



Potomac Valley Conservation District

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MINUTES OF MEETING

June 7, 2017

The monthly meeting of the Potomac Valley Conservation District was held on Wednesday, June 7, 2017, 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, Ronald Miller, John Hicks, Kent Spencer, Brian Dayton, George Leatherman, Dale Walker, Frank Weese, Gerald Sites and J.W. See

OTHERS: Rebecca Royal, NRCS; Jeremy Salyer, Suzy Campbell, Andrea Walker, Ben Heavner, Nadene Jewell, WVCA; Reggie Pressutti, PVCD; Lance McClintic, FSA; Carolyn Hefner, Associate Supervisor.

MINUTES: The minutes of the May 10, 2017 meeting were presented for review and approval. A motion was made by John Hicks and seconded by Frank Weese to dispense with the reading of the minutes of the May 10, 2017 meeting and approve them as written and distributed. Motion carried.

The minutes of the May 26, 2017 special meeting by teleconference 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 May 26, 2017 special meeting and approve them as written and distributed. Motion carried.

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

FINANCE COMMITTEE MEETING: The Finance Committee met on June 6, 2017 and prepared the FY18 District Budget. Hicks reviewed the committee recommendations and the FY18 Budget with the Board. A motion was made by John Hicks and seconded by Kent Spencer to approve the committee recommendations and FY18 Budget. 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 May. A motion was made by John Hicks and seconded by J. W. See to approve payment to William Lipps CPA in the amount of \$525.00 for bookkeeping services in May. Motion carried.

LORS: The Board approved the chair to sign and submit the following LORs for FY18 –Supervisor Support 7/1/17 \$19,969.00; 10/1/17 \$ 14,264.00; 1/1/18 \$ 14,264.00; 4/1/18 \$ \$6,633.00 and CD Operating Grant 7/1/17 \$ 19,000.00; 10/1/17 \$ 6,634.00; 1/1/18 \$ 6,633.00; 4/1/18 \$ 6,633.00. A motion was made by Ron Miller and seconded by J.W. See to approve the chair to sign LORs for FY18 Supervisor Support and CD Operating Grant and submit to WVCA. Motion carried.

INVOICES: Invoices in the amount of \$41.85 were submitted by Reggie Pressutti for reimbursement for parts purchased to repair the haybuster. A motion was made by Kent Spencer and seconded by Frank Weese to approve reimbursement in the amount of \$41.85 to Reggie Pressutti. Motion carried.

WVACD: The Board reviewed correspondence from WVACD President, Tim VanReneen, regarding proposed USDA reorganization. Comments should be provided to Tim by 6/10/17 – email provided.

INVOICE: The Board reviewed an invoice in the amount of \$3,194.64 from Broadway Metal Works for parts to repair the litter spreaders. Ron Miller discussed the needed repairs. A motion was made by Ron Miller and seconded by Dale Walker to approve payment in the amount of \$3,194.64 to Broadway Metal Works. Motion carried.

CEC INVOICES: The District received another phone call from CEC billing office regarding two past due invoices: \$ 9,035.74 (12/3/16) Bergdoll Bridge Project; \$108,441.17 (1/28/17) PVCD Dams. John Hicks indicated that he spoke with Gene Saurborn regarding the invoices and Gene is working with CEC representatives to resolve the issue – the firm has not fulfilled its obligation for the projects in order to authorize the payments. Gene indicated that CEC rep, Greg Linder is aware of the issues and said to disregard the invoices at this time. Mr. Linder is supposed to convey this to their billing office. WVCA will let PVCD know when work has been verified and invoices can be paid.

FINANCE COMMITTEE: John Hicks reported that the finance committee did approve pay increases for crew employees, Elwood Kesner and Adam Riggleman and office assistant, Renee Herbaugh. This is included in the Finance Committee recommendations as approved by the Board.

SOUTH FORK O&M CONTRACTS: Bids were opened for the South Fork O&M Contracts on 6/5/17. The low bids were: South Fork O&M-Brandywine \$ 48,600 (Vincent Excavating) and South Fork O&M-Moorefield \$36,000 (JR Landscaping). The bids were higher than the WVCA estimates for the contracts. Much discussion was held on the issue. Jeremy Salyer discussed the Board options regarding award of the contracts. Board agreed that more discussion with WVCA watershed staff was needed prior to award of the contracts. Following the discussion, a motion was made by J.W. See and seconded by Kent Spencer to delegate Board authority to John Hicks to discuss the bids with WVCA Watershed staff and make final decision on award of the contract. Motion carried.

LOST RIVER EMERGENCY ACTION PLAN REVISIONS: The revised Lost River Emergency Action Plans were presented to the Board for review, approval and signature. A motion was made by Kent Spencer and seconded by Brian Dayton to approve the revised Lost River EAPs and authorize the chair to sign and submit the plans. Motion carried.

