



Potomac Valley Conservation District

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MINUTES OF MEETING

June 6, 2018

The monthly meeting of the Potomac Valley Conservation District was held on Wednesday, June 6, 2018, at the USDA Service Center in Moorefield. The meeting was called to order at 7:35 p.m. by chairperson, Charlotte Hoover.

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

OTHERS: Doris Brackenrich, Christi Hicks, NRCS; Jeremy Salyer, Andrea Walker, Ben Heavner, Ed Martin and Nadene Jewell, WVCA; Lance McClintic, FSA; Bill Pownell, WV Division of Forestry

MINUTES: The minutes of the May 2, 2018 meeting were presented for review and approval. A motion was made by Ron Miller and seconded by John Hicks to dispense with the reading of the minutes of the May 2, 2018 meeting and approve them as written and distributed. Motion carried.

FINANCIAL REPORTS: Treasurer, John Hicks reviewed the treasury reports for the months of May 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 Gerald Sites to approve the CoAdministered reports and General Fund reports and invoices paid within the month of May. Motion seconded by J.W. See. 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 May. A motion was made by John Hicks and seconded by Gerald Sites to approve payment to William Lipps CPA in the amount of \$525.00 for bookkeeping services in May. Motion carried.

FINANCE COMMITTEE RECOMMENDATIONS: The Finance Committee met on 5/21 to prepare the FY19 budget. The committee recommendations and FY19 Budget were presented review and approval. Need to amend supervisors in attendance – add Charlotte Hoover. A motion was made by John Hicks and seconded by J.W. See to approve the committee recommendations with revision and the FY19 Budget. Motion carried. The group discussed Paul King assisting Tony Walker in making new compost windrows. Paul is willing to teach Tony the process. The group agreed to

compensate Paul King for his time – should only take 3 days. (He must be on site 4 – 5 hours in order to receive \$75). All in agreement to pay Paul \$75.00 per day / maximum amount of \$250.00 total. A motion was made by Kent Spencer and seconded by Brian Dayton to approve paying Paul King \$75 per day / max amount of \$250 for teaching Tony how to make the compost. Motion carried.

Discussion was also held regarding the crew mowing other sites (poultry houses) when not working on dams. Committee will need to meet in future and set rates – no action taken at this time.

CORRESPONDENCE: The Board reviewed an invoice in the amount of \$725.00 from Craig Crites for poultry litter and shavings delivered to the shop. A motion was made by John Hicks and seconded by Frank Weese to approve payment in the amount of \$725.00 to Craig Crites for compost materials. Motion carried.

COMPOST REGISTRATION: The annual renewal for the compost registration certificate with WV Department of Agriculture was reviewed. Following discussion, a motion was made by John Hicks to approve the renewal and payment of the \$75 fee. Motion seconded by Ron Miller. Motion carried.

LOR: Discussion was held regarding an LOR for Chesapeake Bay Outreach in the amount of \$2,500.00. A motion was made by Ron Miller and seconded by George Leatherman to approve the chair to sign the LOR upon receipt of notice from WVCA. Motion carried.

COPIER MAINTENANCE AGREEMENT: A new company is overseeing the maintenance contract on the District copier – Virginia Business Systems. The contract will renew unless PVCD elects to terminate. The quarterly fee is \$173.00 and includes all parts, materials and labor for repairs. Following discussion, a motion was made by Ron Miller and seconded by Dale Walker to approve the renewal of the copier maintenance agreement with Virginia Business Systems at the quarter rate of \$173.00. Motion carried.

WATERSHED: Ed Martin reported that WVCA staff met with representative from the homeowners association on Patterson Creek Site #28 today to discuss their request for road improvements. Staff explained what is permitted under the easement for the site.

SOUTH FORK CONTRACTS: Ed Martin inquired about contracting the o&m work on the South Fork dams. PVCD is scheduled to complete work on 27 dams and possible 4 additional sites on South Fork in Hardy County. Following the discussion, the Board agreed by motion of John Hicks, to contract o&m work on ALL South Fork dams this year. Motion seconded by Ron Miller. Motion carried.

