



Potomac Valley Conservation District

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MINUTES OF MEETING

July 3, 2018

The monthly meeting of the Potomac Valley Conservation District was held on Tuesday, July 3, 2018, 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, John Hicks, Kent Spencer, Dale Walker, J.W. See, Gerald Sites and Frank Weese

OTHERS: Doris Brackenrich, Christi Hicks, NRCS; Suzy Campbell, Andrea Walker, Ben Heavner and Nadene Jewell, WVCA; Tony Walker, PVCD; Cory Trego, NRCS/Trout Unlimited

MINUTES: The minutes of the June 6, 2018 meeting were presented for review and approval. A motion was made by J.W. See and seconded by Gerald Sites to dispense with the reading of the minutes of the June 6, 2018 meeting and approve them as written and distributed. Motion carried.

FINANCIAL REPORTS: Treasurer, John Hicks reviewed the treasury reports for the months of June 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 John Hicks to approve the Co-Administered reports and General Fund reports and invoices paid within the month of June. Motion seconded by Gerald Sites. Motion carried.

LETTER OF CREDIT: The Board reviewed the letter of credit from FNB to cover all funds on deposit at the bank. The letter was renewed as of 7/1 and is effective until 12/31/18. Following some discussion, a motion was made by Kent Spencer and seconded by J.W. See to approve the letter of credit with FNB. Motion carried. Additional discussion held on possible advertisement for banking proposals in future.

INVOICE: Board action was taken on payment in the amount of \$525.00 to William Lipps CPA for bookkeeping services in the month of June. 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 June. Motion carried. Discussion also held regarding overdraft on General Fund checking account. Hicks will address issue with Lipps.

CORRESPONDENCE: Discussion held regarding request from NRCS for report of quarterly project expenses on Lost River Site #16. There has been no activity on the project; therefore no expenses to report. A motion was made by John Hicks and seconded by Kent Spencer to approve the chair to sign and submit the report of no incurred expenses on the project. Motion carried.

LOR: Received a notice from WVCA to submit an LOR in the amount of \$10,000 for the CREP program. A motion was made by Gerald Sites and seconded by Frank Weese to approve the chair to sign and submit an LOR in the amount of \$10,000 to WVCA for the CREP program. Motion carried. It was noted these funds are not part of the Chesapeake Bay program funds.

LOR: Discussion was held regarding an LOR for the 4th quarter District employee expenses. Total amount for the quarter was \$1,914.00; however only \$592.50 remains in the WVCA agreement for the fiscal year. A motion was made by J.W. See and seconded by Gerald Sites to approve the chair to sign an LOR in the amount of \$592.50 for reimbursement of 4th quarter employee expenses and submit to WVCA. Motion carried.

EWP HAMPSHIRE SITE: Discussion was held regarding the Hampshire EWP project. Three bids were received for the project. The low bid of \$124,870.00 was submitted by Allegheny Investments, LLC. Hicks reported that WVCA does recommend acceptance of the price, even though it was higher than the estimate. A motion was made by J.W. See and seconded by Gerald Sites to accept the bid of \$124,870.00 from Allegheny Investments and move forward with the project – work to begin on 7/9/18. Motion carried.

SOUTH FORK O&M CONTRACTS: A job showing is scheduled for 7/10 and 7/11 for the South Fork O&M contracts. The group will meet at the South Fork Ruritan in Oak Flat at 9:30 am on both dates. The bid opening for the contracts will be held on Tuesday, 7/24 @ 11 am. A motion was made by Gerald Sites to approve the project and delegate authority to John Hicks and / or J.W. See to approve / award the bid on both South Fork o&m contracts. Motion carried.

STREAM EROSION / RESTORATION SITE IN GRANT COUNTY: Doris Brackenrich reported on a stream erosion / restoration site in Grant County. The site has been discussed in the past – Debbie Turner owns one side of the stream. She was approved for EQIP funding in 2016 – to address ag related issues. However, other side of the stream is residential and cannot be addressed by NRCS. The site was looked at by WVCA representatives on several occasions, but does not fit criteria for EWP. Doris distributed photos to show how much additional erosion has occurred in the past two years. Requested suggestions from the Board. Possible grant funding? The residual side does include multiple landowners. Possible cost share? Doris inquired about a 2007 watershed based plan for Mill Creek of South Branch of the Potomac River – Suzy indicated the plan is no longer valid. The plan addressed bacteria not erosion issues. Much discussion was held on the issue. The Board was in favor of the stream restoration being completed on both sides of the stream if funding is available. Recommendation to pursue funding – Suzy to investigate options.