PATTERSON CREEK SITE #41: Jeremy Salyer reported on an issue with fence being installed on Patterson Creek Site #41 – may not be in approved location. Supervisors will on this dam tomorrow for a mowing demonstration – need to look at the area and verify if location is ok. Mike Ketterman will meet the supervisors on site to inspect the fence.

MOWING DEMONSTRATION: Sunset Outdoor Supply will be delivering the new Ventrac Mower to Patterson Creek Site #41 tomorrow, 6/8 and providing a demonstration / training for the crew. All supervisors are invited to attend the demonstration. Should be on site by 11:30 am.

LOST RIVER Site #27: Discussion on the broken gate post – Ron Miller indicated he will inspect the post and oversee the replacement. Jeremy asked that Ed Martin be notified when the repairs will take place.

LUNICE CREEK DIKE PUMP HOUSE: Discussion was held on the roof replacement on the pump house of the Lunice Creek dike. This issue was discussed in May – City of Petersburg did not contact District prior to the work being completed. No funding is available for this project. Board in favor, by motion of J.W. See to send a letter to City of Petersburg stating that no funding is available for the project. Motion seconded by Kent Spencer. Motion carried. Requested that WVCA assist with the letter and research responsibility further, before letter is sent.

SOIL HEALTH PROPOSAL / SOIL SAMPLE COST SHARE: Rebecca Royal discussed the issue of PVCD providing cost share assistance for soil sampling under the Hampshire County Soil Health Practice – this was tabled at the May meeting. Christi Hicks has removed this item from the proposal; therefore, no action is needed by the Board.

ENGINEERING SERVICES CONTRACT RENEWAL: Jeremy Salyer reported on the need to extend current contract until WVCA staff can finalize the wording for the new contract. A motion was made by John Hicks and seconded by Ron Miller to extend the current engineering services contract with CEC on a monthly basis through August, until sufficient wording can be drafted for the new contract. Letter should be sent to CEC regarding this issue. Motion carried.

EQUIPMENT COMMITTEE: John Hicks reported on the sale of the Green Bean Harvester – in process of investigating advertisement in equipment magazines for sale. All in agreement – offer for sale – reserve of \$30,000. Supervisors did start the harvester recently, while at the shop. Discussion was also held regarding the sale of other equipment – brush hogs, Massey Ferguson tractor/loader, litter truck, several pieces of “junk” equipment. Ron Miller inspected several pieces at the shop recently. Group should meet and decide what pieces to sell. Board inquired about an auction at the shop – is that an option? Jeremy Salyer indicated it was permitted – must advertise and give public notice. J.W. See indicated his father was willing to conduct the auction. PVCD would need to provide \$300

for a clerk and materials – PVCD to do the advertising. All in agreement – need to determine what to sell and when to hold the auction. Suggestion was made for early fall.

New lime spreader should be delivered in July.

CONSERVATION FARM TOUR: Supervisors toured county farms in Pendleton, Hardy and Hampshire counties on June 2. The Roy and Lois Carr Farm in Pendleton County was selected as the District winner. The area tour will be held in mid-late July. Jeremy indicated the schedule has not been finalized – will forward information as soon as available. Congratulations to all PVCD farms.

FY18 PLAN OF WORK: The Board reviewed the FY18 Plan of Work. A motion was made by Ron Miller and seconded by John Hicks to approve the PVCD FY18 Plan of Work. Motion carried.

WVCA VIDEO: Suzy Campbell reported that Billy Wolfe, WVCA Communications, was in PVCD on May 23 and filmed coverage at Brookedale Farm and Patterson Creek in Mineral County to include in the WVCA promotional video.

LOCAL WORK GROUP – FCA PROPOSALS: Rebecca Royal was in attendance and presented several items from the Focus Conservation Approach Proposals – as identified by the local work group. See the following items:

- Stream Restoration Project on Patterson / New Creek – additional funding \$600,000
- Removal of PVCD Cost Share for soil samples on the Hampshire County Grazing Project
- Integrated Pest Management – no change in the proposal.

May have additional items for action next month.

DISTRICT MANAGER REPORT: Nadene reported on the following:

- Moving materials from office building at the shop to new storage unit – Board in agreement to dispose of records more than 10 years old.
- Poster / Photo Contests – no entries received this year
- District Awards Banquet to be hosted by Pendleton County this year – date and location to be determined

PVCD REPORT: Reggie reported on the following:

- New storage building has been delivered and set on the site at the shop
- Crew has completed o&m work on five dams in Patterson Creek to date
- Repairs made to Haybuster – new bearings installed
- Litter elevator is currently being rented – in need of tires, not safe to transport on road
- Litter spreaders – one currently being repaired – other one will need repaired in near future

John Hicks indicated Reggie is doing a good job. In addition to delivering and repairing rental equipment, he has also been assisting the crew with o&m work on the dams.

