



# Potomac Valley Conservation District

500 East Main Street  
Romney, West Virginia 26757-1836  
304-822-5174

## **MINUTES OF MEETING November 7, 2018**

The monthly meeting of the Potomac Valley Conservation District was held on Wednesday, November 7, 2018, at the USDA Service Center in Moorefield. The meeting was called to order at 7:00 p.m. by vice chair, Ron Miller.

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

**OTHERS:** Doris Brackenrich, Becky Royal, NRCS; Andrea Walker, Jeremy Salyer, Ben Heavner and Nadene Jewell, WVCA; Carolyn Hefner, PVCD Associate Supervisor; Carson Mongold, Visitor

**MINUTES:** The minutes of the October 3, 2018 meeting were presented for review and approval. A motion was made by Kent Spender and seconded by J.W. See to dispense with the reading of the minutes of the October 3, 2018 meeting and approve them as written and distributed. Motion carried. The minutes of the special Board meeting teleconference held on October 10, 2018 were presented for review and approval. A motion was made by John Hicks and seconded by Frank Weese to approve the minutes of the October 10, 2018 meeting. Motion carried.

**FINANCIAL REPORTS:** Treasurer, John Hicks reviewed the treasury reports for the month of October 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 October. 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 October. A motion was made by John Hicks and seconded by J.W. See to approve payment to William Lipps CPA in the amount of \$525.00 for bookkeeping services in October. Motion carried.

**CDO GRANT REPORT:** The Board reviewed the FY2017-18 CDO Grant Expense Report. A motion was made by J.W. See and seconded by Brian Dayton to approve the FY2017-18 CDO Grant Expense Report and authorize the chair to sign the document. Motion carried.

FY18 AUDIT REPORT: The Board reviewed the FY18 Audit report prepared by Suttle & Stalnaker. Treasurer Hicks discussed items in the report. The Board was in agreement to accept the report. A motion was made by Gerald Sites and seconded by Frank Weese to approve the FY18 audit report as prepared by Suttle & Stalnaker. Motion carried.

INVOICE: The Board approved by motion of John Hicks to pay Suttle & Stalnaker \$5,100.00 for preparation of the FY18 Audit Report. Motion seconded by J.W. See. Motion carried.

*Charlotte Hoover presided over the meeting as chairperson.*

CORRESPONDENCE: South Fork O&M Contract invoices: The Board reviewed the invoices from Vincent Excavating for the South Fork O&M contracts. Brandywine contract \$ 52,000.00 and Moorefield contract \$56,600.00. WVCA has verified the work in complete. A motion was made by John Hicks and seconded by Frank Weese to approve payment of the invoices to Vincent Excavating: Brandywine \$52,000.00 and Moorefield \$56,600.00. Motion carried.

EWP MOA: Discussion was held regarding the additional work on the Hampshire County EWP contract. Will receive the invoice from Kidwell Construction for the additional work in the amount of \$1,500.00. Following some discussion, a motion was made by John Hicks and seconded by Ron Miller to approve payment in the amount of \$1,500.00 to Kidwell Construction for the EWP MOA work, pending WVCA verification. Motion carried.

PER DIEM RATE: Discussion was held regarding the WV State Conservation Committee action taken in October to increase the supervisor per diem rate from \$60 per day to \$80 per day. Each conservation district has the discretion to increase the rate. Following the discussion, a motion was made by John Hicks and seconded by Frank Weese to increase the supervisor per diem rate to \$80 per day in PVCD and revise the District policy to indicate the new per diem rate effective this date. Motion carried.

LOR: Action was taken by motion of J.W. See to approve the chair to sign and submit an LOR in the amount of \$259.08 for reimbursement of the Ag Listening Session expenses incurred on 10/4/18. Motion seconded by Kent Spencer. Motion carried.

REQUEST FOR ASSISTANCE: The Board received a request for financial assistance from Valley View Golf Course with reseeding expenses on the golf course. They have exhausted funding this year and need assistance. Discussion was held on the request – this is not an agriculture business. No action taken on the request.

LOR: The Board reviewed the LOR for reimbursement of the 1<sup>st</sup> quarter employee expenses. A motion was made by J.W. See and seconded by Kent Spencer to approve the chair to sign and submit an LOR in the amount of \$2,123.00 for the 1<sup>st</sup> quarter employee expenses. Motion carried.

