



Potomac Valley Conservation District

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MINUTES OF MEETING

March 7, 2018

The monthly meeting of the Potomac Valley Conservation District was held on Wednesday, March 7, 2018, at the USDA Service Center in Moorefield. The meeting was called to order at 7:08 p.m. by chairperson, Charlotte Hoover.

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

OTHERS: Doris Brackenrich, Christi Hicks, Adam Bonar and Sarah Goldizen, NRCS; Jeremy Salyer, Andrea Walker, Suzy Campbell, Ben Heavner and Nadene Jewell, WVCA; Carolyn Hefner and Paul Clayton, Associate Supervisor; Anthony and Breanna Walker, Hardy County Residents

MINUTES: The minutes of the January 31, 2018 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 January 31, 2018 meeting and approve them as written and distributed. Motion carried.

FINANCIAL REPORTS: Treasurer, John Hicks reviewed the treasury reports for the month of January and February with the Board. Supervisors reviewed the January and February 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 January and February and approve the invoices paid within both months. Motion seconded by Kent Spencer. Motion carried.

INVOICE: Board action was taken on payment in the amount of \$525.00 to William Lipps CPA for bookkeeping services in the month of February. A motion was made by John Hicks and seconded by Frank Weese to approve payment to William Lipps CPA in the amount of \$525.00 for bookkeeping services in February. Motion carried.

CEC INVOICES: Received another inquiry from CEC billing office regarding the status of final payment on the outstanding invoices. Still waiting on WVCA verification before payment can be made. No action taken by the Board at this time.

CORRESPONDENCE: Board reviewed a request for support from the WVU Soil Judging Team. Following some discussion, a motion was made by J.W. See to approve \$200 in support for the WVU Soil Judging Team. Seconded by John Hicks. Motion carried.

INVOICE: The Board reviewed an invoice in the amount of \$792.69 from Wolfe's Garage for repairs made to the Ford truck. Ron Miller discussed the repairs made to the truck. A motion was made by J.W. See and seconded by George Leatherman to approve payment in the amount of \$792.69 to Wolfe's Garage. Motion carried.

REQUEST FOR AGEP FUNDS: The Board reviewed a request from Southern Conservation District for AgEP funds. They have more applications than funding. Discussion was held regarding AgEP funds. No action taken on the request.

STATE AGEP COMMITTEE MEETING: Received a notice of the state AgEP committee meeting to be held on 3/29/18 at 10 am. If unable to attend in person, supervisors may video or call in. Jennifer Skaggs will provide teleconference information.

LOR: The Board received a notice from WVCA to submit an LOR in the amount of \$77,000 for Chesapeake Bay Ag BMPs. A motion was made by Kent Spencer and seconded by Frank Weese to approve the chair to sign an LOR in the amount of \$77,000.00 and submit to WVCA. Motion carried.

LOR: The Board received a notice from WVCA to submit an LOR in the amount of \$4,000.00 for Chesapeake Bay Outreach. A motion was made by J.W. See and seconded by Dale Walker to approve the chair to sign an LOR in the amount of \$4,000.00 and submit it to WVCA. Motion carried.

O&M AGREEMENT: The Board received the signed FY18 o&m cost agreement in the amount of \$11,000.00 from the Mineral County Commission. A motion was made by Frank Weese and seconded by Gerald Sites to approve the chair to sign the o&m cost share agreement. Motion carried. Discussion was held regarding the request for additional o&m sponsorship from the City of Keyser. Jeremy Salyer indicated that o&m state match is not available for additional sponsorship above the current amount of \$5,000.00.

EAP: The Board reviewed the emergency action plan for New Creek Site #1. A motion was made by Gerald Sites and seconded by J.W. See to approve the emergency action plan for New Creek Site #1 and authorize the chair to sign and submit the plan. Motion carried.

PATTERSON CREEK SITE #21: During the o&m sponsorship meeting with the Mineral County Commission, a request was made for information on Patterson Creek Site #21. Spencer and Dayton indicated they were unsure of exactly what information was needed. Jeremy said the county should submit a formal request – email is ok – and be more specific with what information is needed. Board will address at future meeting when written request is received.

O&M SPONSORSHIP MEETING: All o&m sponsorship meetings have been held to request FY19 funds. All went well. Will submit invoices / agreements to sponsors after July 1, 2018.

2018 O&M INSPECTIONS: The Board reviewed the 2018 o&m inspection scheduled. To begin in late March – supervisors encouraged to attend the inspections in their respective counties.

