



Potomac Valley Conservation District

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304-822-5174

MINUTES OF MEETING

April 4, 2018

The monthly meeting of the Potomac Valley Conservation District was held on Wednesday, April 4, 2018, at the USDA Service Center in Moorefield. The meeting was called to order at 7:05 p.m. by chairperson, Charlotte Hoover.

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

OTHERS: Sarah Taylor Goldizen, Adam Boner, Mark Long and Mike Allen, NRCS; Jeremy Salyer, Andrea Walker, and Nadene Jewell, WVCA; Bill Pownall, WV Division of Forestry; Carolyn Hefner, Associate Supervisor

MINUTES: The minutes of the March 7, 2018 meeting were presented for review and approval. A motion was made by Ron Miller and seconded by Gerald Sites to dispense with the reading of the minutes of the March 7, 2018 meeting and approve them as written and distributed. Motion carried.

FINANCIAL REPORTS: District Manager, Nadene Jewell, reviewed the treasury reports for the month of March. Supervisors reviewed the March 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. Reports were in draft form, as the March bank statements had not been received. Following the discussion, a motion was made by Kent Spencer to approve the draft reports for March and approve the invoices paid within the month. Motion seconded by Dale Walker. 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 March. A motion was made by Ron Miller and seconded by Kent Spencer to approve payment to William Lipps CPA in the amount of \$525.00 for bookkeeping services in March. Motion carried.

FINANCE COMMITTEE: The Finance Committee met on March 27, 2018 to prepare the FY19 CD Operations Grant Budget. Board reviewed the finance committee recommendations and FY19 Budget. A motion was made by Gerald Sites and seconded by Dale Walker to approve the finance committee recommendations and the FY19 CD Operations Grant Budget. Motion carried.

CORRESPONDENCE: The O&M cost share agreement in the amount of \$7,500.00 for South Fork structures was received from the Pendleton County Commission. A motion was made by Gerald Sites and seconded by Kent Spencer to approve the agreement and authorize the chair to sign an LOR in the amount of \$7,500.00 and submit to WVCA for o&m state match. Motion carried.

PVCD received the o&m cost share agreement in the amount of \$18,500.00 (\$10,500 Patterson Creek; \$4,000.00 Lunice Creek and \$4,000.00 N/S Mill Creek) from the Grant County Commission. A motion was made by George Leatherman and seconded by Kent Spencer to approve the o&m agreements for Patterson Creek-Grant; Lunice Creek and N/S Mill Creek and authorize the chair to sign an LOR in the amount of \$18,500.00 and submit to WVCA for o&m state match. Motion carried.

INVOICE: The Board reviewed an invoice in the amount of \$50.00 from annual dues to the WV Conservation Education Council. A motion was made by Ron Miller and seconded by J.W. See to approve payment in the amount of \$50 to the WV Conservation Education Council. Motion carried.

O&M agreements in the amounts of \$4,000.00 Lost River and \$4,000.00 South Fork – Hardy were received from the Hardy County Commission. A motion was made by Ron Miller and seconded by Dale Walker to approve the o&m agreements and authorize the chair to sign an LOR in the amounts of \$4,000.00 Lost River and \$4,000.00 South Fork – Hardy Co. and submit them to WVCA for o&m state match. Motion carried.

Board approval was given by motion of J.W. See to authorize the chair to sign an LOR in the amount of \$11,000.00 for Patterson Creek – Mineral County and submit to WVCA for o&m state match. Motion carried.

Board approval was given by motion of Kent Spencer to authorize the chair to sign an LOR in the amount of \$5,000.00 for New Creek and submit to WVCA for o&m state match. Motion carried.

FOIA REQUEST: District received a FOIA request by email from Smart Procure, seeking electronic data on District purchases from January 2013 – current. These records are available in the District office in paper form. A response was sent indicating records not in electronic form, but can be viewed in the office. Guidance was sought from WVCA regarding the response.

LOR: Received a notice from WVCA to submit an LOR in the amount of \$35,000.00 for Litter Transfer program. A motion was made by J.W. See and seconded by Kent Spencer to authorize the chair to sign an LOR in the amount of \$35,000.00 for the Litter Transfer Program and submit to WVCA. Motion carried.

WV CENTURY FARM: The District received an application for the WV Century Farm Program from Ron Miller. Following the discussion, a motion was made by J.W. See and seconded by George Leatherman to approve the application and forward the information to WVACD for state recognition. Miller abstained from the discussion and vote. Motion carried.

LOR: Board action was taken by motion of J.W. See to authorize the chair to sign an LOR in the amount of \$4,037.00 for reimbursement of District employee expense. Seconded by Dale Walker. Motion carried.