PATTERSON CREEK / SOUTH FORK: Ed Martin reported on sediment removal needed on select dams in Patterson Creek and South Fork. He indicated it is a significant amount of work on approximately 10 dams – will be completed in the fall. Will work with NRCS for engineering designs. Request was made to prepare contracts. A motion was made by J.W. See and seconded by Gerald Sites to approve WVCA to prepare the contract for sediment removal on dams in Patterson Creek and South Fork. Motion carried.

ANNUAL INSPECTIONS: Ed Martin also reported on the proposal to move the annual inspection of the dams to the fall, instead of spring. It was agreed this would be a better time of year – mowing would be complete and water levels would be low. Following discussion, a motion was made by J.W. See and seconded by Gerald Sites to approve the change of conducting the annual dam inspections in the fall. Motion carried

FIVE YEAR PLAN: Ed Martin also discussed the future development of a five year plan for each watershed. PVCD dams may be completed in the fall.

EWP: Ed Martin discussed the recent flooding in PVCD. Dam monitors in the area were contacted this past weekend. Inspections were made on Monday. Received a report of issues with N/S Mill Creek dam – no significant damage observed – water was over the riser. Ed checked dams and other sites in Pendleton County also – erosion noted. To date, only one eligible EWP site has been identified in Hampshire County – Levels area. Will need to have PVCD representative with authority to move forward with EWP contracts in coming weeks. Following some discussion, a motion was made by Kent Spencer and seconded by Brian Dayton to give authority to Charlotte Hoover, John Hicks and J.W. See for EWP contract jobs. Motion carried. Qualifications for EWP – 75% blockage / threatening home or improved property.

SSRP – Ed Martin discussed the SSRP cost share program. The program provides 50% cost share with landowners, up to \$5,000 for eligible sites. Replaces SPRP program.

NRCS – Doris Brackenrich reported on an emergency meeting held today to discuss local flood damage. Estimate of 10% of the Pendleton County affected. Ten inches of rain fell in Deer Run / Upper Tract area – 5% of corn crop lost – 15% hay crop is down – 10% pasture. FSA to submit request for assistance for producers.

Charlotte reported 18.5 inches of rain in May and first 3 days in June

Discussion held regarding time frame to complete work on flood damage sites – permits are needed.

INVOICES – CEC invoices – no update. Place on July agenda.

CONSERVATION FIELD DAY: The field day will be held at Triangle T Farm in Grant County on September 20, 2018. Begin with the food at 5 pm – equipment demo at 5:30 pm – pasture walk and speakers at 6:00 pm – dark. Cost estimate on the food should be presented to Board at July or August meetings. The next planning meeting will be held on 7/17/18 @ 9:00 am at USDA Service Center in Moorefield.

EQUIPMENT COMMITTEE: Ron Miller reviewed the recommendations of the equipment committee, which met prior to the Board meeting. Additional discussion was held regarding the revised Equipment Rental Agreement. All in favor of the revisions. A motion was made by Kent Spencer and seconded by Frank Weese to approve the Equipment Committee recommendations and the revised equipment rental agreement. Motion carried.

OTHER EQUIPMENT ISSUES: The following items were reported:

- New tires – Haybuster / tractor
- New weed eater purchase – old one not repairable
- Repairs made to litter spreaders
- Manure spreader ordered – to come in July

PERSONNEL COMMITTEE: John Hicks indicated the Personnel Committee will need to meet in June to discuss employee issues. To hold the meeting in Romney – will also set up a teleconference for those who want to call in for the meeting. Hicks to schedule a date / time in June. Notices will be sent to committee members.

CONSERVATION FARM: Triangle T Farm was named as District conservation farm at May meeting. It was determined that they are not eligible to participate in the contest since Mike Taylor, FSA is part owner and works for a partnering agency. Therefore, Karen and Jake Crites of Grant County were approached regarding the program. They are willing to participate and serve as PVCD Conservation Farm this year. Board in agreement. Supervisor would like to visit the farm prior to the area tour held the week of July 16. Will contact the Crites' and select a date for the local tour in June.

