FY17 Plan of Work is due to WVCA by mid-June
- Cell Phone – discussion over need for District cell phone for employees and District – Manager

SUPERVISOR TRAINING – Jeremy Salyer reported on the Supervisor Training 7/14 / WVACD Quarterly Meeting 7/13 – 7/14 at Glad Springs – John Hicks plans to attend – All supervisors invited to attend the business meeting. If planning to attend, should make reservations soon.

PVCD CREW REPORT: Paul King reported on the following

- Compost – materials to make new windrow
- Equipment rentals continue to be busy
- Repairs to spreader truck radiator - much discussion on issue – approximate cost \$1,600 - \$1,800. Board in favor of fixing it
- Crew working on New Creek sites – began on NC#14 – completed 3 dams to date.
- Discussion on lime truck

GREEN BEAN HARVESTER – One quote received for the purchase of a harvester. The quote was opened – submitted by Sil Meier Sales \$56,500 for the Harvester \$5,000 shipping cost = Total Quote of \$61,500.00. Following some discussion, a motion was made by Frank Weese and seconded by Kent Spencer to approve the bid of \$61,500 submitted by Sil Meier Sales for the green bean harvester. Motion carried.

GREEN BEAN DEMONSTRATION: Five invoices were submitted for approval: Sloan Williams \$ 1,394.45, Robert W. Crites \$ 1,397.19, Adam Harper \$ 1,434.38, Austin R. Williams \$, Lovers Lane Farm \$ 1,394.45

A motion was made by John Hicks and seconded by Kent Spencer to approve the green bean program payments as presented to the Board. Motion carried.

FY16 AG ENHANCEMENT: Discussion was held regarding the need to delegate authority to a supervisor to approve Ag Enhancement payments received prior to the program close out in June. A motion was made by Kent Spencer and seconded by Dale Walker to authority John Hicks to approve Ag Enhancement payments received in June prior to the program close out. Motion carried.

FY17 AG ENHANCEMENT GUIDELINES: Discussion was held regarding the FY17 AgEP guidelines as prepared by the PVCD Ag Enhancement committee earlier this spring. The Board agreed to have two sign up periods for the Lime program: 1st sign up June 15 – August 31 and the 2nd sign up will be in December – January. Need to advertise the program so public is aware of the sign ups. Frost Seeding, Cover Crop, HUAP and Deer Fence sign ups will begin on July 1. Discussion was held on the

Invasive Species practice – Board agreed to table this practice. A motion was made by John Hicks and seconded by Dale Walker to approve the Ag Enhancement Committee recommendations for the FY17 AgEP practices, including the revisions made on today, 6/1 to the Lime practice and tabling the Invasive Species practice. Motion carried.

AG ENHANCEMENT: The following applications, payments and cancellations were presented to the Board:

LIME: *New Application:* Sherwin Tharp 24 tons \$ 360.00 CS

Payments: Darren Daughtry \$ 1,290.00 CS; Mary Williams \$ 2,160.00 CS; Robin Pancake \$2,250.00 CS; Raymond Wilkins \$ \$1,665.00 CS; Robert R. Williams \$ 1,980.00 CS; Micheline Williams \$ 2,250.00 CS; Tamitha Myers \$ 571.08 CS; Michael Bidingler \$ 479.67 CS; Mike Weaver \$536.14 CS; Sam Williams \$ 3,066.00 CS; Renick Williams \$ 885.00 CS; Ephraim Herriott \$ 2,289.00 CS; *Sherwin Tharp \$ 360.00 CS*

Cancellation: Viola Riggleman, Wanda Harman, James Coffman, Todd Fansler, Nicole Fansler, Roger / Judy Fansler

INVASIVE SPECIES: *Payments:* Raymond Wilkins \$ 268.00 CS; Rudolph Farms \$ 500.00 CS; Eric Hartwig \$ 266.20 CS, Lynise Fansler \$328.15 CS; Frank Weese \$ 500.00 CS; Mark Simmons \$ 270.00 CS; Allen Simmons \$ 216.00 CS; Elwood Williams \$ 64.64 CS; Hunter Williams \$267.94 CS; Mary Williams \$188.56 CS, Micheline Williams \$188.65 CS, Robert R. Williams \$ 188.65 CS, Gerald Sites \$216.36 CS; Sam Williams \$104.21 CS

FROST SEEDING: *Payments:* Steve Bailes \$ 500.00; Robin Pancake \$ 500.00; Raymond Wilkins \$ 287.00; Mark Simmons \$ 500.00 CS; Allen Simmons \$ 500.00 CS; Sam Williams \$ 500.00 CS; Renick Williams \$500.00 CS

HUAP: *Payments:* Ours Valley View Poultry \$ 5,000.00 CS

COVER CROPS: *New Applications:* Sloan Williams 5 acres, Robert W. Crites 5 acres, Adam Harper 5 acres, Austin R. Williams 5 acres, Lovers Lane Farm 5 acres

(All participants in the Green Bean Demonstration Project are required to complete a cover crop practice. Five cover crop applications were presented for approval (See above list and approval).

A motion was made by Frank Weese and seconded by Dale Walker to approve all applications, payments and cancellations as presented. John Hicks abstained. Motion carried.

LITTER TRANSFER: The following litter transfer applications / payments were presented for approval.

New Application: Roscoe Alexander 222.93 tons; Woodrow Sherman 165.70 tons

Payments: Woodrow Sherman \$ 1,500 CS 150 Tons; Woodrow Sherman 165.70 tons \$1,657.90 CS; Roscoe Alexander 222.93 tons \$ 2,229.30 CS; Sam Landis 233.2 tons \$ 2,332.00 CS; Will Taylor 68.56 tons \$ 685.60 CS; Bill Keplinger

A motion was made by Kent Spencer and seconded by Brian Dayton to approve the litter transfer applications / payments. Motion carried.

WVCA: Jeremy Salyer reported on the following:

- Rules Bill #159 was vetoed – this includes the supervisors payments of more than \$1,000 – will take effect 7/1/16 - \$1,000 cap will apply to supervisors – unless legislation is changed
- Budget concerns – state employees will be furloughed effective 7/1/16 if no state budget is approved by this date. District Manager will not be working. Very concerned statewide. Districts may continue to operate – WVCA employees will not

WVCA: Carla Hardy reported on the Women in Agriculture Award nomination

WV DIVISION OF FORESTRY: Jim Bowen reported on the WV Restoration Projects in conjunction with NRCS. Able to assist with project funding.

NRCS: Doris Brackenrich discussed the Long Range Plan with the Board. Will have meeting on 6/28/16 in Moorefield to develop funding proposals – very important to attend meeting. News release will be published in newspapers.

- RCPP applications / several applications have been submitted in the past / all denied
- Staff meeting in Petersburg on 6/15/16
- Program applications / contracts – over \$1 million in contracts within 3 counties
- Lee Haggerty and wife in process of having new baby – congratulations

There being no further business, the meeting adjourned at 9:40 pm by motion of Kent Spencer. Motion seconded by Dale Walker. Motion carried.

The next regular meeting will be held on July 6, 2016 at 7:30 p.m. in Moorefield.

Chairperson

Secretary

Date