



Potomac Valley Conservation District

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MINUTES OF MEETING

August 2, 2017

The monthly meeting of the Potomac Valley Conservation District was held on Wednesday, August 2, 2017, at the USDA Service Center in Moorefield. The meeting was called to order at 7:45 p.m. by chairperson, Charlotte Hoover.

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

OTHERS: Doris Brackenrich NRCS; Ben Heavner, Nadene Jewell, WVCA; Reggie Pressutti, PVCD; Roger Dahmer FSA; Carolyn Hefner, Associate Supervisor.

MINUTES: The minutes of the July 5, 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 July 5, 2017 meeting and approve them as written and distributed. Motion carried.

The minutes of the July 10, 2017 special Board meeting teleconference were present for review and approval. A motion was made by George Leatherman and seconded by J.W. See to dispense with the reading of the minutes of the July 10, 2017 special Board meeting teleconference and approve them as written and distributed. Motion carried.

The minutes of the July 25, 2017 special Board meeting teleconference were presented for review and approval. A motion was made by John Hicks and seconded by J.W. See to dispense with the reading of the minutes of the July 25, 2017 special Board meeting teleconference and approve them as written and distributed. Motion carried.

FINANCIAL REPORTS: Treasurer, John Hicks reviewed the treasury reports for the month of June and July with the Board. (The June reports were in draft form last month, bank statements had not been received- final reports presented at this meeting). John 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 J.W. See to approve the draft June and July reports and invoices paid within both months – June and July. Motion carried.

EXCESS FUNDS – LETTER OF CREDIT: FNB submitted a letter of credit in the amount of \$9 million to cover PVCD excess funds. It covers July 2017 – June 2018. A motion was made by John Hicks and seconded by J.W. See to accept the letter of credit in amount of \$9 million to cover excess funds. 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 July. 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 July. Motion carried.

CORRESPONDENCE: The Board reviewed an invoice in the amount of \$10.50 to reimburse Charlotte Hoover for copies made at Pendleton County Courthouse when researching the South Branch Sub-watershed Project. A motion was made by George Leatherman and seconded by Ron Miller to approve the reimbursement in the amount of \$10.50 to Charlotte Hoover for the copies. Motion carried.

LOR: Received a notice from WVCA to submit an LOR for AgEP funding. The Board approved by motion of John Hicks, for the chair to sign an LOR in the amount of \$113,000.00 for the FY18 Ag Enhancement allocation and submit to WVCA. Motion seconded by J.W. See. Motion carried.

INVOICE: The Board reviewed the invoice from Vincent Excavating in the amount of \$48,600.00 for work completed on the South Fork Brandywine O&M contract. Following discussion, a motion was made by John Hicks and seconded by George Leatherman to approve payment to Vincent Excavating in the amount of \$48,600.00 for the South Fork Brandywine O&M contract, pending WVCA verification. Motion carried.

INVOICE: The Board reviewed invoices submitted by Reggie Pressutti in the amount of \$37.24 for parts purchased to repair equipment. A motion was made by George Leatherman and seconded by J.W. See to approve reimbursement in the amount of \$37.24 to Reggie Pressutti for the purchase of parts. Motion carried.

INVOICE: The Board reviewed an invoice in the amount of \$125 from Ethan Fansler for the replacement of the gate post on Lost River Site #27. Ron Miller reported the post had been replaced – good job. A motion was made by John Hicks and seconded by George Leatherman to approve payment in the amount of \$125 from O&M funds for the replacement of the damaged gate post on Lost River Site #27 - pending WVCA verification. Motion carried.

EWP FUND TRANSFER: PVCD received a request from WVCA to transfer \$90,000 of EWP funding to Monongahela Conservation District to assist with emergency flood repair work. Severe flooding hit the area last week. A motion was made by Ron Miller and seconded by George Leatherman to approve the transfer of \$90,000 from EWP Quick Response funding to Monongahela CD. Motion carried.

LOR: PVCD received a notice from WVCA to submit an LOR in the amount of \$2,500 for Chesapeake Bay Outreach. A motion was made by John Hicks and seconded by J.W. See to authorize the chair to sign an LOR in the amount of \$2,500 for Chesapeake Bay Outreach and submit to WVCA. Motion carried.

LOR: PVCD received a notice from WVCA to submit an LOR in the amount of \$25,000 for Chesapeake Bay BMPs (Best Management Practices). A motion was made by Ron Miller and seconded by George Leatherman to authorize the chair to sign the LOR in the amount of \$25,000 and Chesapeake Bay BMPs and submit to WVCA. Motion carried.

