



Potomac Valley Conservation District

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MINUTES OF MEETING

October 3, 2018

The monthly meeting of the Potomac Valley Conservation District was held on Wednesday, October 3, 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, J.W. See, George Leatherman, Brian Dayton, Dale Walker and Frank Weese

OTHERS: Becky Royal, Adam Bonar, NRCS; Andrea Walker, Jeremy Salyer, and Nadene Jewell, WVCA; Mike Biser, FSA; Bill Pownall, WV Division of Forestry; Carolyn Hefner, PVCD Associate Supervisor

MINUTES: The minutes of the September 5, 2018 meeting were presented for review and approval. A motion was made by J. W. See and seconded by George Leatherman to dispense with the reading of the minutes of the September 5, 2018 meeting and approve them as written and distributed. Motion carried. The minutes of the special Board meeting teleconference held on September 11, 2018 were presented for review and approval. A motion was made by Ron Miller and seconded by J.W. See to approve the minutes of the September 11, 2018 meeting. Motion carried. The minutes of the special Board meeting teleconference held on September 19, 2018 were presented for review and approval. A motion was made by Frank Weese and seconded by Brian Dayton to approve the minutes of the September 19, 2018 meeting. Motion carried.

FINANCIAL REPORTS: The District Manager reviewed the treasury reports for the month of September 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 Kent Spencer to approve the Co-Administered reports and General Fund reports and invoices paid within the month of September. 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 September. A motion was made by J.W. See and seconded by Dale Walker to approve payment to William Lipps CPA in the amount of \$525.00 for bookkeeping services in September. Motion carried.

CORRESPONDENCE: The Board discussed a request from WVACD to sponsor the Appalachian Grazing Conference in March 2019. Each conservation district is asked to provide \$1,000 in support of the conference and to provide scholarships for local producers to attend the conference. Following the discussion, a motion was made by J.W. See and seconded by Dale Walker to approve sponsorship in the amount of \$1,000 for the Appalachian Grazing Conference in March 2019, paid from the CDO Education funds. Motion carried. The Board was also in favor of providing local scholarships – will discuss further in the future to determine amount of the scholarships and how many to provide. Need more information on registration / other conference expense amounts. All in agreement – place item on future meeting agenda for action.

CORRESPONDENCE FROM WV DEPT OF MOTOR VEHICLES: The District received a letter from WV DMV regarding the expiration of state green license plates at the end of December. As indicated in the letter, political subdivisions, such as conservation districts, will no longer qualify for the state plates. Will need to register for other plates. Jeremy indicated that additional information should be received from the DMV on how to proceed.

TRANSFER OF FUNDS: Discussion was held regarding a request from WVCA to transfer funds in the Non-Interest Account to the Interest Account and close the account. WVCA indicated that all funds may now be included in the Interest Account. A motion was made by J.W. See and seconded by Brian Dayton to approve closing the Non-Interest Account and transferring all funds into the interest account – after all open transactions have cleared. Motion carried.

INVOICE: The Board reviewed the invoice received from Alleghany Investments LLC in the amount of \$70,770.64 for work completed on the 2018-06-27 PVCD EWP Hampshire contract. A motion was made by Kent Spencer and seconded by J.W. See to approve payment to Alleghany Investments LLC in the amount of \$70,770.64 from EWP funding. Motion carried.

EWP MOA: It was necessary to have additional work completed on the EWP site – including installation of more top soil, seeding and mulch. A memorandum of agreement was completed with Kidwell Construction Company in the amount of \$1,500.00 for the additional work. The Board was in agreement with the MOA for the additional work.

PATTERSON CREEK OMR CONTRACT: The job showing was held today for the OMR contract on Patterson Creek structures in the northern end of Mineral County. The contract is for ten dams – crew unable to complete – must contract to have work finished this season. The bid opening is scheduled for 10/10/18 @ 9 am. The Board agreed to delegate authority to a supervisor for the contract. A motion was made by Kent Spencer and seconded by George Leatherman to authorize J.W. See or John Hicks to act on the Patterson Creek OMR Contract, pending WVCA verification. Motion carried.

TRAINING: WV State Auditors' office training being held statewide – will be in Martinsburg on 10/18. The training is open to all supervisors / local officials. No fee, but you need to register in advance. Nadene planning to attend. If anyone wants to attend, please contact the District office as soon as possible to register.

EAP STATEMENTS OF REVIEW: The Board reviewed the emergency action plan statements of review for the South Fork structures. A motion was made by Dale Walker and seconded by Brian Dayton to approve the EAP statements of review for the South Fork structures and authorize the chair to sign and submit. Motion carried.

CEC INVOICES: No update on the outstanding CEC invoices. Still waiting on reports from CEC.

