



# Potomac Valley Conservation District

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## **MINUTES OF MEETING May 10, 2017**

The monthly meeting of the Potomac Valley Conservation District was held on Wednesday, May 10, 2017, at the USDA Service Center in Moorefield. The meeting was called to order at 7:35 p.m. by chairperson, Charlotte Hoover.

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

**OTHERS:** Doris Brackenrich, Christi Hicks, NRCS; Jeremy Salyer, Suzy Campbell, Andrea Walker, Nadene Jewell, WVCA; Reggie Pressutti, PVCD; Mike Biser, FSA; Carolyn Hefner, Associate Supervisor

**MINUTES:** The minutes of the April 5, 2017 meeting were presented for review and approval. A motion was made by George Leatherman and seconded by Kent Spencer to dispense with the reading of the minutes of the April 5, 2017 meeting and approve them as written and distributed. Motion carried.

**FINANCIAL REPORTS:** Treasurer, John Hicks reviewed the treasury reports for the month of April 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 April. Motion carried.

**FINANCE COMMITTEE MEETING:** A Finance Committee meeting will be held on Tuesday, June 6, 2017 at 9:00 am in the Romney District office. The purpose of the meeting is to prepare the FY18 Operating Budget for the PVCD.

**INVOICE:** The Board received an invoice in the amount of \$525.00 from William Lipps CPA for bookkeeping services in the month of April. A motion was made by Kent Spencer and seconded by John Hicks to approve payment to William Lipps CPA in the amount of \$525.00 for bookkeeping services in April. Motion carried.

**INVOICE:** The Board reviewed an invoice from the WV Conservation Education Counsel in the amount of \$50.00 for annual dues. A motion was made by Ron Miller and seconded by Kent

Spencer to approve payment of \$50.00 in annual dues to the WV Conservation Education Counsel from CDO Grant Education Funds. Motion carried.

CONSERVATION CAMP: The Board reviewed a request for additional support for Conservation Camp. Following some discussion, a motion was made by John Hicks and seconded by J.W. See to approve a total of three \$185 scholarships for Conservation Camp in 2017. One scholarship was approved in March for Jacob Landis. Two additional scholarships will be provided from CDO Grant Educational funds. Motion carried.

ANNUAL COMPOST REGISTRATION RENEWAL: The Board reviewed the annual renewal of the compost registration in the amount of \$75.00. A motion was made by John Hicks and seconded by Gerald Sites to approve payment in the amount of \$75.00 to WV Dept. of Agriculture to renew the annual compost registration. Motion carried.

TROUT UNLIMITED: A request was received from Trout Unlimited for a letter of support for a grant proposal – no financial support. A motion was made by George Leatherman and seconded by Dale Walker to approve the chair to sign a letter of support to Trout Unlimited for the grant proposal. Motion carried.

WORKERS COMPENSATION POLICY RENEWAL: The Board reviewed the annual renewal for the Workers' Compensation Policy in the amount of \$1,639.00. A motion was made by John Hicks and seconded by J.W. See to approve the renewal of the Workers' Comp Policy and approve payment of \$1,639.00 for the policy. Motion carried.

LANDJUDGING : Doris Brackenrich purchased refreshments for the landjudging competition held in Grant County last week. Receipts totaling \$46.45 was submitted for reimbursement. A motion was made by Gerald Sites and seconded by Dale Walker to approve reimbursement of \$46.45 to Doris Brackenrich for the purchase of refreshments for the Landjudging competition. Motion carried.

O&M INSPECTIONS: Jeremy Salyer reported that all o&m inspections have been completed. Reggie Pressutti attended the majority of the inspections in PVCD – all went well.

DAM SAFETY WORKSHOP: Dam Safety held a dam owners workshop in Morgantown on 5/2/17.

ENGINEERING SERVICES CONTRACT RENEWAL: Gene Saurborn will provide assistance in the renewal of the engineering services contract. Discussion on wording for new contract. In favor of renewing with CEC – must revise invoicing procedures. John Hicks will discuss with Gene.

Gene Saurborn notified PVCD office that issue with CEC will be resolved in near future – will enable payment of old outstanding invoices. Must have WVCA verification before payment can be made.

LUNICE CREEK DIKE PUMP HOUSE: Doris Brackenrich addressed the Board regarding a request from the City of Petersburg to assist with the expenses of a new roof that was installed on the pump house building. Photos provided – discussion on funding – cost of new roof was \$18,000. A copy of the o&m agreement for the Lunice Creek Dike from 1985 was reviewed. The agreement does not mention the pump house – no funding is available at this time. District requested WVCA to

investigate the responsibility and funding status. Jeremy will forward the request to WVCA Watershed Staff – Ed Martin.

**SOUTH FORK O&M CONTRACT:** Jeremy reported for Ed Martin – Inquired if PVCD wants to contract o&m work on South Fork Dams? Discussion was held on the issue. In favor of contract if adequate work is available for PVCD Crew. A motion was made by J.W. See and seconded by Brian Dayton to delegate authority to John Hicks to discuss with WVCA Watershed Staff and make final decision on the O&M Contract for the South Fork dams. Motion carried.

