



## Potomac Valley Conservation District

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### **MINUTES OF MEETING December 7, 2016**

The monthly meeting of the Potomac Valley Conservation District was held on Wednesday, December 7, 2016, at the Ponderosa Restaurant in Moorefield. The meeting was called to order at 7:22 p.m. by chairperson, Charlotte Hoover.

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

**OTHERS:** Doris Brackenrich, Christi Hicks, NRCS; Jeremy Salyer, Nadene Jewell, Ben Heavner, WVCA; Paul King, PVCD

**MINUTES:** The minutes of the November 2, 2016 meeting were presented for review and approval. A motion was made by Ron Miller and seconded by John Hicks to dispense with the reading of the minutes of the November 2, 2016 meeting and approve them as written and distributed. Motion carried.

**FINANCIAL REPORTS:** Treasurer, John Hicks reviewed the treasury reports for the month of November with the Board. He reviewed the November 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 Gerald Sites and seconded by Kent Spencer to approve the financial reports and invoices paid within the month of November. 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 November. A motion was made by John Hicks and seconded by Kent Spencer to approve payment to William Lipps CPA in the amount of \$525.00 for bookkeeping services in November. Motion carried.

**Invoices:** The Board reviewed invoices received from Vincent Excavating for work completed on the Patterson Creek and Lost River Woody O&M contracts. The invoice for contract # PVCD 2016-10-06 OMR Patterson Creek Woody in the amount of \$28,100.00 and the invoice for contract # PVCD 2016-11-02 OMR Lost River Woody in the amount of \$ 16,800.00 were approved for payment (Pending WVCA verification) by motion of Ron Miller. Seconded by Gerald Sites. Motion carried.

**INVOICES:** The Board reviewed two invoices received from CEC – for engineering services completed on PVCD dams. The invoices were in the amounts of: \$ 96,548.37 and \$ 50,070.99. WVCA Watershed staff are in the process of verifying the invoices. A motion was made by Kent Spencer and seconded by Frank Weese to approve payment of both invoices, \$ 96,548.37 and \$50,070.99 to CEC from o&m supplemental funds pending verification from WVCA. Motion carried.

**PROMOTIONAL ITEMS:** The Board approved payment in the amount of \$374.87 to 4Imprint for the purchase of promotional shirts by motion of Ron Miller. Seconded by Kent Spencer. Motion carried.

**SUPERVISOR RESIGNATION:** The Board received a letter of resignation from Hampshire County supervisor, Brian Eglinger. The letter was read to the Board. Brian is resigning to focus full time on the County Commission seat that he was recently elected to fill. A motion was made by John Hicks and seconded by Kent Spencer to accept the resignation of Brian Eglinger, effective 12/31/16 from the PVCD Board of Supervisors. Motion carried.

**SUPERVISOR VACANCY:** Discussion was held regarding the need to fill the Hampshire County vacancy – the office has received several inquiries for the position. Jeremy indicated that an advertisement must be published for 2 weeks in the local newspaper to inform the public of the vacancy. A motion was made by John Hicks and seconded by Ron Miller to approve the newspaper ad to run in the Hampshire Review for 2 weeks. Motion carried. All applications for the position will be brought to the January meeting for review.

**EMPLOYEE / SAFETY POLICIES:** The Board reviewed the employee handbook & personnel / safety policies – all were in agreement that the current policies and procedures were adequate and no changes were necessary at this time. A motion was made by John Hicks and seconded by Ron Miller to continue to operate under the current employee handbook and personnel / safety policies. Motion carried.

**NEW CREEK PUBLIC MEETING:** A public meeting was held in Keyser on 12/6/16 to discuss the rehabilitation process on New Creek 17. Kent Spencer and Brian Dayton represented PVCD at the meeting. Not good public attendance – largely agency staff. Comments to be accepted on environmental concerns until 1/20/17. Another public meeting will be held in February to discuss rehabilitation on both New Creek Sites # 1 and #17. Will notify Board when date is scheduled.