CEC INVOICES: No update

CONSERVATION FIELD DAY: The Conservation Field Day is scheduled for 9/20/18 at Triangle T Farm in Grant County. There will be another planning meeting on Tuesday, 7/17 @ 9:00 am in Moorefield – USDA Service Center. Supervisors invited to attend.

LEGAL SERVICES: The Board reviewed a draft notice – request for proposals. Discussion held regarding the format – want to receive proposals and then conduct in person interview? Much discussion held. Recommendation made to table until August meeting.

PERSONNEL COMMITTEE RECOMMENDATIONS: The Personnel Committee met on June 19, 2018 and also prior to the Board meeting. The group reviewed the recommendations from the committee. Based on the acceptable work performance during the 3 month probation period the committee approved the following: 6 hours leave per pay period (retroactive to hire date) 5% pay increase effective next pay period and life insurance for the Equipment / Field Operations Manager. Recommendation of the workers compensation policy renewal was also made. Materials ordered – pipe for spring boxes w/ lids and additional rolls of filter fabric.

The Personnel Committee also met prior to the Board meeting to finalize employee leave policy for the equipment manager position. A motion was made by John Hicks and seconded by Frank Weese to approve the personnel committee recommendations from 6/19/18 and 7/3/18. Motion carried.

CONSERVATION FARMER: Jake and Karen Crites from Grant County are the PVCD Conservation Farm. Supervisors, Frank Weese and Gerald Sites plan to visit the farm prior to the area tour to be held on Wednesday, 7/18 in the afternoon. The group should arrive at the farm 2 – 2:30pm. Discussion was held regarding light refreshments – the group will be coming from lunch. A motion was made by John Hicks to approve up to \$100 for refreshments – drinks / fruit/ cookies. J.W. See seconded. Motion carried. Doris offered to assist with the refreshments, as Nadene will be on vacation that week.

AUGUST BOARD MEETING: The August meeting is scheduled for 8/1 – parade night at the Tri County Fair. Discussion was held regarding the need to reschedule the meeting. All in agreement to hold the August meeting on Wednesday, August 8, 2018 at 7:30 pm. Additional discussion was held regarding the fair parade. All in agreement to have three pieces of PVCD rental equipment pulled through the parade – magnetic signs have been printed. Frank, Gerald and Tony will each pull a piece of equipment in the parade – Lime spreader, Manure spreader and Esch seeder. A motion was made by John Hicks and seconded by Frank Weese to approve the purchase of \$100 in candy to be dispersed during the parade. Motion carried.

DISTRICT BANQUET: Grant County will host the PVCD Banquet this year. Discussion on location and date – agreed that North Fork Ruritan would be good location. Contact information provided – office will confirm a date in September - 9/9 or 9/29.

LONG RANGE PLAN: Doris Brackenrich discussed the recommendations of the local work group meeting held on 6/25 – provided copies of the long range plan and minutes for review. The non-native species section was revised. Also, the aerial application of seed, lime or fertilizer has been ok'd – may not apply chemicals. Need to develop cost figures – may not be available as an option

until 2020. LWG will need to address next year. A motion was made by Kent Spencer and seconded by Frank Weese to approve the Long Range Plan. Motion carried.

FOCUS CONSERVATION APPROACH PROPOSALS: Christi Hicks reported on the FCA proposals. Ruffed Grouse proposal included. Cory Trego also reported on an additional proposal – Targeted Stream / Riparian Restoration in the Upper South Branch Watershed. He reviewed the practices to be addressed in the proposal. Following the discussion, the Board was in agreement to move forward to request funding for all proposals. A motion was made by J.W. See and seconded by Frank Weese to approve all current FCA proposals (with minor changes) and the two new proposals – submit all for funding. Motion carried.

POULTRY FESTIVAL ADVERTISEMENT: The invoice in the amount of \$140.00 for the ad in the poultry festival booklet was presented for payment approval. A motion was made by John Hicks and seconded by Kent Spencer to approve payment in the amount of \$140.00 from Chesapeake Bay funds for the poultry market advertisement. Motion carried.

DISTRICT MANAGER REPORT: Nadene reported on the following:

- Suttle and Stalnaker are scheduled for mid-August for the FY2017-18 audit
- Reminder of WVACD Quarterly Meeting 7/11 – 7/12 at Flatwoods
- WVACD Directors – may reappoint current directors or appoint new – Following some discussion, a motion was made by Gerald Sites to reappoint John Hicks and Ron Miller to serve as the PVCD Directors to the WVACD. Motion carried.

MANURE SPREADER: The new manure spreader has been received – it is in the parking lot and supervisors were able to inspect it prior to the meeting. Discussion was held regarding the rental rate for the spreader – suggestion of \$200 for first day, \$50 each additional day, plus delivery charge. Also, must be cleaned by producer after use. (or additional charge). Will investigate and bring rates for final approval to August meeting. A motion was made by Frank Weese and seconded by Dale Walker to approve payment in the amount of \$27,225.00 to James River Equipment for the purchase of the Manure spreader. Motion carried.

