



# Potomac Valley Conservation District

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## **MINUTES OF MEETING**

**March 1, 2017**

The monthly meeting of the Potomac Valley Conservation District was held on Wednesday, March 1, 2017, at the USDA Service Center in Moorefield. The meeting was called to order at 7:10 p.m. by chairperson, Charlotte Hoover.

**SUPERVISORS:** Charlotte Hoover, John Hicks, Ronald Miller, Kent Spencer, Brian Dayton, George Leatherman, Dale Walker, Frank Weese and J.W. See

**OTHERS:** Doris Brackenrich, Lee Haggerty Adam Boner, NRCS; Jeremy Salyer, Suzy Campbell, Andrea Walker, Ed Martin, Nadene Jewell, WVCA; Al Gramprrie, Lost River Resident.

**MINUTES:** The minutes of the February 1, 2017 meeting were presented for review and approval. A motion was made by Ron Miller and seconded by Kent Spencer to dispense with the reading of the minutes of the February 1, 2017 meeting and approve them as written and distributed. Motion carried.

**FINANCIAL REPORTS:** Treasurer, John Hicks reviewed the treasury reports for the month of February with the Board. He reviewed the 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 Frank Weese to approve the financial reports and invoices paid within the month of February. 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 February. 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 February. Motion carried.

**CD RENEWAL:** The certificate of deposit #268672 with Summit Bank matures on 3/17/17 - CD amount is \$75,000.00. Discussion was held regarding the use of funds from this CD to purchase new rental equipment (lime / manure spreader). Board in favor of using part of CD for equipment purchase. A motion was made by John Hicks and seconded by Ron Miller to withdraw \$25,000 from CD #268672 after 3/17/17 for the purchase of rental equipment and reinvest the remaining \$50,000.00. Motion carried.

A motion was made by J.W. See and seconded by Kent Spencer to delegate Board authority to Treasurer, John Hicks to negotiate the best term and interest rate and reinvest \$50,000.00 in a certificate of deposit. Motion carried.

**FINANCE COMMITTEE MEETING:** The Finance Committee will meet on Tuesday, 3/28/17 at 9:00 am in the Romney office to prepare the FY18 CDO Grant Budget (prior to the state Ag Enhancement Meeting Videoconference). Committee members will be reminded of the meeting 1 week prior.

**PURCHASE OF RENTAL EQUIPMENT:** Discussion was held regarding what equipment is needed – lime spreader was top priority. Agreed to investigate available options / models / prices and bring information back for review and discussion at committee meeting on April 5 at 6:00 pm.

**INVOICE:** The Board reviewed an invoice in the amount of \$942.24 from WV Department of Agriculture for printing of Chesapeake Bay activity books – education outreach. A motion was made by John Hicks and seconded by George Leatherman to approve payment of the invoice in the amount of \$942.24 to WVDA from Chesapeake Bay funding for the activity books. Motion carried.

**LOR:** Action was taken by motion of John Hicks to authorize the chair to sign and submit an LOR in the amount of \$3,000.00 for Chesapeake Bay Outreach. Motion seconded by Frank Weese. Motion carried.

**COMPOST / RECYCLED PAPER PROJECT:** The District received a request from the Hampshire County Special Services Center to renew the compost / recycled paper project for 2017 in the amount of \$1,200.00. Following some discussion a motion was made by Ron Miller and seconded by JW See to approve the compost / recycled paper project with the Hampshire County Special Services Center in the amount of \$1,200.00 for 2017 – paid with 319 South Branch funds. Motion carried. Shavings / poultry litter needed to start new compost – Board asked Ben Heavner to make arrangements for the materials.

**INVOICE:** The Board reviewed an invoice in the amount of \$108,441.17 from CEC for engineering services on the watershed dams in PVCD. Funding is in place for the invoice – requires WVCA verification for payment. Concern expressed over delay in verification to pay invoices in the past. Following the discussion, a motion was made by Ron Miller and seconded by Kent Spencer to approve payment of the invoice in the amount of \$108,441.17 to CEC pending WVCA verification. Motion carried.

