



# Potomac Valley Conservation District

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## **MINUTES OF MEETING**

**October 4, 2017**

The monthly meeting of the Potomac Valley Conservation District was held on Wednesday, October 4, 2017, at the USDA Service Center in Moorefield. The meeting was called to order at 7:40 p.m. by chairperson, Charlotte Hoover.

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

**OTHERS:** Doris Brackenrich, Christi Hicks, NRCS; Jeremy Salyer, Ben Heavner, Nadene Jewell, WVCA; Carolyn Hefner, Association Supervisor

**MINUTES:** The minutes of the September 6, 2017 meeting were presented for review and approval. A motion was made by Kent Spencer and seconded by Frank Weese to dispense with the reading of the minutes of the September 6, 2017 meeting and approve them as written and distributed. Motion carried.

**FINANCIAL REPORTS:** The District Manager reviewed the treasury reports for the month of September with the Board. Supervisors 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 Ron Miller and seconded by Brian Dayton to approve the reports and invoices paid within the month of September. Motion carried.

**FY2016-17 APE AUDIT REPORT:** The Board reviewed the FY 2016-17 APE Audit report prepared by Suttle & Stalnaker, CPAs. Treasurer, John Hicks reviewed the report prior to the meeting and was in agreement with the findings. Nadene reviewed the report with the Board. A motion was made by Gerald Sites and seconded by Dale Walker to approve the FY 2016-17 audit report as prepared by Suttle & Stalnaker. Motion carried.

**INVOICE:** An invoice in the amount of \$5,100 from Suttle & Stalnaker was presented to the Board for review and payment approval. The invoice was for preparation of the FY 2016-17 audit report. A motion was made by Ron Miller and seconded by Brian Dayton to approve payment in the amount of \$5,100.00 to Suttle & Stalnaker for the FY 2016-17 audit report. Motion carried.

INVOICE: The Board reviewed an invoice in the amount of \$525.00 from William Lipps CPA for bookkeeping services in the month of September. A motion was made by Gerald Sites and seconded by Frank Weese to approve payment to William Lipps CPA in the amount of \$525.00 for bookkeeping services in September. Motion carried.

CORRESPONDENCE: Received a letter from WV Envirothon Committee – thanking the conservation Districts for continued support and encouraging increased support in the future.

LISTENING SESSION – The date of the listening session with WVACD and WVCA has been confirmed for Thursday, November 16, 2017 at 6:00 pm at the Ponderosa Restaurant in Moorefield.

LOST RIVER O&M CONTRACT: The job showing for the Lost River O&M Contract will be held tomorrow, 10/5/17 in Lost River. Bids for the contract will be opened on 10/12/17 at 11 am. Following discussion, a motion was made by Frank Weese and seconded by Kent Spencer to delegate authority to J.W. See to open bids for the Lost River O&M Contract. Motion carried.

PENDLETON COUNTY SCHOOLS GARDEN PROJECT: Doris Brackenrich addressed the Board regarding the development of a proposal for the garden project with Pendleton County Schools. Travis Heavner, Director of Curriculum with Pendleton County Schools, was also in attendance and addressed the project with the Board. The county began research for the project in spring, 2017. They plan to construct raised garden beds at the three elementary schools in the county. Will need assistance from multiple partners for the project. Will also incorporate STEM in the project. Goal is to educate students in the vegetable growing process – provide fresh food. Need District support for the project. In process of developing the proposal – grant available through WVACD (similar to garden project installed at Slanesville Elementary School). PVCD will need to provide funds for the project and be reimbursed upon completion. Will bring finalized proposal to District for review – hopefully in November. Board in support of the project.

STREAM STABILIZATION RESTORATION PROJECT: Jeremy Salyer reviewed the draft agreement for the Stream Stabilization Restoration Project with the Board. New SPRP program – will be cost share program with the landowners. Final action to be taken by WV State Committee in January 2018. Please provide comments to Jeremy.

PATRIOT GARDENS – Darrel Sears was in attendance and addressed the Board regarding the patriot Gardens Project. Proposed project to plant large number of apple / fruit trees on reclaimed mine sites in West Virginia. Have secured a grant to plant trees on site – need to improve soil with compost in order to be successful in growing the fruit trees. If successful, the project could provide up to 3,000 new jobs in WV. Request to utilize the PVCD compost facility for test trials of compost mixtures to see what works best with the soil / fruit trees. Plan to plant approximately 70,000 trees in spring 2018. Currently in discussion with WVCA and WVDA for compost recipes to improve the soil. Need assistance through PVCD with man power / equipment to maintain compost wind rows and record data throughout the test trial process. Acquiring grant funds to cover cost of materials, labor, etc. Will need budget / figures from PVCD for employee labor hours, equipment usage, fuel costs, etc. to include in grant proposal. Ben Heavner will work on the budget figures. Supervisors inquired about the location of the reclaimed sites – in Webster, Clay and Braxton counties. Board agreed it was a good project – in favor of participating in the project / utilizing the compost facility

for the test trials – will provide winter work for Reggie. A motion was made by Kent Spencer and seconded by J.W. See to participate in the project – compost test trials for the fruit tree plantings. Will need to work with WVCA and WVDA to prepare a proposal for the project. Motion carried.