**LOR –** A notice was received from WVCA to submit an LOR – letter of request for funds – in the amount of \$102,523.62, for the Bergdoll Bridge Project. A motion was made by John Hicks and seconded by Kent Spencer to approve the chair to sign and submit an LOR in the amount of \$102,523.62 to WVCA. Motion carried.

**INVOICE:** The Board reviewed an invoice in the amount of \$ 173,039.10 received from Jim Construction for work completed on the Bergdoll Bridge Project. WVCA is in the process of verifying the invoice. A motion was made by John Hicks and seconded by Brian Dayton to approve payment in the amount of \$173,039.10 to Jim Construction for the Bergdoll Bridge Project pending WVCA verification and receipt of the funds. Motion carried.

The Board received a thank you letter and poster drawn by students at Slanesville Elementary School to express appreciation for the District's assistance in the Garden Project that was installed at the school in the spring.

**WINTER AG DINNER MEETINGS:** The Board received a request for support of the winter ag education dinner meetings from WVU Extension Service. A schedule for the meetings / topics was also received. A motion was made by Ron Miller and seconded by Gerald Sites to approve \$3,000 in support of the dinner meetings - \$750 per county. Motion carried. This is a budget item in the CDO Grant Account.

**BERGDOLL BRIDGE PROJECT MODIFICATION:** Jeremy reviewed a modification in the amount of \$13,100.00 for the Bergdoll Bridge Project. Following the discussion, a motion was made by John Hicks and seconded by Frank Weese to approve the modification and authorize the chair to sign on behalf of the Board. Motion carried.

**LOST RIVER SITE #16:** Charlotte discussed a phone call with representative from Army Corps of Engineers. The corps is still in need of information – referred them to NRCS. No further action taken on the issue.

**EQUIPMENT FOR SALE:** Discussion was held regarding the equipment being offered for sale by Greenbrier Valley Conservation District. All were in agreement, not interested in additional equipment at this time. No bid will be submitted.

**GRAZING CONFERENCE:** The Appalachian Grazing Conference will be held in March, 2017. Have had inquiries regarding scholarships for producers to attend the conference. (PVCD did provide scholarships in the past). Following some discussion, a motion was made by John Hicks and seconded by Frank Weese to offer five scholarships of \$150 each (one per county) available to producers. Paid from grassland funds – CDO Grant Account. Motion carried. (If scholarship is not claimed in one county, it may be used in another county if multiple requests are received).

**ENVIROTHON TEAM SUPPORT:** Discussion held regarding support for Envirothon teams in 2017. All in favor of support, but need additional information. A motion was made by John Hicks and seconded by Kent Spencer to table issue until January meeting – how many teams / past support? Motion carried.

**LOCAL WORK GROUP PROPOSALS:** The Board reviewed the LWG proposals for PVCD – four were funded for the coming year.

**DISTRICT MANAGER REPORT:** Nadene reported on the following:

- FY16 audit – draft report received from Suttle and Stalnaker – final report presented at January meeting.
- Office closings for Christmas holiday – December 23 & 26 and December 30 & January 2.

**PVCD CREW REPORT:** Paul King addressed the Board – has decided to retire at end of December. Very grateful for opportunity to work for the District. Thanked everyone for retirement gift. Willing to work as needed on minimal basis. He also reported on the following items:

- Post replacement at the shop is complete – Kuhn Construction finished the work
- Spreader Truck has leak – Paul & Elwood repaired
- Still have a few pieces of rental equipment out – will have all returned by end of month
- Door on green truck still in need of repair
- Brillion Seeder at HMI in Romney for repairs
- Litter Spreader has broken drag chain – need to be replaced
- Ron Miller to meet with Paul at shop on Friday morning to look at equipment – discuss repairs / maintenance
- Elwood Kesner willing to continue mowing dams in future, if needed.

Gerald Sites thanked Paul King for hard work and all he has done for the District. Will be greatly missed. Paul King appreciative – offered to help in future.

AG ENHANCEMENT COMMITTEE: State Meeting to be held by video / teleconference on 12/14/16 at 10 am – Supervisors invited to participate. Will have videoconference available at District office.