**LOR:** Discussion on reimbursement of FY16 Audit expenses in the amount of \$5,100.00 from WVCA. Only \$4,100 included in CDO Grant Budget – AEP Audit contract was rebid in July 2016 – low bid was \$5,100.00 (3 year contract). Board in agreement to request reimbursement of \$5,100.00. A motion was made by Ron Miller and seconded by J.W. See to authorize the chair to sign the LOR in the amount of \$5,100.00 for reimbursement of FY16 audit expenses and submit it to WVCA. Motion carried.

**O&M COST SHARE AGREEMENT:** The Board received the signed O&M cost share agreement in the amount of \$11,000.00 from the Mineral County Commission. A motion was made by Ron Miller and

seconded by Dale Walker to approve the o&m cost share agreement for \$11,000.00 with the Mineral County Commission and authorize the chair to sign the document. Motion carried.

WVU SOILS TEAM SPONSORSHIP: The Board received a request for support from the WVU Soils Judging Team to attend the national competition. Following some discussion, a motion was made by Kent Spencer and seconded by John Hicks to approve support in the amount of \$250.00 to the WVU Soils Judging Team – paid from conservation education funds. Motion carried.

BERGDOHL BRIDGE MODIFICATION: Ed Martin discussed the revised modification for the Bergdohl Bridge Project. The revised amount for the modification is \$22,168.70. A motion was made by John Hicks and seconded by Frank Weese to rescind motion made in December to approve earlier modification in the amount of \$13,000 – a revision was necessary. Motion carried.

A motion was made by John Hicks and seconded by J.W. See to approve the revised modification in the amount of \$22,168.70 for the Bergdohl Bridge Project. Also, approve payment in the amount of \$22,168.70 to Jim Construction pending WVCA verification – final payment for the project. Motion carried.

INVOICE: The Board reviewed and discussed the invoice received from CEC in the amount of \$9,035.74 for engineering services on the Bergdohl Bridge Project. Much discussion on the invoice – dated December 2016 – WVCA in process of reviewing. A motion was made by Ron Miller and seconded by JW See to delegate authority to John Hicks to approve payment of the invoice in the amount of \$9,035.74 to CEC pending WVCA verification. Motion carried.

O&M COST SHARE AGREEMENT: The Board received the signed o&m cost share agreement in the amount of \$7,500.00 from the Pendleton County Commission. A motion was made by Kent Spencer and seconded by Frank Weese to approve the o&m cost share agreement in the amount of \$7,500 with the Pendleton County Commission and authorize the chair to sign the document. Motion carried.

CENTURY FARM APPLICATION: The District reviewed an application from David Idleman for the Century Farm Program. The Idleman Farm is located in the Elk Garden area of Mineral County. Following some discussion, a motion was made by John Hicks and seconded by Dale Walker to approve the Century Farm application submitted by David Idleman. Motion carried.

LOST RIVER SITE #16: Brief discussion on the status of project – need to discuss future of project funds. No action taken.

O&M SPONSORSHIP MEETINGS: The Board was reminded of dates for remaining o&m sponsorship meetings – Hardy County Commission on 3/8/17. Supervisors encouraged to attend.

O&M ANNUAL INSPECTIONS: A schedule of the 2017 o&m inspections was distributed to the Board. Supervisors are encouraged to attend inspections in their respective counties. Question was raised regarding the meeting location for the Patterson Creek inspections in Grant County – Ed Martin will check on it and get back to the Board.

**ENGINEERING SERVICES CONTRACT RENEWAL:** John Hicks reported that he talked with Gene Saurborn regarding the renewal of the Engineering Services Contract – concern over environmental issues. Jeremy Salyer indicated that the contract can be negotiated and renewed. Environmental issues can be addressed under separate agreement by another firm, if needed. Discussion was also held regarding wording in the previous contract regarding 30-day payment of invoices – may need to change based on history of payment. Board in favor of negotiating a new contract with CEC. A motion was made by John Hicks and seconded by Ron Miller to approve negotiating a new engineering services contract with CEC – modifications as needed. Motion carried.

**NEW CREEK SITE #1 REHABILITATION PUBLIC MEETING:** Brian Dayton / Kent Spencer discussed the public meeting for the rehabilitation of New Creek Site #1 held on 2/22 in Keyser. Not much public attendance. Possible options for rehab of the site were discussed – change of spillway – required to purchase some homes below structure – no final decisions made at this time. Staff will keep Board posted of future developments.