CREP: The Board reviewed an invoice in the amount of \$487.00 for the printing and distribution of additional flyers for the CREP program. A motion was made by Ron Miller and seconded by Dale Walker to approve payment in the amount of \$487.00 to Progressive Printing from CREP outreach Chesapeake Bay funds. Motion carried.

LEGAL SERVICES PROPOSALS: Only one proposal was received for the request for legal services. It was from John Athey, Attorney in Mineral County. J.W. See indicated he had reviewed the correspondence from Mr. Athey. Following some discussion, it was agreed to appoint a committee to compile a list of questions and desired criteria for interview of the legal services candidate. The committee will include: Ron Miller, J.W. See, Charlotte Hoover and John Hicks. The group will meet at 6:30 pm on 11/7, prior to the November Board meeting. Will schedule the interview with the attorney after the November meeting.

AG LISTENING SESSIONS: The Ag Strategic Plan Listening Session will be held on 10/4/18 at the South Brach Inn in Moorefield from 6 – 8 pm. Supervisors are encouraged to attend. PVCD will provide refreshments.

DISTRICT MANAGER REPORT: Nadene reported on the following:

- WVACD Quarterly Meeting at Flatwoods 10/15 – 10/16/18
- Awards Recognition Luncheon 10/16/18 @ Flatwoods
- Tree Programs – Must place orders for fruit trees, regular trees and the Arbor Day pines if District wishes to participate in the programs next spring. Following some discussion, a motion was made by J.W. See and seconded by Ron Miller to participate in the Tree Sale and Arbor Day Tree programs and proceed with orders for each program. Motion carried.
- FY2017-18 Audit – final report will be ready for Board review / approval at November meeting
- Date for December meeting / Christmas dinner – Board in agreement to have Christmas dinner prior to the December meeting on 12/5 – reserve room at the Ponderosa for 6 pm.

AG FIELD DAY: Supervisors reported on the Ag Field Day held at Triangle T Farm on 9/20/18. The event was well attended – over 160 people. Many have received positive feedback from attendees. The equipment demonstration went well. The fence presentation was cut short due to the time – getting dark. Ron Miller thanked ALL who organized, participated and helped to make the event a success. Board agreed to send thank you notes to: Triangle T Farm, Maysville Fire Department, and all event sponsors. Charlotte commented on all agency staff in the PVCD area – they do an excellent job and are great to work with. Board appreciates their hard work.

CREW REPORT: Tony Walker reported on the following:

- All equipment is in working order at this time – several pieces currently being rented
- Manure Spreader – concern over cleaning
- New weed eater purchased – old one was run over – Board in agreement to order a rack to mount on the mower to hold the weed eaters.

EQUIPMENT PURCHASE: Discussion was held regarding the purchase of a poultry house cruster. Pilgrims is in process of requiring producers not to clean out between flocks. The cruster would be available for rent to local producers. Ron Miller reported several models have been researched and average cost is \$17,000 - \$18,000. All in agreement there is a need for the cruster in local area. Must obtain more information including options and price. Following the discussion, a motion was made by Ron Miller and seconded by Brian Dayton to proceed with the purchase of a cruster to be used as District rental equipment. Motion carried. All in agreement to schedule a special meeting by phone next week to discuss and take further action on the purchase. Will need to post meeting notice, therefore; the meeting will be held on Wednesday, October 10, 2018 @ 9:30 am. Nadene will set up the call and send out information to Board.

PAY RATE INCREASE: The Board took action at the September meeting to increase the pay for both crew members. However, supervisors wanted to discuss the issue with Elwood Kesner given he is limited on the amount he can make in the season. After discussion with him, it was agreed to increase him to \$15 per hour. The increase was not processed until the payroll following the September meeting. A request has been made for back pay of \$2.00 per hour for the 78 hours on the pay period that the increase was approved (other employee received the increase during the first pay period). Following some discussion, a motion was made by Frank Weese and seconded by J.W. See to approve the back pay of \$2.00 per hour for the 78 hours on the September 7, 2018 pay period to Elwood Kesner. Motion carried.

DAMS: The crew has completed o&m work on the Patterson Creek Dams in Grant County and currently work in Mineral County. WVCA developing a contract for ten dams in Mineral County, in order to complete work on ALL dams this season.

COVER CROP PROGRAM: Concern has been expressed by local producers with the completion dates for the cover crop practice. With the extreme wet weather this season, it will be near impossible to meet the earlier planting dates. Discussion was held regarding payment options for the practice. A motion was made by Ron Miller and seconded by Brian Dayton to increase the rate to \$40 per acre for plantings that are completed between 10/11/18 – 11/9/18. This would eliminate the \$30 rate. If planting is complete before 10/10, the rate will remain at \$50 per acre. Motion carried.