DISTRICT NEWSLETTER: Andrea Walker presented a draft of the district newsletter with the Board. A request was made to include the date of the conservation field day in September. Discussion was held regarding the equipment rental agreement – need to have printed / carbon forms. May be better to send in separate mailing. Following the discussion, a motion was made to approve the newsletter and pay the \$800 cost from Chesapeake Bay outreach funds. Motion carried.

LEGAL SERVICES: The Board discussed the need to have better legal representation. Not satisfied with past service from current firm. Agreed that advertisement should be developed to request proposals for legal services. Much discussion held on the issue. A motion was made by John Hicks and seconded by Frank Weese to prepare an advertisement to request proposals for legal services – bring draft to July meeting for review. Motion carried. Committee named to work on the legal proposal – John Hicks, Ron Miller, and Gerald Sites.

CREP: Discussion was held regarding funds for CREP training and printing / mailing of post cards for the program. Funds have been received from WVCA. A motion was made by Kent Spencer and seconded by J.W. See to approve the use of CREP funds for the training and printing / mailing of post cards. Motion carried.

SOIL TUNNEL TRAILER: Andrea Walker reported that the soil tunnel trailer has been engaged for the Hampshire County Fair on July 25 – 27, 2018. Cost for the trailer will be approximately \$900, can be paid through outreach funds. A motion was made by Kent Spencer and seconded by J.W. See to approve the use of the trailer at the Hampshire County Fair and payment of the \$900 fee from outreach funds. Motion carried. John Hicks abstained from discussion and vote on this issue.

EQUIPMENT AT FAIRS: Discussion was held regarding displaying PVCD rental equipment at the local fairs. May be simpler to have a display set up with photos and information on the equipment, rather than the equipment. Dale Walker's wife oversees the equipment at the Tri-County Fair. Need to let her know soon.

AUGUST MEETING DATE: Discussion was held regarding the August meeting being on parade night of the Tri County Fair – may want to change the date. Request to include on July agenda for action.

PLAN OF WORK: The Board reviewed a draft of the FY19 PVCD Plan of Work – no changes were made. A motion was made by Kent Spencer and seconded by Ron Miller to authorize the submittal of the final PVCD FY19 Plan of Work to WVCA to 6/15. Motion carried.

DISTRICT MANAGER: Nadene reported on the following items:

- Reminder of supervisor training to be held at Flatwoods, July 12 – 13, 2018.
- New supervisor directory – all photos taken / will submit to WVCA
- No entries received for poster or photo contests
- Received notice of WVACD grant recipients – none from PVCD area were awarded
- Reminder of date change for July meeting: Tuesday, July 3, 2018 @ 7:30 pm

SPRING BOXES: Discussion was held regarding the purchase of culvert pipe for the spring boxes. John Hicks will contact vendors regarding prices – 18” pipe – and lids. All in favor of purchasing. A motion was made by Ron Miller and seconded by J.W. See to authorize John Hicks to place the order for the pipe and lids. Motion carried.

AG ENHANCEMENT: The Ag Enhancement Committee met on 5/21/18. The Board reviewed the committee recommendations – FY19 AgEP and Chesapeake Bay practices / guidelines. A motion was made by John Hicks and seconded by J.W. See to approve the committee recommendations, including the FY19 AgEP and Chesapeake Bay practices / guidelines. Motion carried. Applications to be finalized and ready for July 2, 2018 sign up.

AG ENHANCEMENT / CHESAPEAKE BAY PRACTICES: Discussion was held regarding invoices received in June. A motion was made by Kent Spencer and seconded by George Leatherman to delegate authority to J.W. See and John Hicks to approve AgEP / Chesapeake Bay invoices received in June. Motion carried.

Ron Miller assumed role of Chair for the meeting.

Charlotte Hoover and J.W. See excused themselves from the meeting.