**LOST RIVER SITE #27:** Discussion was held regarding repairs to gate post on LR #27. PVCD Board approved to replace / repair the post in February. Landowner did contact the PVCD office to inquire about when the work will be completed. Ron Miller offered to assist with the completed the work. A motion was made by John Hicks and seconded by George Leatherman to delegate authority to Ron Miller to move forward with replacement of the gate post on Lost River site #27. Motion carried.

**GREEN BEAN HARVESTER:** Office is preparing an advertisement / bid sheet for the green bean harvester – request assistance / review prior to advertisement. Tentative schedule to have bids due in June. All in favor of advertising the green bean harvester for sale – must put out for bid.

**NEWSLETTER:** Andrea Walker provided a draft of the newsletter – need group photo of supervisors – will take photo following the meeting.

**COMPOST LABELS:** WVCA has offered to print the compost labels for the Hampshire County Special Services Center. Will work with PVCD and WVCA to prepare the labels.

**EQUIPMENT COMMITTEE:** Ron Miller reported on the following recommendations:

- Open charge account at Kriders 4 Seasons Equipment
- Order gravel (8 tons) for storage building site
- Equipment disposal – will inspect equipment and decide what to sell / junk
- Green Bean Harvester – all in favor of advertising for sale
- Need safety guards on equipment – Ron will assist Reggie in making repairs
- “Squealer” brush hog is not in good shape – in favor of selling
- Spreader Truck – also in favor of selling
- Litter Elevator – in need of 2 tires – 16 inch – all in agreement

A motion was made by John Hicks and seconded by Frank Weese to approve the Equipment Committee recommendations. Motion carried.

**CONSERVATION FARM TOUR:** Three County farms have been selected for the tour:

- Roy & Lois Carr – Pendleton County
- Frank Seldon – Hampshire County
- Elwood Williams – Hardy County

The farm tour will be held on Friday, June 2, 2017 (June 1 rain date) – will begin tour at 8:45 am in Pendleton County; Hardy County and then finish in Hampshire County. Nadene will finalize the tour schedule and send out to all supervisors.

PLAN OF WORK: Draft copies of the FY18 PVCD Plan of Work were distributed for review. A copy will also be emailed to staff. Please provide comments / additions to PVCD office by 6/7. The final report will be presented to Board for approval at the 6/7/17 meeting.

POULTRY LITTER HOTLINE: Andrea Walker reported on the new poultry litter phone line. Old phone number was not available – new number: 1-844-LITTER1 (1-844-548-8371). In process of developing the hotline / database.

LOCAL WORK GROUP MEETING: The PVCD Local Work Group meeting will be held on Thursday, 5/11/17 @ 10 am in Moorefield. Supervisors encouraged to attend – provide suggestions for practices / programs.

SOIL HEALTH / SOIL SAMPLE SPONSORSHIP: Christi Hicks reported on her request for sponsorship in the amount of \$70 per sample for landowners participating in the new Soil Health Practice. Focus Conservation – Grazing practice – must have soil tests – 6 farms approved for the practice this year. Discussion on the issue – would set a precedence for the future. No action – include on June agenda for additional discussion.

CWPMA WORKSHOP: Doris Brackenrich reported on the Invasive Species Workshop being held on 6/3 in Pendleton County – request for sponsorship of lunch for the event. Following some discussion, a motion was made by John Hicks and seconded by Frank Weese to approve \$50 in sponsorship from conservation education funds for the workshop lunch. Motion carried.

DISTRICT MANAGER REPORT: Nadene reported on the following:

- Arbor Day Trees – 9,000 seedlings distributed to elementary students in the District – Supervisor / Staff assistance in transporting materials
- Envirothon Competition – Moorefield Gold Team 1<sup>st</sup> place overall; Mineral County FFA 2<sup>nd</sup> place; Hampshire County Home School 6<sup>th</sup> Place and Moorefield Blue 16<sup>th</sup> place – Congratulations to all teams!
- Cell phone purchased for new equipment manager, Reggie Pressutti
- Poster / Phone Contest Deadline is May 26, 2017

AG ENHANCEMENT TELECONFERENCE: Option #4 was selected by the State AgEP committee as the funding formula for FY18.

DISTRICT SUPERVISOR REPORTS: John Hicks reported on need to meet and review o&m work orders for this season. Crew to begin work on 5/22/17. Elwood and Adam are returning this year. Reggie will also assist them.

AG ENHANCEMENT: Jeremy Salyer discussed the new AgEP Administrative Agreement. If additional / outside funds is received for the AgEP Program – it must be tracked separately from WVCA funds. Reviewed the addendums – needs to be completed by 7/1/17.

George Leatherman excused himself from the meeting.

