



## Potomac Valley Conservation District

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### **MINUTES OF MEETING**

**January 4, 2017**

The monthly meeting of the Potomac Valley Conservation District was held on Wednesday, January 4, 2017, at the USDA Service Center in Moorefield. The meeting was called to order at 7:16 p.m. by chairperson, Charlotte Hoover.

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

**OTHERS:** Doris Brackenrich, Sarah Taylor-Goldizen, NRCS; Jeremy Salyer, Suzy Campbell, Andrea Walker, Nadene Jewell, Ben Heavner, WVCA

**MINUTES:** The minutes of the December 7, 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 December 7, 2016 meeting and approve them as written and distributed. Motion carried.

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

**CHANGE OF SIGNATORIES:** Discussion was held regarding the change of signers on District bank accounts – most effective to have supervisors in close proximity to District office. At present, Brian Dayton is being added and George Leatherman removed. Once a new supervisor for Hampshire County has been named, it will be necessary to revise the account signers again. A motion was made by Gerald Sites and seconded by Dale Walker to approve the change of signers on District accounts to John Hicks, Brian Dayton and Brian Eglinger. Motion carried.

FY16 AUDIT: Treasurer, John Hicks reviewed the FY16 Agreed Procedures Engagement audit report, as prepared by Suttle & Stalnaker, with the Board. Following review and discussion, a motion was made by John Hicks and seconded by Kent Spencer to approve the FY16 APE audit report. Motion carried.

AUDIT INVOICE: Action was taken by motion of Gerald Sites, to approve payment in the amount of 5,100.00 to Suttle & Stalnaker for preparation of the FY16 APE audit report. Motion seconded by Kent Spencer. Motion carried.

WATERSHED CELEBRATION DAY: The Board reviewed a request for sponsorship in the amount of \$100 for the annual watershed celebration day. Following some discussion, a motion was made by Ron Miller and seconded by Brian Dayton to approve \$100 in sponsorship for the Watershed Celebration Day from CDO Grant education funds. Motion carried.

RESIDUAL PROJECT FUNDS: The Board reviewed a request from WVCA to return residual funds for the following projects:

319 Mill Creek	\$ 1,139.33
319 Lost River III	\$ 6,700.00
NPS 1479 Litter Transfer Subsidy	\$ 21,257.12

A motion was made by John Hicks and seconded by Brian Dayton to approve the return residual project funds totaling \$ 29,096.45 to WVCA. Motion carried.

LOR: Action was taken by motion of Kent Spencer to authorize the chair to sign an LOR in the amount of \$1,840.00 and submit to WVCA for reimbursement of 2<sup>nd</sup> quarter District Employee expense. Motion seconded by Brian Dayton. Motion carried.

O&M SPONSORSHIP MEETINGS: A schedule of the upcoming o&m sponsorship meetings was distributed. Supervisors should plan to attend the meeting in their county and address the need for future o&m funding from local sponsors. Supervisors inquired about WVCA Watershed staff attendance – Karen Stickley does plan to attend and provide information on o&m work completed in 2016.

WV SMALL FARM CONFERENCE: The Board reviewed a notice regarding the WV Small Farms Conference to be held in Charleston, February 12 – 14, 2017.

LOST RIVER SITE 16: The District chair referred Corps of Engineers representative to NRCS for information last month – no update.

LOST RIVER WOODY CONTRACT: The Lost River Woody Contract is complete – contractor paid.

BERGDOLL BRIDGE: The modification that was presented and approved in December needs to be revised – hope to bring back to the Board in February for approval.

ENVIROTHON TEAMS: A motion was made by John Hicks to bring the issue of Envirothon Team sponsorship back on the table for discussion. Motion seconded by Ron Miller. Motion carried. PVCD has four teams for the 2017 Envirothon competition. Following some discussion, a motion was made by Ron Miller and seconded by Brian Dayton to approve sponsorship in the amount of \$400 per team – to be paid with CDO Education Funds. Motion carried.