AG ENHANCEMENT: The following applications and invoices were presented for approval:

LIME: Payments: *Bonnie Cox 27.85 tons \$ 410.79 CS; Richard Heishman 61.23 tons \$918.45 CS; Colton See 28 tons \$420.00 CS*

INVASIVE SPECIES: Payments: *Michael Alt \$233.43; ** Charlotte Hoover \$188.00 CS; Eric Hartwig \$382.41 CS; Bonnie Cox \$ 284.99 CS; Bruce Hyre \$291.18 CS; Joe Mathias \$500.00 CS; Milleson Stock Farm \$59.98 CS; James See \$500.00 CS; Cheryl Smith \$179.72 CS; Kelly Smith \$92.95 CS*

FROST SEEDING: Payments: *Allen Simmons \$500.00 CS; Mark Nicol \$370.00 CS*

LITTER TRANSFER – Applications: James Coffman, Kenneth Ritchie

Payments: *Nathan Griffin 249.79 tons \$2,497.90 CS; Gary Hedrick 34.67 tons \$346.70 CS; Rodney*

Hedrick 111.89 tons \$1,118.90 CS; Roscoe Alexander 100 tons \$1,000.00 CS; Woodrow Sherman \$ 2,334.30 CS

DIVISIONAL FENCE / WATER TROUGHS: Payment: *Paige Alexander \$3,111.12 CS; Experience Learning \$4,949.83 CS*

STREAM EXCLUSION: Payments: *Allen Warner \$2,469.75 CS*

A motion was made by Kent Spencer and seconded by Frank Weese to approve all AgEP applications and payments presented to the Board. Motion carried.

Charlotte Hoover and J.W. See returned to the meeting.

Charlotte Hoover resumed as chairperson.

CREP: The following CREP plans were presented for approval:

Charles B. Herriott 12.5 acres; Jessica Wysopal .8 acre; Milleson Stock Farm .2 acre. A motion was made by Gerald Sites and seconded by Frank Weese to approve the CREP plans. Motion carried.

EQUIPMENT DISPLAY: Additional discussion was held regarding equipment at the Tri County Fair – application must be submitted very soon – 10 x 10 area is \$75. Suggestion was made to have the equipment in the parade – all in agreement. Frank Weese offered to check into having door magnets made for on the equipment. Board in agreement.

WVCA: Jeremy Salyer reported on the following:

- New supervisor directory
- Supervisor handbooks being revised
- HB 4015 – all state green plates will expire in December. WVCA in process of identifying to process to renew. Requesting information from Districts regarding their vehicles.

WVCA: Ben Heavner – reminder of AgEP sign ups to begin on July 2, 2018.

WVCA: Andrea Walker reported:

- Currently covering vacant position in Martinsburg
- GIS Training

NRCS: Christi Hicks reported on the following:

- Debris / blockage identified on North River / Baker Farms
- Litter Transfer – Credit given in Ches. Bay model – Local Work Group should address in future

FSA: Lance McClintic reported on the CREP Program. He reviewed guidelines for new / reenrollments. Clarification from state office - \$34 per acre / \$40 per acre Ches. Bay.

NRCS: Doris Brackenrich reported on the following:

- Austin Shenk – transferred to Virginia

- Reviewed contracts / approvals
- Project with WVU @ Reymann Farm in Wardensville – develop comprehensive plan – educational facility
- Field Day – September 20 @ Triangle T Farm
- Local Work Group – need to additional meeting and review final proposals – due mid-July – will select date for meeting in June and send notices
- Discussion on letter sent from PVCD regarding aerial spraying / application

WV Division of Forestry: Bill Pownell was in attendance – no report.

There being no further business, the meeting adjourned by motion of Kent Spencer at 9:15 pm. Motion seconded by Brian Dayton. Motion carried. The next regular meeting will be held on **Tuesday, July 3, 2018 at 7:30 pm** at the USDA Service Center in Moorefield.

Chairperson

Secretary

Date