



Potomac Valley Conservation District

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MINUTES OF MEETING

October 5, 2016

The monthly meeting of the Potomac Valley Conservation District was held on Wednesday, October 5, 2016, at the USDA Service Center in Moorefield. The meeting was called to order at 7:30 p.m. by chairperson, Charlotte Hoover.

SUPERVISORS: Charlotte Hoover, John Hicks, Ronald Miller, George Leatherman, Brian Dayton, Kent Spencer, Dale Walker, Gerald Sites and Frank Weese

OTHERS: Doris Brackenrich, Christi Hicks, Rosie Santerre, NRCS; Jeremy Salyer, Ed Martin, Ben Heavner, Nadene Jewell, WVCA; Paul King, PVCD; Mike Teets, WVDA, Neil Gillies, Cacapon Institute

MINUTES: The minutes of the September 7, 2016 meeting and the September 13 and 14, special meeting teleconferences were presented for review and approval. A motion was made by John Hicks and seconded by Ron Miller to dispense with the reading of the minutes of the September 7, 2016 meeting and approve them as written and distributed. Motion carried. A motion was made by Kent Spencer and seconded by Frank Weese to dispense with the reading and approve the minutes of the September 13, 2016 special board meeting teleconference. Motion carried. A motion was made by Joh Hicks and seconded by Frank Weese to dispense with the reading and approve the minutes of the September 14, 2016 emergency board meeting teleconference. Motion carried.

FINANCIAL REPORTS: Treasurer, John Hicks reviewed the treasury reports for the month of September with the Board. He reviewed the September reports for the General Fund and CDO Grant Accounts as prepared by William Lipps, CPA and the Co-Administered Accounts as prepared by WVCA Fiscal Department. Following the discussion, a motion was made by John Hicks and seconded by Ron Miller to approve the financial reports and invoices paid within the month of September. 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 September. A motion was made by Brian Dayton and seconded by John Hicks to approve payment to William Lipps CPA in the amount of \$525.00 for bookkeeping services in September. Motion carried.

FY16 CDO GRANT EXPENDITURES: A motion was made by John Hicks and seconded by Kent Spencer to approve the FY16 expenditure report for the CDO Grant Fund. Motion carried.

FY16 SUPERVISORS TRAVEL / PER DIEM: PVCD FY16 expenditures for supervisor travel & per diem were: \$ 15,270 Per Diem and \$ 9,854 Travel Reimbursement. The balance at end of FY16 was \$ 31,930. A motion was made by John Hicks and seconded by Frank Weese to approve the roll-over of remaining FY16 supervisor travel and per diem funds in the amount of \$31,930 to FY17 supervisor travel and per diem funding. Motion carried.

CARLA HARDY MEMORIAL TREES: Neil Gillies, from Cacapon Institute was in attendance and addressed the Board regarding Carla Hardy Memorial Tree Program. Due to the high number of tree orders received, Neil made a request for financial assistance with the program. Following some discussion, a motion was made by Ron Miller and seconded by Gerald Sites to provide \$2,000 to Cacapon Institute to assist with the Carla Hardy Memorial Tree Program. Motion carried. (To be paid from CDO Grant Funds).

GREEN BEAN DEMONSTRATION PROJECT: Mike Teets from WV Dept of Agriculture was in attendance and updated the Board on the Green Bean Demonstration Project. The project went ok – majority of beans came on at one time – difficult to harvest. The canary was unable to take them; sent to institutions. Goal of project was to demonstrate that green beans can be grown in the area – achieved. Working to put brokers in direct contact with landowners for future. Discussion on payment process for growers in the program. Funding received by District \$ 25,000. \$1,000 per acre rate - \$5,000 per program participate – five growers total. A motion was made by Kent Spencer and seconded by Frank Weese to approve the payment of \$5,000 to each participant in the green bean demonstration program – five total. Motion carried. The Board thanked Mike Teets for attending and providing the report.

Brief discussion with Teets on the potato project.

BERGDOLL BRIDGE PROJECT: Discussion was held on the Bergdoll Bridge Project. Ed Martin reviewed the project status with the Board. The engineering firm had an error in the design. Must be corrected before project can move forward. Contractor on hold until error corrected. Some concern expressed over dry conditions.

WATER QUALITY LOAN PROGRAM: The District received two applications for the water quality loan program. Nadene contacted WVCA regarding the status of the program. Brian Farkas indicated the program is no longer available due to the lack of funding and staff.

EMERGENCY ACTION PLANS – Statements of Review: The statements of review for the Lost River Dams #4, # 10 and # 27 were presented for review and approval. A motion was made by Ron Miller and seconded by Dale Walker to approve the statements of review for Lost River watershed and authorize the chair to sign and submit. Motion carried.