**LOST RIVER SITE #27:** Ed Martin discussed broken gate post – he visited sites – inspected post. It is cracked – doesn't feel needs to be replaced – can install plates to secure cracked area. Board took action in February to approve repair of the post.

**SOUTH FORK SITE #1:** Ed Martin reported that a tree has fallen and blocked the access road to the site – must be removed prior to the o&m inspections next month. May be something the crew / new employee could remove – chain saw will be needed. Board in agreement.

**GREEN BEAN HARVESTER:** Unable to contact dealer about trade / sale - Hicks indicated committee will address this month and report back in April. Discussion on trading harvester for rental equipment – lime spreader. Will also investigate trade in option.

**SOIL TUNNEL TRAILER:** Soil Tunnel Trailer will be in PVCD the week of March 20-24, 2017. Working out details for transportation throughout the week. Will be used at schools in Pendleton and Grant Counties and at the STEM festival at Potomac State College on Saturday 3/25.

**PERSONNEL COMMITTEE:** John Hicks reported the personnel committee interviewed four candidates for the District Crew Manager on 2/15. Reggie Pressutti was selected and he has accepted the position – to begin work on 3/15/17. He has worked as a mechanic with John Deere for 20 years – looking forward to working with the District. John indicated that the following issues will need to be looked into:

- Trash Service at compost facility
- Heat for shop area
- Bathroom / Kitchen area in office building
- GPS for rental equipment deliveries
- Computer at shop

Committee will investigate and bring recommendations back to Board. Paul King agreed to continue helping with rental equipment deliveries and help with training once new employee begins work.

ENVIROTHON TRAINING: Andrea Walker reported on the Envirothon Training to be held at 3/29/17 9:30 am – 2:30 pm at the See Farm in Purgitsville. Requested District support to provide lunch for the students - up to \$150.00. Following some discussion, a motion was made by JW See and seconded by Kent Spencer to approve up to \$150 from conservation education funds for support of the envirothon training. Motion carried. Supervisors invited to attend the training.

DISTRICT PERSONNEL REPORT: The FY18 District Personnel Report was presented for approval – the report includes budget for District employee payroll in 2017-18. A motion was made by Kent Spencer and seconded by Dale Walker to approve the PVCD Personnel Report, authorize the chair to sign and submit to WVCA. Motion carried.

AG DAY: Kent Spencer and Dale Walker attend Ag Day at the Capitol on 2/22/17 – gave report on the event. Good attendance at Legislative breakfast – conservation programs discussed with legislators.

AG ENHANCEMENT COMMITTEE: George Leatherman reported on the Ag Enhancement committee recommendations. The committee agreed to continue current AgEP practices in 2018 – will address funding amounts once AgEP budget / funding allocations are decided. Discussion held on increasing cost share rate for Lime practice / continuous sign up – all in agreement. Practices under the Chesapeake Bay funding will include: HUAPs (gravel walkways, toughs, pads – no poultry); Cover Crop, and discussion on a new practice- Stream Exclusion Fence (will need to develop practice guidelines). State Ag Enhancement Committee meeting teleconference will be held on 3/28 at 10:00 am – call in information will be provided. Committee recommendations included the following Ag EP payments / applications for approval:

*LIME: Applications:* Hickory Hill Farm 174.89 tons \$ 2,623.35 CS; Danny Miller 150 tons \$2,250 CS; Randall Smith 100.73 tons \$ 1,510.95 CS; John JD Heavner 84 tons \$ 1,260.00 CS; Bill Martin 225 tons \$ 3,375 CS; Jim Martin 176 tons \$2,640 CS; Clint Ritchie 166.25 tons \$2,493.75 CS; Douglas Ritchie 83.9 tons \$1,258.50 CS; Donna Thompson 88.12 tons \$ 1,321.80 CS; Joseph Alexander 78 tons \$ 1,248 CS; Stephan Cremann 52 tons \$ 780 CS; Brian Ward 66 tons \$ 990 CS; Kent Puffenbarger 69 tons \$1,035 CS; Joe Mathias 225 tons \$ 3,375 CS; Harold Kessel 152.58 tons \$ 2,288.70 CS; Gary Ehlert 109.18 tons \$ 1637.70 CS; Clyde Hoalcraft 35.15 tons \$527.25 CS; Steve Bailes 83.14 tons \$ 1,247.10 CS; Kelly Williams 189.1 tons \$ 2,836.50 CS; Sam Williams 225 tons \$ 3,375.00 CS