AG ENHANCEMENT: George Leatherman reported on the following:

Ag Enhancement committee finalized the PVCD FY18 AgEP practices:

Lime – continuous sign- up as funding permits; change cost share to \$40 per ton if completed in 6 months / if not, \$30 per ton.

HUAP – Non Poultry - Cost share maximum will be \$1,000 per applicant.

See AgEP Committee recommendations attached.

A motion was made by Kent Spencer and seconded by Frank Weese to approve the AgEP Committee recommendations. Motion carried.

Discussion was also held regarding the receipt of additional AgEP invoices through 6/15 for payment. A motion was made by John Hicks and seconded by Dale Walker to delegate authority to J.W. See to approve any AgEP invoices received until 6/15. Motion carried. (Items must be presented to Board in July)

AG ENHANCEMENT AGREEMENT: Jeremy Salyer discussed the revisions to the Ag Enhancement program agreement. It is still under review with the state and will be brought to Board for review and approval once finalized.

Gerald Sites, J.W. See and John Hicks excused themselves from the meeting.

AG ENHANCEMENT: The following payments were presented for approval:

LIME: Payments - *Steve Bailes 75.11 tons \$ 1,051.54 CS; Harold Kessel 148.47 tons \$ 2,227.05 CS; Gary Ehlert 106.81 tons \$ 1,548.75 CS; ** Gerald Sites 225 tons \$ 3,375.00 CS; 52.1 tons \$ 781.50 CS; Bruce Hyre 24.3 tons \$ 364.50 CS; Paige & Joseph Alexander 78 tons \$ 1,170.00 CS; Sam Williams 225 tons \$ 3,375.00 CS; John Heavner II 75.14 tons \$ 1,127.10 CS*

INVASIVE SPECIES: Payments- *Triangle T Farm LLC \$274.13 CS; Milleson's Stock Farm \$336.63 CS; Eric Hartwig \$305.94 CS; Brent Titus \$ 321.70 CS; Justin Titus \$321.70 CS; Douglas Wimer \$500.00 CS; Mark Fansler \$334.06 CS; Ruth Strother \$550.00 CS*

LITTER TRANSFER: Payments – *Will Taylor 184.09 tons \$ 1,840.90 CS; Dorsey Evans 180.45 tons \$1,804.50 CS*

DEER FENCE Payments – *Scott Whitacre \$2,500.00 CS; Andrew Seldon \$2,500.00 CS, ** J.W. See III \$2,500.00 CS*

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

Sites, See and Hicks returned to the meeting.

WVCA: Jeremy Salyer reported on the following:

- WVACD Quarterly Meeting on July 17-18, 2017 at Cacapon State Park
- Budget – no additional cuts at this time

- Farm Tour schedule being finalized
- District Plan of Work – PVCD approved tonight
- State Committee meeting on 7/11/17
- Sign up being accepted to work WV State Fair booth – can do online – Nadene can assist
- WVCA Stream Division Report

WVCA: Ben Heavner reported on the following:

- Time to submit AgEP payments is counting down – must have by 6/15
- WV has reached goals in Chesapeake Bay Program – 1st state to accomplish this – all volunteer effects / not regulatory

WVCA: Suzy Campbell reported on the following:

- Distributed / reviewed Chesapeake Bay Program budget with Board
- Reviewed proposal for Litter Program / Matt Pennington, program coordinator will attend September meeting to discuss with the Board

WVCA: Andrea Walker reported on the following:

- Poultry Litter Hotline to be operating by July
- Work to finalize the Litter Marketing Database / Website – LitterLinks.com
- Rain Barrel Workshops – June 3 in Mineral County / June 10 in Hardy County – 52 barrels purchased / thanked George Leatherman for transporting
- District newsletter should be finalized and ready for distribution by end of June.

NRCS: Rebecca Royal reviewed the Hampshire / Mineral County report with the Board. She thanked the Board for visiting and considering the Seldon Farm in Hampshire County for the Conservation Farm Contest.

FSA: Lance McClintic, CED in Hampshire and Mineral Counties reported on the following:

- FSA CEDs will attend PVCD meetings – will rotate between county CEDs
- Patty White, Program Technician in Romney to retire at end of May with 30 years of service. Hiring freeze will delay replacement of the position
- Office is 3rd in WV for program payments / 675 crops reports made in 2016 for Hampshire and Mineral counties
- Hampshire / Mineral counties lead the state in CREP contracts / 145 active contracts / 75 will be expiring within next 3 years. If they want to re-enroll, must write new contracts
- July 15 is crop reporting deadline

There being no further business, the meeting adjourned by motion of Kent Spencer at 8:55 pm. Motion seconded by Frank Weese. Motion carried. The next regular meeting will be held on Wednesday, July 5, 2017 at 7:30 pm at the USDA Service Center in Moorefield.

Chairperson

Secretary

Date