



# Potomac Valley Conservation District

500 East Main Street  
Romney, West Virginia 26757-1836  
304-822-5174

## **MINUTES OF MEETING December 6, 2017**

The monthly meeting of the Potomac Valley Conservation District was held on Wednesday, December 6, 2017, at the Ponderosa Restaurant in Moorefield. The meeting was called to order at 7:10 p.m. by chairperson, Charlotte Hoover.

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

**OTHERS:** Doris Brackenrich, Lee Haggerty, Rebecca Royal, NRCS; Jeremy Salyer, Suzy Campbell, Nadene Jewell, WVCA; Lance McClintic, FSA; Carolyn Hefner, Paul Clayton, Associate Supervisors

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

**FINANCIAL REPORTS:** The Treasurer reviewed the treasury reports for the months of October and November with the Board. (Draft reports for October were presented last month). Supervisors reviewed the October and November 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 to approve the reports for both October and November and approve the invoices paid within the months of October and November. Motion seconded by Ron Miller. 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 November. A motion was made by J.W. See and seconded by John Hicks to approve payment to William Lipps CPA in the amount of \$525.00 for bookkeeping services in November. Motion carried.

**INVOICE:** The Board received a request for support of the annual watershed celebration day in the amount of \$100.00. A motion was made by John Hicks and seconded by Ron Miller to approve the support of \$100 for the watershed celebration day, to be paid from education funds in CDO Grant Account. Motion carried.

The Board reviewed an agreement received from NRCS state office for the official closeout of the South Branch Sub Watershed Project. The Board approved to move forward with closing this project at the September Board Meeting. A motion was made by John Hicks and seconded by Frank Weese to approve the agreement and authorize the chairperson to sign the document for the closeout of the South Branch Sub Watershed Project. Motion carried.

The State Ag Enhancement committee will be on January 17, 2018 at 1:00 pm at the WVACD office in Flatwoods. Videoconference is available. \*\*Remind Board at January meeting.

The Board reviewed an invoice in the amount of \$32,700.00 from Zimmerman Equipment, for the purchase of a new no-till seeder. The purchase was approved in November. Following some discussion, a motion was made by John Hicks and seconded by J.W. See to approve payment in the amount of \$32,700.00 to Zimmerman Equipment for the purchase of the new no-till seeder. Motion carried. Delivery will be arranged by Hicks.

LOR CHESAPEAKE BAY BMPs— A notice was received from WVCA to submit an LOR in the amount of \$50,000 for Chesapeake Bay best management practices. A motion was made by John Hicks and seconded by Dale Walker to authorize the chairperson to sign the LOR in the amount of \$50,000.00 and submit to WVCA. Motion carried.

LOR AUDIT REIMBURSEMENT - A motion was made by Ron Miller and seconded by Brian Dayton to authorize the chair to sign an LOR in the amount of \$5,100.00 and submit to WVCA for reimbursement of FY17 Audit expense. Motion carried.

WATERSHED: Jeremy Salyer reported that Ed Martin was in the area this week to verify o&m work completed on dams by PVCD crew. He should be able to approve payment of the final invoices following his review.

EMPLOYEE / SAFETY POLICIES: The Board reviewed the employee handbook & personnel / safety policies – all were in agreement that the current policies and procedures were adequate and no changes were necessary at this time. A motion was made by Kent Spencer and seconded by J.W. See to continue to operate under the current employee handbook and personnel / safety policies. Motion carried.

RESIGNATION: John Hicks reported that Reggie Pressutti resigned effective the end of November to accept a better paying position with his old company in Winchester. Supervisors assisting with the delivery of rental equipment at this time. Paul King has been asked to assist with the compost trail project at the shop. Hicks reported that Reggie's position will be filled in the spring.

EQUIPMENT REPORT: Hicks reported on purchase of new no-till seeder – will coordinate the delivery in coming weeks. Litter spreaders in need of repairs – brakes not working and tongue in need of repair. Ron Miller has made arrangements for the repairs near Broadway – will transport.

LIME SPREADER RATE: Landowners feel the new rental rate (\$4 per ton) for the lime spreaders is too high – not calling back to rent. Much discussion on the rate – several Districts rent by the day. Following the discussion, a motion was made to revise the rental rates to \$2.00 per ton for the smaller (4-ton) spreader and \$3.00 per ton for the larger (8-ton) spreader. Motion carried.

**PATRIOT GARDENS – COMPOST TRIAL:** The agreement for the patriot gardens compost trial with the National Guard was presented for review and signature. Also presented was a letter of support for the project. Following some discussion, a motion was made by J.W. See to approve the agreement and letter of support for the patriot gardens project – compost trials, and authorize the chair to sign the documents. Motion seconded by John Hicks. Motion carried. Some discussion was held regarding the project and how the compost trials will work at the District facility. Paul King to assist with measuring temperature and turning the compost. WV Dept. of Ag to assist with the compost mixtures. Ben Heavner also willing to assist the District.

**DISTRICT NEWSLETTER:** Andrea Walker is working on information for a PVCD winter newsletter. She will bring cost estimate information to Board in January. Can include spring program information in the newsletter, such as the tree sale and education contests.

**DISTRICT CREW:** Discussion held regarding additional work for crew this season. Additional mowing – not on dams; fence building; assistance with BMPs installation; etc. The equipment committee will need to discuss before the crew season begins.