PERSONNEL COMMITTEE: John Hicks presented the Personnel Committee report. The committee recommended to advertise in all five county newspapers to fill Paul's King position, "Help Wanted – Full Time / Seasonal position." The ad will run for two weeks – application deadline 1/31/17. Committee can review applications at February meeting and schedule interviews. Hope to have position filled by 3/1/17. The committee also recommended the purchase of a new chain for the litter spreader – approximate cost will be \$1,900.00. Discussion on repair of driver door on green Ford truck – reviewed two estimates. Supervisors to get additional estimates before moving forward with repairs. Hicks reported that HMI has finished with the repairs to the billion seeder. Not received invoice to date. A motion was made by Kent Spencer and seconded by Brian Dayton to approve the Help Wanted advertisement for Paul King's position. Motion carried. A motion was made by John Hicks and seconded by Dale Walker to approve the Personnel Committee recommendations. Motion carried.

PVCD Secretary: With the resignation of Brian Eglinger, it is necessary to appoint a new PVCD Secretary. Following some discussion, a motion was made by John Hicks and seconded by Brian Dayton to appoint Kent Spencer as the District Secretary. Motion carried.

HAMPSHIRE COUNTY SUPERVISOR VACANCY: Three applications were received for the vacant supervisor position in Hampshire County. The Board reviewed the applications. Following the discussion, a motion was made by Gerald Sites to recommend James W. See III, 236 Auction Time Drive, Purgitsville, WV 26852, to fill the vacancy on the Board for Hampshire County. Motion seconded by George Leatherman. Motion carried.

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

- Ag Day at the Capitol will be held on 2/22/17 – legislative breakfast – supervisors encouraged to attend and meet with their representatives
- Supervisors should review the list of committees and bring any changes to the February meeting
- WVCA has scheduled an all staff meeting on May 2 – 4, 2017. This conflicts with the PVCD May Board meeting – will place on the agenda in February to reschedule the meeting

PVCD CREW: No Report

GREEN BEAN PROGRAM: Ben Heavner was asked to check with the Board regarding local interest in growing green beans. A broker will work directly with producers – need about 200 acres. Board not aware of interest at this time. Some discussion was held regarding the sale of the green bean picker – could utilize the money to buy lime spreader or other equipment. Need to discuss.

AG ENHANCEMENT COMMITTEE: John Hicks reviewed the committee recommendations:

Lime program completion deadline was 12/30/16 – committee recommended sending cancellation notices to those participants who did not complete their contract by that time. They are welcome to reapply – will begin taking new lime applications immediately – through February. Spring completion deadline will be 5/26/17.

The Brandywine Project Funds were available for Ag Enhancement as of 1/1/17. The committee was in favor of utilizing these funds for AgEP practices. A motion was made by Kent Spencer and seconded by Brian Dayton to utilize the Brandywine Project funds for Ag Enhancement practices as needed. Motion carried.

AgEP applications for Invasive Species and Frost Seeding were put on hold in September. With the availability of the Brandywine funds, these applications may now be approved. A motion was made by Kent Spencer and seconded by Brian Dayton to approve the Invasive Species applications totaling \$11,000 and the Frost Seeding applications totaling \$13,630. (See list below). Motion carried.

Invasive Species: Greg Fertig \$500 CS; Brent Titus \$500 CS; Brian Kain \$500 CS; John Winslow \$500 CS; Kelly Williams \$500 CS; Mark Fansler \$500 CS; Lynise Fansler \$500 CS; Justin Titus \$500 CS; Ruth Strother \$500 CS; Robert R. Williams \$500 CS; Sam Williams \$500 CS; Mary Williams \$500 CS; Micheline Williams \$500 CS; Raymond Wilkins \$500 CS; Milleson's Stock Farm \$500 CS; Triangle T Farm \$500 CS; Brian Eglinger \$500 CS; Denny Hott \$500 CS; Michael Rudolph \$500 CS; James Burcham \$500 CS.