WVACD Fall Quarterly Meeting and Awards Recognition will be held in Flatwoods on October 16 – 17, 2017. District was notified that Carla Hardy was selected for the WVACD Member at Large award. Requested that a member of her family attend to accept the award. A motion was made by Ron Miller and seconded by Brian Dayton to pay the expenses for 2 individuals (Carla's family) to attend the awards recognition in Flatwoods – meals, lodging (1 night), & mileage. Motion carried.

DISTRICT MANAGER REPORT: Nadene reported on the following:

- December meeting / Christmas Dinner – all in favor to hold December meeting and Christmas dinner on 12/6/17 at the Ponderosa Restaurant in Moorefield. Dinner will begin at 6:00 pm and the meeting at 7:00 pm.
- Banquet – Thank you to Doris, her family and others who helped with set up and clean up at the District Banquet on 9/30. Appreciate the help!
- Promotional items – any suggestions from Board for purchase of promo items this year – shirts, jackets, hats, etc. Contact the office with any comments

SUPERVISORS REPORT: Ron Miller reported on the following:

- Completed employee evaluations
- Lime Spreader – Will have demo for new spreader at Ron's farm – need to calibrate prior to renting out – will let supervisors know when date is confirmed
- Need to have heat installed at District shop prior to winter – need to get estimates – discussion on various types – will investigate further and bring information to meeting in November. Schedule equipment meeting prior to Board meeting.
- O&M work completed on the dams – Elwood and Adam are finished for the season
- Reggie continuing with rental equipment deliveries.

AG ENHANCEMENT: The following were presented for approval:

LIME - Payments: Robert Hott \$1,880.70 CS; Donald Kent Haines \$349.72 CS; Michael Stanwich \$600 CS; Davis Farms \$2,975.00 CS; Mike Teets \$1,989.40 CS; Charles Armentrout \$1,996.00 CS

INVASIVE SPECIES – Payments: Mark Fansler \$500 CS, Lynise Fansler \$500 CS

HUAP – Applications: Matt Athey, Jason Keplinger

COVER CROPS: Payments: Doug Wimer \$2,500 CS; Dan Lahman \$1,350.00 CS; Cynthia Yokum \$1,100.00 CS; Randy Bennett \$1,000 CS; Steve Heavner

LITTER TRANSFER – Applications: Cody Keplinger 250 Tons

A motion was made by Frank Weese and seconded by Brian Dayton to approve the above listed payments and applications as presented. Motion carried.

CHESAPEAKE BAY PRACTICES: Ben Heavner reported that applications are being accepted for Division Fence / Water Troughs; Stream Exclusion and Heavy Use Area Protection practices. Deadline for applications is 10/27/17. Advertisement published in newspapers.

CREP: The following CREP contracts and payments were presented:

Payments –*Jennifer Taylor \$292.40; Trevor Hughes \$102.00; Ron Hawk \$507.62*

Re-enrollments – *Nancy Joan Kitzmiller, Fred Ansel, David R. Parker, Jacqueline Queen, Robert Woodson, Milleson's Stock Farms, Beverly Yokum, Douglas Harman*

It was noted that there was not enough funds in the PVCD CREP account for the above presented payments. Jeremy Salyer discussed the transfer of funds from another conservation district. Will follow up with WVCA for the transfer.

A motion was made by J. W. See and seconded by Kent Spencer to approve the CREP payments (pending the availability of funds through WVCA) and re-enrollments as presented to the Board. Motion carried.

WVCA: Jeremy Salyer reported on the following:

- Districts need to review / update policy manuals & plans of work
- Ag Day will be held at the Capitol in February 2018 – will have legislative breakfast
- Reviewed written report

WVCA: Ben Heavner reported on the spring tiles – discussed in September – do not meet NRCS specs. Tygarts Valley CD making their own with PVC pipe – cut to size and pour concrete lids – sell for \$35 pipe / \$15 lids. May be something Reggie can do this winter. Refer issue to equipment committee for discussion in November.

FSA: Robert Reed reported on the following:

- Hay / Pasture reporting 2018 – deadline November 15
- Cover Crops – deadline December 15
- New fiscal year began October 1
- CED can accept applications for program – additional items now included in the loans – low interest – contact local office

NRCS: Doris Brackenrich reported on the following:

- Awards recognition – looking forward to attend on 10/17 – excited for the Carrs
- 86 contract completions
- Focus Conservation Proposals – reviewed approvals – correspondence being sent to District from state office
- EQIP / AMA sign up deadline in November
- CNMP – must have in order to qualify for construction practices
- Administrative position – accepting applications

NRCS: Christi reported on the following:

- Hampshire County – 35 CREP contracts to expire in 2018 – reviewing / site visits with Foresters – several tree plantings have failed
- Farmland Protection – seeking guidance from state office over new guidelines
- Hampshire County Extension – Farmers Market in local schools
- \$2.5 million spend on practices in PVCD counties

WVACD Quarterly Meeting in Flatwoods on 10/16 – 10/17

Awards Recognition in Flatwoods on 10/17

Time change for November meeting to 7:00 pm.

December meeting on 12/6 at Ponderosa Restaurant @ 7:00 pm

There being no further business, the meeting adjourned by motion of Frank Weese at 9:05 pm. Motion seconded by J.W. See. Motion carried. The next regular meeting will be held on Wednesday, November 1, 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