LORs: A motion was made by John Hicks and seconded by Frank Weese to authorize the chair to sign and submit a letter of request (LOR) in the amount of \$1,970.00 for reimbursement of quarterly District employee expenses. Motion carried.

TRANSFER OF FUNDS: A request was received from WVCA to transfer \$57.98 from the PVCD Chesapeake Bay funds to WVCA for reimbursement of expenses paid. A motion was made by Ron

Miller and seconded by Brian Dayton to approve the transfer of \$57.98 from PVCD Chesapeake Bay funds to WVCA. Motion carried.

LEGISLATIVE TOUR: Jeremy Salyer reported on a legislative tour to be held in Mineral County on 10/24/16. The tour will focus on dam rehabilitation. The group will tour three New Creek dams - # 1, # 14, and #17. Discussion was held regarding lunch for the group – district to make arrangements. WVCA will pay for lunch. Have made contact with Flying W Farm – not confirmed at this point. Supervisors invited to attend. Will forward additional information on the tour as it is received.

LOST RIVER SITE #16: No response received from Army Corps of Engineers to date. No action taken on issue.

PATTERSON CREEK WOODY COMPONENT O&M CONTRACT: Ed Martin reported on work to be completed – job showing on 10/6/16 at 9:30 am – meeting at fire hall in Burlington. Following the discussion, a request was made to delegate authority to board member for the Patterson Creek Woody O&M Contract – in order to take action in between meetings. Bid Opening is scheduled for 10/13/16 at 1:00 pm. A motion was made by Ron Miller and seconded by Frank Weese to delegate authority to John Hicks to act on the Patterson Creek Woody O&M Contract on behalf of the Board. Motion carried.

LOST RIVER WOODY COMPONENT O&M CONTRACT: Ed martin reported on work to be completed on the Lost River dams. Board in favor of the contract. A motion was made by John Hicks and seconded by Gerald Sites to proceed with the Lost River Woody Component O&M Contract. Bring contract / information to November meeting. Motion carried.

O&M UPDATE: Ed Martin reported on the following o&m items:

- PVCD Work Crew – o&m work completed
- Patterson Creek Mineral County O&M Contract underway – Prime Contracting
- Quarterly Inspections being conducted
- CEC conducting investigation on seeps on South Fork dams – may need to install monitoring boxes on the sites
- Agreement in place with Army Corps of Engineers for stream permits – now able to accept stream permit applications from landowners
- Reminder to keep tract of supervisors hours involved in meetings/ etc for rehabilitation projects
- EWP Work = roughly \$1 million spent on EWP in areas affected by flooding
- Stream work repair summary

Ron Miller addressed the Carla Hardy Memorial Scholarship – contributions accepted

STREAM EROSION ON TURNER PROPERTY IN GRANT COUNTY: Doris Brackenrich discussed with the Board stream erosion on the Turner Property in Grant County. A site visit was held in March 2016. Carla Hardy visited the site and was to investigate the possibility of funds to assist with correcting the erosion problems. Carla sent an email to Gene Saurborn in March regarding the issue. No

action was taken at that time. Doris provided photos of the site and a report. Much discussion was held on the issue. Jeremy indicated WVCA is reviewing the funding situation. All in agreement to investigate further – does site meet criteria for WVCA funding? – may need to make another site visit. No action taken – will report back to Board.

DISTRICT MANAGER REPORT: Nadene reported on the following:

- Reminder of PVCD Banquet on Sunday, October 16, 2016 at 3:00 pm at Brookedale Farm in Mineral County.
- Reminder of WV State Conservation Committee meeting on 10/11/16 – may join by video / teleconference.
- Invoice for Equipment repair - discussion held regarding equipment repair made to litter spreader by landowner in April 2016. Board reviewed repair invoices submitted by landowner (received in August) – after deducting the usage hours, PVCD owes landowner, Eric Carr, \$ 203.00. Have had equipment issues with this landowner in the past. Discussion not to rent equipment to him in future. A motion was made by John Hicks and seconded by Frank Weese to approve payment to Eric Carr in the amount of \$203.00 for the repairs made to equipment and Not to rent equipment to him in the future. Motion carried.

POST REPLACEMENT: Ron Miller addressed the post replacement at the District shop. Quotes were received from contractors. Lowest quote was in amount of \$2,350.00 submitted by Kuhn Construction from Petersburg. Following the discussion, a motion was made by Ron Miller and seconded by Gerald Sites to approve the quote of \$2,350 from Kuhn Construction and approve contractor to replace the post. Motion carried. Kuhn Construction also submitted a quote on installing additional bracing for both structures. Discussion was held regarding the need for additional bracing. Other contractors not given opportunity to submit quote for the bracing. Request for NRCS staff to take a look at bracing issue and provide information before quotes accepted.