AG ENHANCEMENT: The Board reviewed AgEP applications / payments – Ben reviewed spreadsheet. John Hicks indicated there is a need to talk to applicants to see why lime contracts are not being finished. Not enough vendors to spread? Lime not available? Discussion on development of questionnaire for program applicants. Could be distributed at dinner meetings in winter months.

The following AgEP applications and payment were presented for approval:

LIME: Payments – Milleson Stock Farm \$ 1,466.61 CS; Brian Eglinger \$561.59 CS; Herby Brown \$889.50 CS; Glenn Mathias \$ 1,436.95 CS; Richard Kinnie \$ 1,777.44 CS; Carl Heavner \$ 1,623.75 CS; Brian Brannon \$ 988.76 CS; Viola Riggelman \$10.19 Additional CS

INVASIVE SPECIES: Payments – Richard Frye \$ 132.82 CS

COVER CROPS: Applications: Rodney Funkhouser 25 acres; Hillbilly Acres – Fansler 9.5 acres; Robert E. Williams 1 acre

Payments – Austin Williams (GB) \$ 250 CS; Sloan Williams (GB) \$250 CS; Kelly Williams \$1,750.00 CS; Sam Williams \$ 1,000.00 CS; Jerry Warner \$ 875.00 CS; Mark Fansler \$ 1,441.00 CS; Brian Brannon \$ 2,054.30 CS; Rodney Funkhouser \$2,500.00 CS; Robert E. Williams \$ 1,650.00 CS; Matt Teets \$ 3,750.00 CS; Mike Teets \$3,750.00 CS; Brookedale Holsteins \$ 2,800.00 CS; Robert Fansler (Invoice not received); Hillbilly Acres \$ 1,660.00 CS; Roscoe Ours \$ 3,750.00 CS; Todd Fansler \$ 1,270.00 CS; Kenneth Harper \$ 739.00 CS; Matt Nazelrodt \$ 1,500.00 CS; Delray Wilkins \$ 2,716.50 CS; Paul Bennett (Invoice not received)

LITTER TRANSFER: Applications: Eugenia Wolfe

Payments: Ward Malcom (Invoice not received)

A motion was made by Kent Spencer and seconded by Brian Dayton to approve the applications and payments as presented. Motion carried. John Hicks abstained from discussion and vote.

COVER CROP PAYMENT: Brookedale Holsteins reported that they planted less acres of cover crop than they were approved. They planted 57.4 acres, not 70 acres. A motion was made by Frank Weese and seconded by Kent Spencer to reduce their cover crop payment to \$2,296.00 to reflect the 57.4 acres. The original payment of \$2,800.00 will be voided. Motion carried.

WVCA: Ben Heavner reported on the Soil Tunnel Trailer. Working to bring the trailer to schools in Pendleton County this winter. May request financial support from PVCD in future.

WVCA: Jeremy Salyer reported on the following:

- Budget Shortfall – additional cuts
- Ag Day at the Capitol 2/22/17 Legislative Breakfast – supervisors encouraged to attend
- Discussion on change for the awards recognition from Flatwoods to Charleston – incorporate into Ag Day – Awards Luncheon - Include legislators. Some concern expressed over the time of year – difficult for farmers to leave livestock during winter months.

NRCS: Christi Hicks reported on the following:

- Forestry – CREP buffer review
- Focus Conservation Approach – meeting on 12/13 in Moorefield to discuss use of railway to transport poultry litter

NRCS: Doris Brackenrich reported on the following:

- New payment procedure – concern expressed over the system
- Received message regarding hydrant installation in Lost River Site #4 – pressurized system. Questioned status of the issue – much confusion – no current information
- Stream Projects completed – distributed photos – excellent work

Due to Brian Eglinger’s resignation, the District will need to revise the signers on the District bank accounts. Most effective to have supervisors close to the office on the accounts.

Reviewed upcoming meeting dates with Board. Need to schedule Ag Enhancement & Personnel committee meetings prior to January Board Meeting.

There being no further business, the meeting adjourned by motion of Kent Spencer at 8:40 pm. Motion seconded by Gerald Sites. Motion carried. The next regular meeting will be held on Wednesday, January 4, 2017 at 7:00 pm at the USDA Service Center in Moorefield.

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Chairperson

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Secretary

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Date