CD ROAD SIGNS: Discussion was held regarding the purchase of additional Entering CD Road Signs. WVACD letter indicates the cost of the signs will be \$200 each. Hicks reported that PVCD has additional signs at the shop and he can purchase white stickers to cover the “Soil” on the signs. A motion was made by J.W. See and seconded by Brian Dayton to purchase the stickers for the road signs on hand and not purchase new signs. Motion carried. Hicks will order the stickers.

PATTERSON CREEK O&M CONTRACT: Kidwell Construction currently working on Patterson Creek O&M contract. Mowing dams in Fort Ashby area.

CEC Invoices: No Action

LEGAL SERVICES PROPOSAL: The committee appointed to review the legal services proposal met prior to the Board meeting. The group agreed that a meeting with attorney John Athey, in person or by phone, should be held. Hicks volunteered to meet with him and discuss the District legal needs. Can engage services for limited amount of time – one year. The group agreed to engage John Athey for PVCD legal services, if the meeting with Hicks was favorable. A motion was made by Gerald Sites and seconded by J.W. See to engage Attorney John Athey for legal services. Motion carried.

EQUIPMENT COMMITTEE: The Equipment Committee met prior to the Board meeting. Ron Miller reviewed the committee recommendations. The committee finalized the rental rate for the new poultry cruster: \$125 per poultry house 400 ft or less. \$150 per poultry house over 400 ft. Plus delivery and cleaning fee of \$50, if not cleaned after use. A motion was made by J.W. See and seconded by Gerald Sites to approve the rental rates for the poultry cruster: \$125 per house 400 ft or less / \$150 per house over 400 ft. / Delivery fee / \$50 fee if not cleaned. Motion carried. The committee also discussed maintenance / repairs needed to both District Ford trucks. Both also need new tires. A motion was made by J.W. See and seconded by Kent Spencer to approve the repairs & tire purchase for both trucks. Motion carried. Discussion was also held regarding the sale of the tile ditching machine. Hicks has contacted WVCA regarding approval to sell. The Board agreed to sell it. Following the discussion, a motion was made by Gerald Sites and seconded by Kent Spencer to authorize John Hicks to finalize the sale of the tile ditching machine, pending WVCA approval. Motion carried. A motion was made by Gerald Sites and seconded by Kent Spencer to approve the equipment committee recommendations. Motion carried.

COMPOST TRIAL / PATRIOT GUARDENS: Ben Heavner reported on the compost trial for the Patriot Gardens project. He reviewed copies of the agreement for the project – revisions made – District responsible to provide the facility and manpower for the compost trials. Will need to purchase material for the compost and request reimbursement. Board reviewed the agreement – much discussion. A motion was made by Kent Spencer and seconded by Brian Dayton to authorize the chair to sign the revised agreement, pending review / approval by Region 9. Motion carried.

SSRP: Jeremy Salyer discussed the SSRP Project. Project document / guidelines have not been finalized to date. Unclear on final project details and what District allocations will be. Hope to have final information in near future.

NOMINATING COMMITTEE: The Board discussed a nominating committee to select executive officers for the coming year. Following some discussion, a motion was made by Kent Spencer and seconded by George Leatherman to keep the same executive officers in 2019: Charlotte Hoover, Chairperson; Ron Miller, Vice-chair; Kent Spencer, Secretary; and John Hicks, Treasurer. Motion carried.

PROMO ITEMS: Discussion held regarding purchase of promo items – all in agreement to purchase jackets this year.

AG LISTENING SESSION: Ron Miller reported on the Ag Listening Sessions held at the South Branch Inn on 10/4. Good attendance / informative. Discussion was held regarding the Ag Field Day held at Triangle T Farm. He suggested holding a similar field day at the District shop next year. All were in favor.

O&M CREW REPORT: Tony reported on the following items:

- Need to hire an additional person to help weed eat / o&m work on dams next year
- Ventrac mower – may trade in mower next season, discussion to trade the older mowing deck and keep the newer one
- Haybuster needs bearings replaced before next season
- Litter Spreader repairs – two U joints repaired
- Crew finished with O&M work for the season
- Unsure if both crew members will return next year - concern expressed over increased amount of weed eating required on very steep slopes. Requested better options for completing the work – spray the slopes? Will need to address with WVCA watershed staff – Tony willing to get certification to spray banks

J.W. See and George Leatherman excused themselves from the meeting.