LOR: Board action was taken by motion of John Hicks for the chair to sign an LOR in the amount of \$1,451.27 and submit to WVCA for reimbursement of District employee expense in the 4th quarter of 2017. Actual quarterly amount is greater, but remaining FY17 allotment for PVCD is \$1,451.27. Motion seconded by George Leatherman. Motion carried.

SOUTH BRANCH SUBWATERSHED PROJECT: Charlotte Hoover reported on her findings after researching the South Branch Subwatershed Project in Pendleton County. The research indicated that property was purchased in 1970 for the project and transferred to WVCA. The property was sold in 1980s. She provided a copy of the documentation from the courthouse. (Copies have also been provided to NRCS in Morgantown). Pam Yost, NRCS Morgantown office, plans to attend the September 6 meeting to discuss the project and NRCS' desire to close out the project. Will discuss further in September.

SOUTH FORK MOOREFIELD O&M CONTRACT: Job showing for the South Fork Moorefield O&M contract will be held on 8/9/17 and the bid opening will be held on 8/16/17 at the District office. Will need Board member to assist with bid opening on 8/16. A motion was made by George Leatherman and seconded by Ron Miller to authorize John Hicks or J.W. See to open the bids for the South Fork Moorefield O&M contract. Motion carried. Will hold special Board meeting by teleconference on 8/22/17 to award the contract.

Discussion held regarding District legal representation. Not pleased with past representation. All in agreement to continue with current firm only if Jack or Nathan Walters represents the District.

STREAM BLOCKAGE – FUNDING REQUEST: Discussion on request for funding from Hardy County Commission to assist with stream blockage in Baker area. Put on September meeting agenda for discussion.

FARM TOUR – State Farm Tour Judging will be held on August 29, 30 and 31, 2017. Not certain which date the judges will visit PVCD Farm. Mrs. Carr is planning to prepare a meal for the group. Following some discussion, a motion was made by Ron Miller to reimburse Lois Carr up to \$250 for meal expenses for state farm tour. Motion seconded by Brian Dayton. Motion carried.

EQUIPMENT AUCTION: PVCD Equipment Auction to be held on Saturday, September 2, 2017 at the District shop in Fisher. J.W. See in process of a drafting auction flyer – will add post driver and boat trailer to the list of equipment to be sold. Discussion held regarding the brush hog – all agreed to keep sidewinder brush hog to mow at shop. Will not sell side winder. Auction contract was presented - \$300 clerk fee to be paid to See Auction Service - \$0 fee for auctioneer. PVCD to pay for advertising – 2 weeks in local newspapers and Valley Trader. Trista See to assist with auction ad preparation. Discussion also held regarding reserve amounts on tractor, chipper and post driver– all in agreement. A motion was made by George Leatherman and seconded by Brian Dayton to approve the auction contract \$300 clerk fee / \$0 auctioneer fee and authorize Ron Miller and John

Hicks to establish minimum (reserve) bid amounts for Tractor, Chipper and Post Driver. Motion carried.

FOCUS CONSERVATION APPROACH: Doris Brackenrich reviewed Focus Conservation Approach proposals as agreed by the local work group.

- Targeted Stream Restoration – Grant / Pendleton
- Enhancing Riparian Buffers – Mineral / Grant
- Improving Plant & Soil Health – Grant, Hardy and Pendleton
 - Soil Health
 - Prescribed Grazing
- Locally Grown Foods – Grant, Hardy and Pendleton
 - High Tunnels – Eastern College new partner
- CNMP – Farms Utilizing Poultry Litter – District wide proposal
- CNMP – Protect Water Quality / Livestock – District wide proposal

Letter of support for beef proposal – discussion.

Board reviewed the proposals – all in support. A motion was made by Ron Miller and seconded by J.W. See to accept / support the Focus Conservation Approach proposals. Motion carried.

COMMUNITREE PROGRAM: Neil Gillies addressed the Board regarding support for the Carla Hardy Communitree Program. He discussed the overwhelming success of the memorial tree program in 2016. Thanked the Board for their support last year. Neil requested support in amount of \$1,000 for 2017. Following some discussion, a motion was made by Ron Miller and seconded by J.W. See to provide \$1,000 in support for the Carla Hardy Communitree Program in 2017 – from CDO Grant Administrative Expense. Motion carried. ** This will be an annual program – PVCD may want to include as line item in future budgets.

COMMUNITY GARDEN PROJECT: Doris Brackenrich reported on requests for assistance with community gardens from Eastern College, Moorefield High School and Pendleton County Schools. Have program funds to assist with two requests – need additional support for Pendleton County Schools request. Inquired about state funding – as provided for garden project at Slanesville Elementary School in 2016. Those funds were provided by NRCS through the WV Association of Conservation Districts. Must have proposal in order to seek funding. Doris willing to draft the project proposal if Board is in support of the project. All in favor to support garden project for Pendleton County Schools – Doris will draft proposal for the project.