WVCA: Jeremy reported on the following:

- WVACD Quarterly Meeting – Farm of the Year, Supervisor of the Year awards presented at Flatwoods
- WVCA Budget – anticipate additional budget cuts for next fiscal year – Districts should review program / areas for future cuts
- Chesapeake Bay Coordinator named – Susy Campbell accepted the position – will be housed in Romney Field Office.

PVCD: Paul King reported on the following:

- Tree Planting went well earlier
- O&M work completed by PVCD Crew on 35 dams
- Will complete additional o&m work on three Lost River dams
- Old mowing deck for Ventrac still in Morgantown for repairs – Hicks to check on
- Compost completed – in storage

- Equipment rentals – continue to be busy, especially Haybuster – could use multiple
- Green Ford Truck – adjustment made – running ok – will take in for closer inspection – additional repairs may be necessary

AG ENHANCEMENT PROGRAM: Discussion was held regarding delegation of authority to address payments in between meetings – producers have 30 day invoices with vendors. A motion was made by Kent Spencer and seconded by Brian Dayton to appoint George Leatherman authority to approve Ag Enhancement payments in between Board meetings – pending sites visits / verification from WVCA. All payments will be presented at next regular meeting for final approval. Motion carried.

BRANDYWINE PROJECT: As discussed in the September teleconference meetings, registered letters were sent to 4 landowners involved with the Brandywine AgEP Project – landowners listed on project agreement. The letters provide the 90 day notice of termination of the project. The program does not meet AgEP criteria; therefore may not be completed. One landowner did contact the District office and indicated he received the letter. He understands the program does not meet the program criteria; however, he feels there is an erosion problem that should be addressed. Nadene provided him with PVCD Board meeting information if he would like to address the Board.

AG ENHANCEMENT PROGRAM:

LIME: *Payments* – Charles Feller \$ 833.40 CS; James Burcham \$ 440.00 CS; Isaiah Smith \$2,040.00 CS

INVASIVE SPECIES: *Payments* - Charles Armentrout \$500.00 CS

COVER CROPS: *Applications*: J&L Farms, Baker Farms

Payments – Raymond Phares \$ 1,500.00 CS; Harry S. Conrad \$ 2,750.00 CS; Douglas Wimer \$2,550.00 CS; Charles Armentrout \$ 900.00 CS; Robert Crites \$250.00 CS; Lovers Lane Farm \$250.00 CS; B&Y Farms \$1,100.00 CS; Delmas Ours \$250.00 CS

A motion was made by Gerald Sites and seconded by Frank Weese to approve the AgEP applications and payments as presented to the Board. Motion carried.

CREP: Three CREP payments were presented for approval:

Greg Hulver	Riparian Buffer	9.3 acres	\$ 316.20
Jack Bowers	Riparian Buffer	1.6 acres	\$ 54.40
Wayne Miller	Riparian Buffer	4.11 acres	\$ 139.74

A motion was made by Ron Miller and seconded by Kent Spencer to approve the CREP payments as presented. Motion carried.

WVCA: Jeremy Salyer reported on the following:

- District should review / make revisions to policy manuals
- FY 16 Audit – PVCD already has scheduled

WVCD: Ed Martin – no additional report

WVCA: Ben Heavner – in process of making site visits for Ag Enhancement practices

Paul King thanked Ben Heavner for helping with prepping site for tree planting at shop.

NRCS: Christi Hicks reported on a landowner request for assistance with stream erosion on property in Mineral County. She provided photos and asked if 319 funding was available. Ed Martin discussed and indicated the issue of 319 funds should be directed to Susy Campbell. Landowners should also provide some cost share – new program not in place at this time.

NRCS: Christi Hicks reviewed written report and indicated they should know in November which Local Work Group proposals were approved for funding.

NRCS: Rosie Santerre was in attendance and introduced herself – new employee with NRCS – Forester – housed in Petersburg office.

NRCS: Doris reviewed report and addressed the following:

- Distributed an employee directory for Grant, Hardy and Pendleton counties
- Focus Conservation Proposals – received request to narrow stream proposals – discussion on dropping Lunice Creek from proposal
- NRCS Took Kit training October 12 – 14, 2016
- Stream Restoration – Project underway in Hardy County
- Completed 116 contracts over past year – great job to staff

Reminder of District Banquet on Sunday, 10/10/16 at 3:00 pm at Brookedale Farm.

Time change for November Board meeting – 7:00 pm.

There being no further business, the meeting adjourned at 9:10 pm by motion of Kent Spencer, motion seconded by Frank Weese. Motion carried. The next regular meeting will be on Wednesday, November 2, 2016 at 7:00 pm in Moorefield.

Chairperson

Secretary

Date