PVCD REPORT: Tony Walker reported on the following:

- Equipment Repairs
- Lost River Dams – WVCA has not confirmed where crew is to dispose of debris removed from the dams (LR4)
- Requested not to weed eat poison ivy patches on the dams
- Concerns over increased amount of weed eating on dams – location – how much – may need clarification with WVCA staff
- Crew will finish up in Lost River next week – will need additional work logs
- Discussion over need to hire additional person to help with weed eating – Board in agreement to hire
- Office contacted by new inspector from WV DEP – reviewing work on dams – John Hicks to ask Ed Martin

AG ENHANCEMENT: The FY19 AgEP practice sign ups began on 7/2 – 8/24. Applications available at PVCD, WVCA (Moorefield) and NRCS offices. Also available on PVCD webpage.

John Hicks and J.W. See excused themselves from the meeting.

The following AgEP payments were presented for approval:

INVASIVE SPECIES: Payments: *Daniel Lahman \$291.18 CS*

LITTER TRANSFER – Payments: *Jacob Griffin, Mark Nicol*

DIVISIONAL FENCE / WATER TROUGHS: Payment: *Steve McCauley \$7,498.23 CS; Jason Hicks \$4,487.62 CS; ** John Hicks \$ 8,000.00 CS; Robert Moran \$7,250.00 CS; Bruce Hyre \$ 5,946.65 CS*

HUAP: Payments: James See \$1,000.00 CS; Trista See \$1,000.00 CS

A motion was made by Kent Spencer and seconded by Gerald Sites to approve the AgEP payments as presented. Motion carried.

John Hicks and J.W. See returned to the meeting.

Ben Heavner reviewed a summary of the AgEP practices for FY18 with the Board.

CONSERVATION AGREEMENTS: The following conservation agreements were presented: Mark Murphy 57 acres; David Taylor 400 acres; Clearbrook Farm 36 acres; Jimmy Stump Jr. 2.3 acres; Cecil Rinard 109.77 acres. A motion was made by John Hicks and seconded by Frank Weese to approve the conservation agreements totaling 605.77 acres. Motion carried.

CREP: The following CREP plans / payment were presented for approval:

Barry Armstrong (2)	4.0 acres	\$ 136.00 / \$ 160.00
	3.47 acres	\$ 117.98 / \$ 138.80

A motion was made by Gerald Sites and seconded by Dale Walker to approve plans and payments pending finalization of CREP guidelines and funding by WVCA and FSA. Motion carried.

WVCA: Andrea Walker reported that the WVCA Soil Tunnel Trailer will be at the Hampshire County Fair July 25 – 27. Supervisors encouraged to visit the trailer.

WVCA: Suzy Campbell reported on the following:

- \$50,000 received for Manure DeForce Project
- Chesapeake Bay BMPs – Phase 3 – need to identify and update FY17 plan – BMP goals. She requested to meet with the Board prior to August Board meeting to discuss these items. Will need 1 ½ hours for the meeting. Board agreed to meet on 8/8 @ 6 – 7:30 pm prior to Board Meeting.

WVCA: Ben Heavner presented a request to the Board for an extension of four (Chesapeake Bay) Division Fence Practice applications – until the end of July. They were unable to complete due to wet conditions. A motion was made by Kent Spencer and seconded by Ron Miller to approve the extension of four Divisional Fence applications until the end of July. Motion carried. J.W. See abstained from discussion and vote on this item.

NRCS: Doris distributed and reviewed the monthly report with the Board.

Ron Miller invited all to attend the Farm Bureau picnic being held at his house on Saturday, 7/21 @ 6:00 pm. Chicken, pork and corn are being provided – bring a covered dish.

J.W. See brought a box of vegetables – everyone please take some.

John Hicks reported that the filter fabric rate may need revised – lower the price. He suggested \$1.25 per ft. Requested it be included on August agenda for discussion.

Reminder of upcoming dates:

WVACD Quarterly Meeting @ Flatwoods – 7/11 – 7/12

Conservation Field Day Planning Meeting – 7/17 @ 9 am in Moorefield

Area Farm Tour Judging – 7/18 – meet at the farm 2 – 2:30 pm

August Board meeting rescheduled for Wednesday, 8/8/18 @ 7:30 pm

There being no further business, the meeting adjourned by motion of Frank Weese at 9:25 pm. Motion seconded by Kent Spencer. Motion carried. The next regular meeting will be held on **Wednesday, August 8, 2018 at 7:30 pm** at the USDA Service Center in Moorefield.

Chairperson

Secretary

Date