LIME: Payments - *\*\*George Leatherman 50.51 tons \$ 757.65 CS; Kelly Williams 135.07 tons \$2,026.05 CS; Stephan Cremann 55.67 tons \$780.00 CS; Kent Puffenbarger 53.86 tons \$807.90 CS; Branson Farms 150 tons \$2,250.00 CS; Clyde Hoalcraft 35.15 tons \$414.42 CS; Donna Jean Thompson 88.12 tons \$ 1,321.80 CS; Paige Alexander*

A motion was made by Ron Miller to approve the lime payments as presented. Motion seconded by Brian Dayton. Motion carried.

George Leatherman returned to the meeting.

INVASIVE SPECIES: Payments- *Brian Kain \$402.57 CS; Raymond Wilkins \$271.05 CS; S. Joe Mathias \$500.00 CS*

A motion was made by John Hicks and seconded by Frank Weese to approve the invasive species payments as presented. Motion carried.

HUAP: Payment – Michael Eye \$4,968.00 CS

A motion was made by Frank Weese and seconded by Kent Spencer to approve the HUAP payment as presented. Motion carried.

George Leatherman left the meeting

FROST SEEDING: Payments – *Mark Nicol – Nicol Farms \$420.00 CS; James Bosley \$ 180.00 CS; Raymond Wilkins \$420.00 CS*

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

George Leatherman returned to the meeting.

LITTER TRANSFER: Payments – *Woodrow Sherman 150 tons \$1,500.00 CS; Gary Hedrick 23.85 tons \$ 238.50 CS; Rodney Hedrick 193.18 tons \$1,931.80 CS*

A motion was made by Frank Weese and seconded by Kent Spencer to approve the Litter Transfer payments as presented. Motion carried.

CONSERVATION AGREEMENTS: A conservation agreement totaling 518 acres was presented for approval: John Wilkins 518 acres Hardy County. A motion was made by Gerald Sites and seconded by Frank Weese to approve the Conservation Agreement as presented. Motion carried.

John Hicks left the meeting

CREP: The following CREP invoices were presented for payment approval:

Michele Henderson	.4 acres	riparian buffer	\$ 13.60 CS
Jason Hicks	.4 acres	riparian buffer	\$ 13.60 CS

Dave Fansler 13.7 acres CREP Conservation Plan

A motion was made by Frank Weese and seconded by George Leatherman to approve the CREP contracts / payments listed above as presented. Motion carried.

John Hicks returned to the meeting

WVCA: Jeremy Salyer reported on the following:

- 2% Budget cuts – no additional cuts anticipated at this time
- Special legislative session
- State Committee Meeting in July
- State Fair in August – Sign up to work booth on website – District Manager can assist
- Watershed Section Report

PVCD CREW REPORT: Reggie reported on the following:

- Repairs to metal outside of building
- Fixed Ventrac
- Busy with equipment deliveries

WVCA: Suzy Campbell reported on the following:

- Mission Statement for Region 9 – Chesapeake Bay Grant Proposal submitted – Poultry Litter Program – if funding received (August) request PVCD to administer
- Reviewed draft Chesapeake Bay Budget
- EPA Report – reviewed goals – have met or exceeded goals – Ag practices above targeted goals

WVCA: Andrea Walker reported on the following:

- Rain Barrel Workshops – Mineral / Hardy Counties – George Leatherman to assist in transporting barrels from PA

FSA: Mike Biser reported on the following:

- New USDA Secretary named – Perdue
- WV Acting State Director – Mike Taylor – hope to have new SD named soon
- 2017 Ag Census – must submit by February 2018
- Hampshire County Program Technician, Patty White retiring at end of May with 30 years of service – may be delay in filling the position
- Frontier installing fiber optic cables in USDA offices – will greatly improve computer operations
- Crop Reports

NRCS: Christi Hicks reported on the following:

- Contracting in Hampshire and Mineral counties – high tunnels, grazing, etc
- CREP renewals – easement monitoring
- Poster Awards – incentive – can purchase items for prizes, under \$25
- Berkshire Hog Program @ Hampshire High School – need to address manure issue – requesting assistance with purchase of composter for manure. USDA / NRCS willing to develop agreement / provide funding to assist with composter purchase – distributed photos of hog program at the school

NRCS: Doris Brackenrich reported on the following:

- Reviewed Contracts in Grant, Hardy and Pendleton Counties ( approved / funded)
- Program Communitree – Edible trees planted in Pendleton County – Sweet Water Farm Campus
- Stream Crossing – Hulver property completed
- Nutrient Management Planner – Person unable to come for summer – However have a volunteer who will provide assistance this summer
- Landjudging Competition – Thanked Gerald Sites for hosting the event this year – very good host.

Farm Tour on June 2, 2017 (June 1 raindate)

Finance Committee Meeting on June 6, 2017.

LOCAL WORK GROUP – Discussion on what issues will be addressed at local work group meeting on Thursday, 5/11.

There being no further business, the meeting adjourned by motion of Kent Spencer at 9:35 pm. Motion seconded by Frank Weese. Motion carried. The next regular meeting will be held on Wednesday, June 7, 2017 at 7:30 pm at the USDA Service Center in Moorefield.

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Chairperson

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Secretary

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Date