PATTERSON CREEK SITE #21: A request for information on PC Site #21 was made during the O&M sponsorship meeting with the Mineral County Commission in February. Watershed office staff requested the commission to submit the request in writing to the District, indicating exactly what information is needed. To date, no request has been received. No action taken.

O&M INSPECTION SCHEDULE: O&M dam inspections continue this month. John Hicks and new District employee, Tony Walker attended inspections on March 29. A schedule of inspection dates / times was provided to supervisors – encouraged to attend inspections in their respective counties, if able.

CEC INVOICES: No additional information received on the CEC outstanding invoices. On hold – continue to wait on WVCA verification before payment can be made. No action taken by the Board at this time.

FIELD DAY: Discussion was held on the field day in Grant County. Sarah Taylor Goldizen, NRCS in Petersburg, inquired about possible dates in July. Area Conservation Farm tour will be held in mid-July, will work around the tour. Sarah will confirm the date and get back with the Board.

EQUIPMENT COMMITTEE RECOMMENDATIONS: The Equipment Committee met prior to the Board meeting. Items discussed include an increase in rental equipment rates:

Haybuster no-till drill – increase to \$12 per acre – minimum charge \$50

Litter Spreaders – increase to \$14 per hour – minimum charge \$50

New Esch No-till seeder – \$15 per acre – minimum charge of \$50

Discussion also held regarding purchase of manure spreader – new model – have not been able to locate one to view. Ron Miller to meet with equipment dealer next week and discuss options. The Toyota truck bought last fall needs the transmission repaired – will not go in gear. The committee in favor of having it repaired – up to \$1,500.00. It was also reported that Tony Walker was selected to fill the Equipment Manager position – committee in agreement to hire him. A motion was made by Ron Miller and seconded by J.W. See to approve the equipment committee recommendations. Motion carried.

LOCAL WORK GROUP: The PVCD Local Work Group will meet on Tuesday, 4/24/18 at 9:30 am at the USDA Service Center in Moorefield. Supervisors are encouraged to attend and provide input on program needs.

WV WOMAN IN AGRICULTURE RECOGNITION: Discussion was held regarding nominations for the WV Women in Agriculture Program sponsored by WV Department of Agriculture. Following the discussion, a motion was made by Kent Spencer and seconded by J.W. See to nominate Lois Carr and Miriam Leatherman for the WV Women in Agriculture recognition. Office staff will prepare the applications – due to WVDA by May 1, 2018.

CONSERVATION FARMER: Names of county conservation farms are needed by May Board meeting in order to schedule the conservation farm tour in May. Must have a District winner to submit to WVCA by end of May.

TREE PLANTING: Andrea Walker reported on a tree planting project at Moorefield Town Park on 4/13/18. Students from Moorefield Elementary School will assist in planting the trees. Request to purchase outreach material in the amount of \$200.00 for the event. A motion was made by J.W. See and seconded by Dale Walker to approve the purchase of outreach material for the tree planting – up to \$200.00 from education funds. Motion carried.

ENVIROTHON TRAINING: The Envirothon training has been rescheduled due to weather. It will be held on Monday, April 9, at the Leatherman farm in Old Fields. Supervisors are invited to attend.

POULTRY PROMOTIONAL ITEMS: Andrea Walker discussed changes in the poultry litter hotline. Request to purchase promotional items for the hotline – up to \$250.00 from Chesapeake Bay outreach funds. A motion was made by J.W. See and seconded by Kent Spencer to approve the purchase of outreach material for the poultry hotline – up to \$250.00. Motion carried.

DISTRICT MANAGER REPORT: Nadene reported on the following:

- Tree Sale – trees arrived today – sorting / filling orders tomorrow / customer pick up on Friday, 4/6. Thank you to NRCS for assistance with pick up location in Petersburg. Orders increased this year, especially for fruit trees.
- New Supervisor Directory – WVCA in process of making new directory for supervisors. Will need updated photos and confirm contact information is correct.
- New District pens being ordered – finance committee viewed sample and recommended the purchase. Will include District logo and contact information
- Poster / Photo Contests – Reminder of contest entry deadlines – both are 5/31/18. Flyers & entry forms are available on both contests
- Verso Corporation will again provide tree seedlings for the Arbor Day Program. Materials have been ordered – distribution to schools scheduled for week of 4/23
- The soil tunnel trailer was cancelled for Hampshire County Schools and the STEM Festival at Potomac State College due to weather. Plan to reschedule with the schools this fall.

SUPERVISOR REPORTS: INVOICE: Ron Miller reported on repairs made to both litter spreaders and the lime spreader. An invoice in the amount of \$5,190.00 was presented for payment approval. A motion was made by J.W. See and seconded by Dale Walker to approve payment in the amount of \$5,190.00 to Weldon Hinkle for repairs made to the rental equipment. Motion carried.