AG ENHANCEMENT: The following AgEP applications and payments were presented for approval:

INVASIVE SPECIES – Payment: *Mike Rudolph \$500.00*

A motion was made by Frank Weese and seconded by J.W. See to approve the invasive species payment as presented. Motion carried.

Kent Spencer excused himself from the meeting.

LITTER TRANSFER – Applications: *Jimmie Parker 250 tons \$2,500 CS; Victor Carr 250 tons \$2,500*

Payments: *** Kent Spencer \$2,500.00 CS; Kenneth Ritchie \$2,500.00 CS*

A motion was made by Ron Miller and seconded by George Leatherman to approve the litter transfer applications and payments as presented. Motion carried.

Kent Spencer returned to the meeting.

CONSERVATION AGREEMENTS: The following conservation agreement was presented for approval:

Sara Kanamine Hardy County

A motion was made by Dale Walker and seconded by J.W. See to approve the conservation agreement as presented. Motion carried.

CREP: The following CREP re-enrollments were presented for approval:

Charles Hugh Bean Jr. 8.1 acres \$275.40 re-enroll / \$ 324.00 CBIP; Tamara Bradfield .6 acre \$20.40 re-enroll / \$24.00 CBIP; Eugene Buckley 25.9 acres \$880.60 re-enroll / \$1,036.00 CBIP; C.E. Frye Farm 5.7 acres \$193.80 re-enroll / \$228.00 CBIP; Bonnie Cox 13 acres \$ 442.00 re-enroll / \$ 520.00 CBIP; Gregory Hite 7.6 acres \$ 258.40 re-enroll / \$304.00 CBIP; Gregory Hite 1.6 acres \$54.40 re-enroll / \$64.00 CBIP; Gary Holtz 38.7 acres \$ 1,315.80 re-enroll / \$1,548.00 CBIP; Harold Omps 4.8 acres \$ 163.20 re-enroll / \$192.00 CBIP; Carl Saville 1.0 acre \$34.00 re-enroll / \$ 40.00 CBIP; Carl Saville 2.7 acres \$91.80 re-enroll / \$ 108.00 CBIP; Kirsten Weiblen 3 acres \$ 103.00 re-enroll / \$ 120.00 CBIP; Brenda Wilkins 1.7 acres \$57.80 re-enroll / \$ 68.00 CBIP; Brookedale Holsteins 1.3 acres \$ 20.80 re-enroll / \$ 52.00 CBIP; Margaret Funkhouser 1.5 acres \$51.00 re-enroll / \$60.00 CBIP.

A motion was made by J.W. See and seconded by Brian Dayton to approve the CREP contracts / payments, pending WVCA clarification. Motion carried.

WVCA: Jeremy Salyer indicated most of his report has already been covered, except the following:

- SSRP program – not finalized to date – waiting on guidelines. PVCD does have funding for old SPRP program. These funds might be used for the SSRP program – unclear at this time.
- WVCA watershed staff to oversee the SSRP program.

WVCA: Andrea Walker reported that Suzy Campbell has accepted a new job outside of the agency. The vacancy has not been posted to date.

NRCS: Rebecca Royal reviewed the report for Hampshire / Mineral Counties:

- CREP re-enrollments from Hampshire County – fourteen
- Reviewed article in NRCS publication that highlighted Hampshire County farmer

FSA: Mike Biser reported on the following:

- CREP post cards – have generated a lot of interest in the program
- Market Facilitation Program – provides assistance to farmers effected by the tariffs. Discussion on the rates.

NRCS: Adam Boner reviewed the report for Grant, Hardy and Pendleton counties.

FORESTRY: Bill Pownall reported on the following:

- Funding for stewardship program has been cut – unable to accept sign ups

HEAT INSTALLATION AT PVCD SHOP: Discussion held on the heat installation at the shop- Ron indicated the electrical system needs some update for the heat system. Board of in favor of hiring an electrician to finalize the installation.

REMINDERS:

- Ag Listening Session 10/4/18 @ 6 – 8 pm
- WVACD Quarterly Meeting 10/15 – 10/16 @ Flatwoods
- Awards Recognition Luncheon 10/16 @ Flatwoods
- PVCD Special Meeting Teleconference 10/10 @ 9:30 am
- Next regular Board meeting on 11/7/18 @ 7 pm

There being no further business, the meeting adjourned by motion of Kent Spencer at 8:20 pm. Motion seconded by J.W. See. Motion carried. The next regular meeting will be held on **Wednesday, November 7, 2018 at 7:00 pm** at the USDA Service Center in Moorefield.

Chairperson

Secretary

Date