CD ROAD SIGNS: Discussion was held regarding new “Entering CD” highway signs. It was agreed to order 25 signs. Nadene will inform the WVACD office of the number needed by PVCD.

DISTRICT PERSONNEL REPORT: The Board reviewed the 2018 PVCD District Personnel Report. A motion was made by John Hicks and seconded by J.W. See to approve the report, authorize the chair to sign and submit to WVCA. Motion carried.

FY19 LOCAL WORK GROUP: Doris Brackenrich discussed the need to schedule the FY19 Local Work Group meeting. Following some discussion, the group agreed on 4/24 or 4/26 at the USDA office in Moorefield. Doris will confirm the room availability and schedule the meeting accordingly.

FIELD DAY – GRANT COUNTY: Sarah Goldizen discussed the Soil Health field day to be held in Grant County at Triangle T Farm. Request for support from PVCD for food. Discussion was held regarding a date / time for the field day. All in agreement to look at 2nd week of July, 12 or 14. Sarah will check with the farmer and get back to the Board in April. The request for support will be discussed at that time.

CONSERVATION FARM PROGRAM: Revisions have been made to the conservation farm program for 2018. Jeremy reviewed the changes – copies were provided to supervisors. Only two areas in the state / only one state winner will be named – no 2nd or 3rd place. If a farm wins the state, they must wait 8 years to compete again. District winner must be submitted to WVCA by end of May. Jeremy looking at week of 7/16 for area farm tour in PVCD. Will include on April agenda for additional discussion.

IP INTERNET STATIC ADDRESS: Jeremy reviewed the need for internet security, especially with SAGE financial program and email. Districts do need the Static IP internet address. Increased monthly cost will be \$10. PVCD may already have a Static IP Internet address, will confirm with WVCA IT. If not, will need to upgrade. A motion was made by J.W. See and seconded by Brian Dayton to approve the upgrade to the Static IP Internet address, if do not already have, and the increase of \$10 per month. Motion carried.

WVACD YOUTH EDUCATION GRANTS: Discussion held regarding the WVACD Youth Education Grants. Question was asked regarding the funding for the grants. Will the CDs need to front the funding for approved local projects, as was done with the community garden project several years ago. The District provided funds for the garden project, and upon completion, invoiced WVACD for the funds. Jeremy, indicated this unclear – will ask WVACD for clarification. Two proposals being submitted in PVCD area – maybe others. Will report back to the Board.

ENVIROTHON TEAMS: The Board previously approved support for three Envirothon teams. Have received word that the Hampshire Home School Team will not be participating this year. However, Petersburg High School has indicated they will have a team. Following some discussion, a motion was made by J.W. See and seconded by Dale Walker to approve support for the Petersburg High School Team, instead of the Hampshire Home School Team in the amount of \$400. Motion carried. Funds have already been sent to the WV Envirothon. Nadene will notify the Envirothon committee of the change.

DISTRICT MANAGER REPORT: Nadene reported on the following:

- Accepting orders for District tree sale through 3/23 – already sold out of all fruit trees – sale is going well.
- Arbor Day trees – does District want to participate? A motion was made by J.W. See and seconded by Frank Weese to approve participation in the Arbor Day tree program – purchase materials for the program. Motion carried.
- Soil Tunnel Trailer has been engaged for the STEM festival at Potomac State College on 3/24 and in Hampshire County Schools on 3/21 – 3/23. Supervisors may be needed to help transport the trailer to schools
- Distributed copies of information on the poster and photo contests – deadline for entries is 5/30/18

EQUIPMENT REPAIRS: Ron Miller discussed the repairs made to both litter spreader and the lime spreader. He also completed the repairs to the spinners / bearings on the lime spreader.

Also requested permission for Brian Eglinger and Bob Hott to transport the litter spreader between farms. Board in favor for them to transport.

COMPOST DEMONSTRATION: Supervisors inquired about the status of the compost trial demonstration. Ben Heavner indicated they have had no contact with the group – not going to happen this year.

NEW HAYBUSTER: John Hicks to contact the dealership to inquire about delivery of the new seeder. Need to have deliver soon.

MANURE SPREADER: Have not been able to go look yet – will work on locating a model. Much discussion – inspected literature on the spreaders.

NEW EMPLOYEE: Advertised in local newspapers – resumes due by 3/9/18. Will review the resumes and schedule interviews as soon as possible. Will contact committee members once interviews are scheduled.