RENTAL AGREEMENT: Discussion was held regarding the need to revise the rental agreement used for District equipment rentals. Liability issues / repairs discussed. The agreement should be signed prior to use of the equipment – can email to producer or attach copies to equipment when delivered. Committee will need to review and update the agreement.

CELL PHONE: The Finance Committee discussed the option of allowing the new equipment manager to use his personal cell phone for District business; rather than the District cell phone (using two cell phones). Discussion was held regarding a monthly allowance paid to the employee for use of

personnel cell phone. A motion was made by J.W. See to approve \$45 per month allowance paid to the equipment manager to use of personal cell phone. Motion seconded by George Leatherman. Motion carried.

DISTRICT SHOP: Ron Miller reported on the need to purchase items for the District shop – new tools, safety items, etc. The new employee will work with supervisors on inventory of the shop and what items are needed. Board in agreement to purchase needed items.

Charlotte Hoover, J.W. See, and Gerald Sites excused themselves from the meeting. Ron Miller will serve as chairman.

AG. ENHANCEMENT: The following were presented for approval:

FROST SEEDING: Payments: *David Ansel \$ 500.00 CS; **Charlotte Hoover \$ 500.00 CS; Bruce Hyre Jr. \$470.00 CS; Loyen Kimble \$150.00 CS; Smith Farms \$500.00 CS; **James W. See III \$500.00 CS; James W. See \$ 500.00 CS; Trista See \$500.00 CS; Robert E. Williams \$ 500.00 CS; Lowell Hedrick \$ 214.00 CS; Billy Evick \$ 500.00 CS; T.J. Bowman \$ 500.00 CS; Roger Lewis \$ 500.00 CS; W.C. Taylor \$ 500.00 CS; Michael Taylor \$ 500.00 CS; Will Taylor \$ 500.00 CS; Carl Hevener \$ 500.00 CS; David Hevener \$ 500.00 CS; ** Gerald Sites \$ 500.00 CS; Isaiah Smith \$500.00 CS; Roscoe Ours \$ 500.00 CS*

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

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

LITTER TRANSFER – Applications: *George Rexrode 250 Tons \$ 2,500.00 CS; Michelle Ritchie 250 Tons \$2,500.00 CS*

A motion was made by Kent Spencer and seconded by Brian Dayton to approve the Litter Transfer applications as presented. Motion carried.

CREP: CREP plans were presented for signature – will be included on agenda of May 2, 2018 Board meeting for approval.

WVCA: Jeremy Salyer reported on the following:

- WVACD Quarterly Meeting to be held at Canaan Valley on 4/9 – 4/10
- WVSCC Meeting to be held on 4/10
- Conservation Farm Tour – be sure to use new score sheet. Must submit name of District farm to WVCA by end of May
- Plans of work due to WVCA by June 15
- Senate Bill 282 – enables WVCA to bypass regulations in emergency events / natural disasters
- Supervisor handbook being revised – Jeremy on committee
- Ag Enhancement – Jennifer Skaggs presenting changes to state committee next week. Will have funding allocations in near future
- Ag Day – Jeremy on committee to revise event

WVCA: Andrea Walker reported on the following:

- Anderson Run Project
- Approval being sought for installation of arboretum in Hardy County

ENTERING CD SIGNS: Discussion was held regarding district road signs. Some of the signs have been replaced; however, others still say "Soil Conservation District." John Hicks also located 9 new signs in the District shop. Will need to contact DOH regarding placement. Will not need as many new signs.

FORESTRY: Bill Pownall reported on the following:

- New Forester hired in Hampshire County – Dylan Kesner

NRCS: Mark Long reported for Mineral and Hampshire Counties:

- Conservation Farmer – Aaron Livengood in Mineral County. Brian Dayton indicated Mr. Livengood was not willing to participate this year.
- Local Work Group meeting on 4/24 in Moorefield
- Career Fair @ PSC on 4/5/18 – NRCS to participate

NRCS: Sarah Goldizen reported on contracts – funding approvals

Envirothon Workshop – Monday, 4/9 on Leatherman Farm in Old Fields

WVACD Quarterly Meeting – Canaan Valley on 4/19 – 4/20

Envirothon to be held on 4/19 – 4/20

There being no further business, the meeting adjourned by motion of Kent Spencer at 8:00 pm. Motion seconded by J.W. See. Motion carried. The next regular meeting will be held on Wednesday, **May 2, 2018** at **7:30 pm** at the USDA Service Center in Moorefield.

Chairperson

Secretary

Date