**DISTRICT MANAGER REPORT:** Nadene reporting on the following:

- Ag Day at the Capitol will be on 2/7/18 – more information to follow in January
- Upcoming education contests
- Reminder of filing dates for 2018 election
- District office closure for Christmas holiday – Monday 12/15 and Monday 1/1

**PVCD LISTENING SESSION:** Discussion held regarding the recent listening session with WVACD and WVCA – held on 11/16 in Moorefield. Ron Miller, J.W. See, George Leatherman and Brian Dayton attended. Need to better promote District activities / programs – supervisors to be more proactive.

**HEAT IN DISTRICT SHOP:** Discussion was held regarding cost estimate for installing heat in the shop – price over the estimate previously approved. All in agreement to increase the cost. A motion was made by J.W. See and seconded by George Leatherman to approve up to \$3,500.00 for the installation of heat in the District shop building. Motion carried. Hicks and Miller to finalize arrangements for the heat installation.

**FINANCIAL DISCLOSURE FORMS:** Supervisors discussed notices recently received regarding the submittal of financial disclosure forms. Notices received from ethics office - must submit by February, 2018.

**AG ENHANCEMENT:** The following AgEP applications and payments were presented:

Charlotte Hoover, Gerald Sites and J.W. See excused themselves from the meeting. Ron Miller acting as chairperson.

**LIME - Payments:** Robert Branson \$3,062.50 CS; Rodney Branson \$2,062.50 CS; Kevin Gonshor \$ 1,118.86 CS; Carl Hevener \$2,151.13 CS; Steve Heavner \$1,187.60 CS; \*\*Charlotte Hoover \$3,620.37 CS; Roger Lewis \$793.55 CS; \*\* Gerald Sites \$3,514.50 CS; James W. See \$ 2,855.20 CS; Thomas Simmons \$ 1,562.60 CS; Nathan Staub \$ 883.40 CS; Dennis Rogers \$1,209.68 CS; Robert E. Williams \$2,250.00 CS

A motion was made by Kent Spencer and seconded by George Leatherman to approve the Lime payments as presented to the Board. Motion carried.

Charlotte Hoover, Gerald Sites and J.W. See returned to the meeting. Charlotte Hoover resumed as chairperson.

INVASIVE SPECIES – Payments: Allen Warner \$412.13 CS

A motion was made by George Leatherman and seconded by Brian Dayton to approve the invasive species payment. Motion carried.

COVER CROPS: Payments: Baker Farms \$1,600.00 CS; Robert Branson \$1,841.50 CS; Rodney Branson \$2,320.00 CS; Brookedale Holsteins \$ 1,920.00 CS; W.C. Taylor \$ 1,860.00 CS; Ervin Wilkins \$2,173.20 CS; Hunter Williams \$3,000.00 CS; Kelly Williams \$1,180.00 CS; Sam Williams \$2,260.00 CS; Kenneth Shoemaker \$ 1,050.00 CS

A motion was made by Kent Spencer and seconded by Brian Dayton to approve the cover crop payments. Motion carried.

LITTER TRANSFER – Application: Victor Carr 250 Tons

Payments: Jimmie Parker \$579.00 CS; \*\* Kent Spencer \$ 2,500.00 CS: Victor Carr \$ 2,266.90 CS

A motion was made by Frank Weese and seconded by J.W. See to approve the Litter Transfer application and payments as presented. Motion carried.

DIVISIONAL FENCE / WATER TROUGHS: Payment: Adam Goldizen \$ 6,893.06 CS

A motion was made by John Hicks and seconded by J.W. See to approve the Divisional Fence / Water Trough payment. Motion carried.

NRCS: Doris Brackenrich reviewed her monthly report with the Board:

- 200+ eligible applications / ranked by 12/22
- 140+ active contracts
- Completed 12 additional contracts since October
- No applicants for the part time clerical position – headquartered in Moorefield, 3 – 4 days per week, \$13 - \$14 per hour – ½ year only
- Newspaper article on conservation farms
- Merry Christmas to everyone

WVCA: Suzy Campbell reported on the following:

- Letter – WV Tributary Team – Chesapeake Bay
  - Targets for 2025 reduction goals to be assigned hopefully in January
  - Draft to be sent to EPA

WVCA: Jeremy Salyer reported on the following:

- January deadline to make comments for the 2018 AgEP practices

- State Committee to discuss and take action on SPPR program during January meeting – comments needed prior to meeting.

FSA: Lance McClintic reported on the following:

- Program Technician position filled in Romney office. Julie Mullins began working in November – very happy to have her on board.
- Crop reporting completed by 11/15 deadline

NRCS: Rebecca Royal reported on the following:

- High Tunnel Field Day in Mineral County on 12/9/17 – supervisors invited to attend
- Proposals for WVACD Conservation Grant due in March, 2018
- Hampshire High School Compost Project – information in report / packet
- National Conservation Planning Partnership talking points – included copy in report
- Christi Hicks working on nutrient management plants as prepared by technical service providers

Reminder – need to change February meeting date, due to Ag Day in Charleston.

There being no further business, the meeting adjourned by motion of Kent Spencer at 8:04 pm. Motion seconded by Frank Weese. Motion carried. The next regular meeting will be held on Wednesday, **January 3, 2018** at **7:00 pm** at the USDA Service Center in Moorefield.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date