Frost Seeding: Steve Martin 23.1 acres \$231.00 CS; Brian Eglinger 29.01 acres \$ 290.10 CS; Greg Fertig 50 acres \$ 500 CS; Paige Alexander 50 acres \$500 CS; W.C. Taylor 50 acres \$500 CS; Karen Crites 50 acres \$500 CS; Kelly Williams 50 acres \$500 CS; Warren Hedrick 50 acres \$500 CS; Stephan Cremann 50 acres \$500 CS; Michael Taylor 50 acres \$500 CS; Justin Titus 50 acres \$500 CS; Robert R. Williams 50 acres \$500 CS; Mary Williams 50 acres \$ 500 CS; Micheline Williams 50 acres \$500 CS; Trista See 47.43 acres \$ 474.30 CS; James W. See 43.21 acres \$432.10 CS; James W. See III 50 acres \$500 CS; Viola Riggelman 18.25 acres 182.50 CS; Carl Heavner 50 acres \$500 CS; James Bosley 18 acres \$180.00 CS; Nicol Farms 42 acres \$420.00 CS; Charles Funkhouser 50 acres \$500 CS; William Taylor 50 acres \$500 CS; Smith Farms 50 acres \$ 500 CS; Rodney Funkhouser 50 acres \$500 CS; Sam Williams 50 acres \$500 CS; Raymond Wilkins 42 acres \$420 CS; Brent Titus 50 acres \$500 CS; Robert E. Williams 50 acres \$500 CS.

Jeremy Salyer indicated the applications submitted by PVCD Supervisors were also approved: Charlotte Hoover \$500 CS and John Hicks \$500 CS – Invasive Species and Charlotte Hoover 50 Acres \$500 CS– Frost seeding.

The committee also discussed the development of a survey for Ag Enhancement participants to provide feedback to the District on the program. What practices applied for, what problems encountered, suggestions / changes for future practices. The survey can be distributed at the dinner meetings and data compiled for the Board to review.

A motion was made by John Hicks and seconded by Kent Spencer to approve the Ag Enhancement Committee recommendations. Motion carried.

HUAP: Payments made for HUAP practices were paid through state match funds – discussion held to recode the payments for AgEP funds – \$10,000 included in FY17 AgEP Budget for HUAP. This would increase amount of AgEP funds spent. Board not in favor at this time. No action taken.

Ag ENHANCEMENT: The following applications / payments were presented for approval:

LIME: Payments – Baker Farms \$1,740.00 CS; John Gavitt \$ 960.00 CS; Robert Barnes \$1,635.00 CS; Glenn Delaplain \$ 997.97 CS

COVER CROPS: Payments – Robert Crites \$ 750.00 CS

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

WVCA: Jeremy Salyer reported on the following:

- Reviewed the AgEP timeline for FY18 program – Formula for AgEP funding allocation – no decision made on formula to date
- Budget concerns – need to review areas for possible cuts
- New Commissioner of Agriculture, Kent Leonhardt, takes office on 1/16/17
  - Deputy Commissioner – Joe Hatton
  - Chief of Staff – Norm Bailey
- Discussion on change of awards recognition from Flatwoods to incorporate with Ag Day
  - Many negative comments received statewide
  - Majority not in favor – time of year
- Ag Day on February 22, 2017 – supervisors encouraged to attend
- With the retirement of Sharon Sunderland from the Morgantown WVCA office, Karen Stickley will be working with additional Emergency Action Plans statewide

WVCA: Suzy Campbell reported on the following:

- New Chesapeake Bay Manager
- Chesapeake Bay Proposal for Litter Transfer Practice - \$80K approved – 2-year program
- Chesapeake Bay Phase III – Watershed Plans
  - Local plans required
  - Narrow goals to Districts rather than statewide
- Request project ideas / suggestions
- Welcome feedback on programs / partners
- Watershed Based Plan - Anderson Run in Hardy County – not finalized
  - In need of 319 projects in Anderson Run area
  - Andrea Walker to work on this project
- Andrea Walker is new Conservation Technician – full time employee with WVCA – was partner employee with NRCS. She will be working with outreach and education activities in addition to 319 and Chesapeake Bay programs.

NRCS: Doris Brackenrich reported on the following:

- Have 170 active contracts – very busy with contract work
- Stream project work in Grant County

Sarah Taylor-Goldizen, NRCS Soil Conservationist in Grant County, also in attendance.

Reviewed upcoming dates: WV State Conservation Committee 1/10/17  
WVACD Quarterly Meeting 1/17/17 – 1/18/17  
Ag Day @ Capitol 2/22/17

There being no further business, the meeting adjourned by motion of Kent Spencer at 8:45 pm. Motion seconded by Brian Dayton. Motion carried. The next regular meeting will be held on Wednesday, February 1, 2017 at 7:00 pm at the USDA Service Center in Moorefield.

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Chairperson

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date