WVACD HONORARY MEMBER / MEMBER AT LARGE: The Board discussed nominations for the WVACD Honorary Member and Member at Large. A motion was made by J.W. See and seconded by Brian Dayton to nominate Carla Hardy and Doris Brackenrich. Motion carried.

DISTRICT MANAGER REPORT: Nadene reported on the following:

- PVCD Audit – Suttle & Stalnaker to be in District office 8/21
- District Banquet Date – Charlotte working to confirm a date 9/23 or 9/30 or 10/21. Will report back at September meeting with date and location

- Request from Hampshire County Youth Soccer to use haybuster at fairgrounds to reseed distributed area (3-4 acres) from recent heavy rains. A motion was made by Ron Miller and seconded by Brian Dayton to approve the use of the haybuster seeder by the Hampshire County Youth Soccer at the Hampshire County fairgrounds – donate the usage. Motion carried. Reggie will coordinate delivery of the haybuster.
- Spring Tiles – office has been made aware that current spring tile / spring boxes do not meet NRCS specs – producers unable to use for NRCS projects. (Same spring tiles used for 25 + years). PVCD has no more in inventory – cancelled recent order until confirm what is acceptable.

SUPERVISOR REPORT: John Hicks and Ron Miller attended the WVACD Summer Quarterly Meeting at Cacapon State Park. Following issues were discussed at the WVACD meeting:

- USDA consolidation
- WVACD Fall Quarterly Meeting @ Flatwoods October 16-17, 2017
- Working to recognize 200 and 250 year farms in WV
- Requested suggestions for WVACD meeting locations in 2018

PVCD REPORT: Reggie Pressutti reported on the following:

- Repairs made to older Ventrac
- 50 hour service completed on the new Ventrac
- O&M work completed by crew on New Creek #9, 5, 10, & 12. Currently working on New Creek site #14.
- Discussion on need for small truck for everyday use by Reggie / crew. Ron and John discussed possible truck – 1989 Toyota pickup / \$4,100 / distributed photos for Board to review. Looks good – will need to drive. Has been 1 week, may not be available

Following the discussion, a motion was made by J.W. See and seconded by John Hicks to give Ron Miller & John Hicks authorization to purchase a small truck for up to \$5,000 for use by Reggie and the crew. Motion carried.

AG ENHANCEMENT: George Leatherman reported on the Ag Enhancement Committee meeting –

AgEP funding:	FY18 AgEP Allocation	\$ 113,000.00
	FY17 Rollover funds	\$ 12,309.88
	Brandywine Project funds	\$ 64,712.87

Leatherman reviewed the committee recommendations with the Board. The Committee also recommended the approval of Lime applications received to date:

LIME: Applications - Robert Woodson 94 tons \$1,880.00 CS; Patricia Taylor 78 tons \$1,560.00 CS; Milleson Stock Farm 42.17 tons \$843.40 CS; Thomas Hoffman 30 tons \$ 600.00 CS; John Gavitt 102.43 tons \$ 2,048.60 CS; Bonnie Cox 76.14 tons \$ 1,522.80 CS; Bradley Kline 50 tons \$ 1,000.00 CS; Michael Omps 119.17 tons \$ 2,383.40 CS; Michael Stankwich 40 tons \$ 800.00 CS; Gary Ginevan 16 tons \$ 320.00 CS; Robert Hott 155.43 tons \$ 3,108.60 CS; Lukas Newcomer 118.64 tons \$ 2,372.80 CS; Davis Farm-Guy Davis 150.15 tons \$ 3,003.00 CS; David Sherman 81.21 tons \$ 1,624.20