AG ENHANCEMENT COMMITTEE: The Ag Enhancement committee met prior to the Board meeting. Lime applications were approved for the spring sign-up (8 applications). A motion was made by John Hicks and seconded by Frank Weese to approve the committee recommendations, including approval of the 8 lime applications. Motion carried. Also approved to rollover additional lime / AgEP funds for next year. Discussion on earlier sign ups – will discuss at AgEP meeting.

LIME – Applications: *Tommy George 29.38 Tons \$440.70 CS; Ralph Keller 45.93 Tons \$688.95 CS; Colton See 28.37 Tons \$425.55 CS; Carl Wolfe 168.25 Tons \$ 2,523.75 CS; Richard Heishman 74.7 Tons \$ 1,120.50 CS; Eston Propst 42.69 Tons \$640.20 CS; Kenneth Wilkins 45 Tons \$ 675.00 CS; Dawn White 29.5 Tons \$442.50 CS*

Payments: *Bruce Hyre, Jr. \$1,455.00 CS; John Bland \$750.00 CS; John Gavitt \$2,047.06 CS; Teets Cattle Co.- Matt Teets \$ 1,455.00 CS; Steve Lambert \$3,225.00 CS; Stephen Goguen \$645.00 CS; Joe Mathias \$1,561.50 CS*

A motion was made by John Hicks and seconded by Ron Miller to approve the lime applications and payments as presented. Motion carried.

FROST SEEDING: Payments: *Eric Hudgins \$ 500.00 CS; Daniel Lahman \$ 500.00 CS; Davis Farm \$500.00 CS; Greg Fertig \$500.00 CS; Brent Titus \$500.00 CS; Justin Titus \$500.00 CS*

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

LITTER TRANSFER – Payments: *Carolyn Ritchie 96.75 Tons \$967.50 CS; Tim Ritchie 250 Tons \$ 2,500.00 CS; Mark Mongold 250 Tons \$ 2,500.00 CS*

A motion was made by John Hicks and seconded by Dale Walker to approve the litter transfer payments as presented. Motion carried.

WVCA: Jeremy Salyer reported on the following:

- District Plan of Work due in June
- CDO Grant Budget for FY19 due to WVCA by end of March
- State AgEP committee meeting on 3/29/18 @ 10 am
- SB 4162 – bill signed – enables WVCA to complete contracts sooner during flood / emergency events
- Ag Day – committee formed to revise Ag Day in the future

WVCA: Suzy Campbell reported on the following:

- CREP Outreach LOR \$4,000 – discussed the details- Addendum approved in August – waiting on national office approval
- CREP Partner Training to be held once handbook is approved - \$4,000 to be used for training
- Will conduct large mailing to promote the CREP program
- Manure De Force Project – Region 9 submitted grant – will be utilizing \$50,000 from this grant to work on project
- Tygarts Valley CD – working with producers to purchase litter from individuals in PVCD

WVCA: Andrea Walker reported on the following:

- Launched new website for litter program
- Envirothon training on 3/23 at Leatherman farm in Old Fields
- Soil Tunnel Trailer at PSC STEM Festival on 3/24

Anthony Walker introduced himself to the Board. Applicant for the District Equipment Manager position.

NRCS: Doris Brackenrich reported on the following:

- Farm Protection & Mission Area
- USDA – proposed agency consolidation
 - Training on multi agency program – improve customer service @ service centers
 - Town hall to be held on Monday, 3/12 @ service centers
- Reviewed monthly report including contracts approvals

- Pendleton County Schools submitted application “Watch Our Garden Grow” for WVACD Youth Education Grant.
- Unable to attend next two Board meetings
- Louis Aspey to attend Board meetings in the future

NRCS: Christi Hicks reported on the following:

- Reviewed monthly report with Board
- Encourage EQIP sign ups
- Article in Hampshire Review on conservation Programs – several errors noted, including incorrect information on deer fence practice

Envirothon Workshop will be held in Old Fields, Leatherman Farm, on 3/23/18

Envirothon to be held on 4/19 – 4/20

There being no further business, the meeting adjourned by motion of Frank Weese at 8:45 pm. Motion seconded by J.W. See. Motion carried. The next regular meeting will be held on Wednesday, **April 4, 2018 at 7:00 pm** at the USDA Service Center in Moorefield.

Chairperson

Secretary

Date