*LITTER TRANSFER: Applications: Ralph Thorn*

*Payments - Carolyn Ritchie 68.69 tons \$ 686.00 CS; Michelle Ritchie 436 tons \$ 2,500 CS*

*FROST SEEDING: Payments – Carl Hevener \$ 500.00 CS*

A motion was made by Kent Spencer and seconded by Frank Weese to approve the Ag Enhancement Committee recommendations, including new applications & payments – note correct list. Motion carried. John Hicks and George Leatherman abstained from action on this issue.

Ag EP WVCA APPROVALS: Jeremy Salyer presented the following WVCA AgEP approvals:

*LIME: Gerald Sites 225 tons \$ 3,375.00 CS; George Leatherman 207.45 tons \$3,111.75 CS; James W. See III 76.2 tons \$ 1,143.00 CS*

CONSERVATION AGREEMENTS: One Conservation agreement was presented for approval: Clyde Hoalcraft 56 acres. A motion was made by John Hicks and seconded by Kent Spencer to approve the conservation agreement totaling 56 acres. Motion carried.

CREP PAYMENT: One CREP payment was presented for approval:

David O'Boyle	2.7 acres	\$91.80
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A motion was made by Kent Spencer and seconded by Frank Weese to approve the CREP payment in the amount of \$91.80 to David O'Boyle. Motion carried.

DISTRICT MANAGER REPORT: Nadene Jewell reported on the following:

- District Tree Sale – order accepted until 3/17/17 / tree pick up on 4/7/17 – discussion on additional pick up location in Petersburg – Board in favor
- Ag Day at the Capitol – District display
- Ag Dinner Meetings – attended and distributed information on equipment rentals / tree seedling order forms.

WVCA: Jeremy Salyer reported on the following:

- CDO Grant Budget – due end of March
- Conservation Farm Tour – District winner needed by end of May
- Ag Day – summary of event – successful legislative breakfast / good attendance
- WVCA stream blockage reports – call # 304-872-4302 – new tracking system for stream blockage reports – improved system

WVCA: Andrea Walker reported on the following items:

- District newsletter – presented estimate for 1,000 newsletter \$792.96. Will work with District office to develop mailing list – utilize education outreach funding for project. The Board discussed items to include in the newsletter: Equipment rentals, AgEP practices for FY18, Supervisors, new equipment manager. Board in favor of the newsletter.
- Storm water drain signs: will hold contest with elementary students in Keyser for the design on the drain signs. Supervisors to judge contest entries.

WVCA: Suzy Campbell reported on the following:

- Best Management Practice implementation
- Outreach / Education
- Pathogens monitoring project with Trout Unlimited / funding may be received in summer – July

NRCS: Doris Brackenrich distributed a written report:

- EQIP applications / ranking
- Focus Conservation Proposals / Local Work Group meeting
- Hardy County Board of Education / RCPP application – development of community garden project next to Moorefield High School
- Support for Ag Program – local concerns – teacher split between East Hardy & Moorefield – no changes in FFA program
- Fire Hydrant installation at Lost River Site #4 – received completed design from NRCS engineers - \$8,000 estimate cost – 4 years first request for the installation
- Stream crossing – Idleman property in Pendleton Co – washed out due to flooding – discussed options.

APPALACHIAN GRAZING CONFERENCE REMINDER: Grazing conference to be held in Morgantown on March 9 – 11, 2017. Board provided scholarships for two producers to attend the conference.

Equipment Committee meeting requested on 4/5/17 at 6:00 pm to discuss equipment needs.

There being no further business, the meeting adjourned by motion of Kent Spencer at 8:50 pm. Motion seconded by Frank Weese. Motion carried. The next regular meeting will be held on Wednesday, April 5, 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