CS; Baker Farms 146.12 tons \$ 2,922.40 CS; Dan Lahman 83.54 tons \$1,670.80; James W. See 164.83 tons \$ 3,296.60 CS; ** James W. See III 97.58 tons \$ 1,951.60 CS; Donald Kent Haines 24.98 tons \$ 499.60 CS; Isaiah Smith 147.66 tons \$ 2,953.20 CS; Steve Lambert 161.25 tons \$ 3,225.00; Kenneth Harper 36.50 tons \$730.00 CS; ** Gerald Sites 225 tons \$ 4,500.00 CS; ** George Leatherman 182.55 tons \$ 3,651.00 CS; John Pratt 150 tons \$ 3,000.00 CS; Bryan Ward 66 tons \$1,320.00 CS; Charles Armentrout 99.80 tons \$ 1,996.00 CS; Carl Hevener 109.25 tons \$ 2,185.00 CS; Bruce Hyre, Jr. 11.95 tons \$ 239.00 CS; Dennis Rogers 65.69 tons \$ 1,313.80 CS; John Bland Jr. 54.39 tons \$ 1,087.80 CS; Charles Wimer 191.60 tons \$ 3,832.00 CS; McCalley Farm LLC 38.50 tons \$ 770.00 CS; Misty Mt Farm LLC 160.13 tons \$ 3,202.60 CS; Elden Puffenbarger 25.83 tons \$ 516.60 CS; Kevin Gonshor 86 tons \$ 1,720.00 CS; Michael Teets 132.25 tons \$ 2,645.00 CS; Matt Teets 72.75 tons \$ 1,455.00 CS; Nathan Staub 45 tons \$ 900.00 CS

A motion was made by George Leatherman and seconded by Ron Miller to approve the AgEP committee recommendations, including approval of the above listed Lime applications. Motion carried.

The following litter transfer application and payments were presented for approval:

LITTER TRANSFER: Application – *John Ruddle 250 tons*

Payment – *John Ruddle 134.63 tons \$1,346.30 CS, Will Taylor 53.19 tons \$531.90 CS, Woodrow Sherman 164.12 tons \$667.58 CS*

A motion was made by George Leatherman and seconded by Brian Dayton to approve the Litter Transfer application and payments. Motion carried.

CONSERVATION AGREEMENTS: The following conservation agreements were presented for review and approval: Gary Ginevan 12 acres, Michael Stankwich 20 acres, Lukas Newcomer 28 acres, Bradley Kline 42.9 acres, Michael Omps 4.73 acres, Donald Kent Haines 283 acres, and Nathan Staub 585 acres

A motion was made by Ron Miller and seconded by Brian Dayton to approve the conservation agreements totaling 975.63 acres as presented for approval. Motion carried.

CREP: Roger Dahmer presented two CREP plans for Riparian Buffers:

Trevor Hughes	3 acres
Jennifer Taylor Eye	8.6 acres

FSA: Roger Dahmer reported on the following:

- County Committee Election – nominations due yesterday, 8/1/17 – full slate
- Sign-ups for Ag Risk Coverage (ARC) and Price Loss Coverage (PLC) were accepted thru 8/1 – 64 contracts
- CREP 2 contracts
- Crop reports- 2018 hay and pasture reports deadline is 11/15

WVCA: Ben Heavner reported that Barbie Elliott from Eastern Panhandle CD will assist in ranking the supervisors' AgEP applications. Please submit applications as soon as possible so ranking can be completed.

WVCA: Jeremy Salyer unable to attend Board Meeting– on Area Farm Tour. August monthly report distributed and reviewed.

ENVIROTHON: Carolyn Hefner reported on the international Envirothon competition held last week in Maryland. She served as a judge. Teams from US, Canada, and China in attendance. Team from PA won the competition. WV Team (Moorefield High School) placed 25 in the competition. Team from Missouri had highest score ever in the soils section. 5th topic was agriculture. It was an excellent event.

NRCS: Doris Brackenrich distributed and reviewed monthly report with the Board. Also showed photo of display at Tri-County Fair – included PVCD newsletters for the public.

GREEN BEAN HARVESTER: John Hicks discussed the sale of the green bean harvester – no local interest. Have advertised online – video posted – have possible sale through Sil Meyer Dealer- \$30,000 price. If buyer in agreement with price, dealer will wire funds to PVCD. Will know by next week if sale is complete. Buyer to pay shipping cost.

BRUSH HOG – Board in agreement to keep side winder brush hog – sell squealer brush hog at auction. PVCD to pay for advertising in all local newspapers and Valley Trader – See to assist with auction ad preparation.

FOCUS CONSERVATION APPROACH – LWG: Additional discussion on letter of support for Livestock Beef Proposal. A motion was made by John Hicks and seconded by J.W. See to approve the chair to sign the letter of support for the FCA – Livestock Beef Proposal. Motion carried.

FLOOD DAMAGE SURVEY: Doris Brackenrich also reported on flood damage survey conducted in Bayard. WVCA to address the damage.

STATE CONSERVATION FARM JUDGING – 8/29 – 8/31 – will notify Board when date is confirmed.

There being no further business, the meeting adjourned by motion of John Hicks at 9:50 pm. Motion seconded by J.W. See. Motion carried. The next regular meeting will be held on Wednesday, September 6, 2017 at 7:30 pm at the USDA Service Center in Moorefield.

Chairperson

Secretary

Date