AG ENHANCEMENT: The following were presented to the Board for approval:

COVER CROPS - Payments: *Tim Wilkins 75 acres \$3,000 CS; Doug Wimer 64 acres \$ 3,200 CS; \*\* George Leatherman 58.7 acres \$ 2,348.00 CS; Paul Bennett 20 acres \$ 1,000 CS; Ervin Wilkins 52.5 acres \$ 2,100.00 CS; Glenn Mathias 22 acres \$ 880.00 CS; Joe Harper 19.2 acres 768.00 CS; Lisa Basye 19 acres \$1,470.00 CS; Robert Moran 45 acres \$ 2,250.00 CS; Brent Titus 16.13 acres \$645.20 CS; Roland Souder 34 acres \$1,360.00 CS; Charles Armentrout 16 acres \$800 CS; Randy Bennett 22 acres \$1,100 CS; Cynthia Yokum 22 acres \$880 CS; Nicole Fansler 25.1 acres \$1,004.00 CS; Bill Martin 71.8 acres \$ 2,872.00 CS; Mike Teets 75 acres \$3,750 CS; Matt Teets 35 \$3,350.00 CS; \*\* J.W. See III 35 acres \$ 2,181.60 CS; John McCoy 33 acres \$1,650 CS; Kelly Williams 21 acres \$ 1,050.00 CS; Conrad Farms 55 acres \$2,750.00 CS; Brian Brannon 45 acres \$2,250 CS; Baker Farms 55 acres \$ 2,200 CS; Randy Branson 37.6 acres \$2,668 CS; Rodney Branson 15.8 acres \$1,406.00 CS; Raymond Phares 33 acres \$1,650 CS; Dan Lahman 27 acres \$1,080.00 CS; Tom Kimble 12 acres \$480.00 CS*

A motion was made by Kent Spencer and seconded by Frank Weese to approve the cover crop payments as presented. Motion carried. John Hicks abstained from discussion and vote.

J.W. See and George Leatherman returned to the meeting.

**HAY RESEEDING: – Payment:** *Sam Williams 50 Acres \$2,500.00 CS*

**LITTER TRANSFER – Applications:** *Barbara Miller 250 tons*

**Payments:** *\*\* Victor Carr*

A motion was made by Ron Miller and seconded by Gerald Sites to approve the Litter Transfer application and payments and the Hay Reseeding payment. Motion carried. John Hicks abstained from discussion and vote.

CREP: The following CREP payments were presented for approval:

Richard Lough	14.7 acres	\$588.00
Jack Bowers	3.9 acres	\$156.00
Jack Bowers	1.9 acres	\$ 76.00

A motion was made by Gerald Sties and seconded by Frank Weese to approve the CREP payments. Motion carried.

WVCA: Jeremy Salyer reviewed the WVCA monthly report:

- WVACD Quarterly meeting locations for 2019
- AgEP presentation – Jennifer Skaggs will schedule video conference
- Ag Day at the Capitol – January 30, 2019 – Legislative Breakfast

O&M SPONSORSHIP: WVCA scheduling o&m sponsorship meetings in December / January – will notify Districts once meeting dates are confirmed.

WVACD will send letter to Districts to request any changes for the 2020 legislative session. Watch for correspondence.

WVCA: Ben Heavner reported on the cover crop extension. Eastern Panhandle CD has extended the cover crop deadline until 11/23/18 – due to wet conditions this year. Cost share rate is \$30 per acre. Following some discussion, a motion was made by J.W. See and seconded by Ron Miller to approve extending the cover crop deadline from 11/9 to 11/23/18 @ \$30 per acre. Motion carried.

AG LISTENING SESSION: Carolyn Hefner reported she attended the Ag Listening Session in Moorefield on 10/4/18. Very informative – she asked if there will be a summary of all the sessions? It was reported that extension will compile the information from all sessions and distribute. Doris Brackenrich expressed concern over comments made during the Moorefield listening session that ag information is not available for the public. All in agreement that much effort is made to publicize information including newsletters, web pages, field days, winter ag dinner meetings, etc.

WVCA: Andrea Walker reported on the following:

- Communi-tree planting being conducted at Grant Memorial Hospital this week.
- Soil Tunnel Trailer at Deaf and Blind School in January

NRCS: Rebecca Royal reviewed the monthly report for Hampshire and Mineral counties. Also addressed approvals released today for Focus Conservation Proposals

NRCS: Doris Brackenrich reviewed monthly report:

- New employee – Linda Feaster – will be working in each county field office
- Local staff meeting held in Moorefield
- Attended Women in Agriculture Conference in Wheeling
- Ag Listening Sessions
- Contracts / Approvals
- All staff in Hardy, Grant & Pendleton received superior rankings – excellent work

Reminder of Christmas dinner / December Board meeting on Wednesday, December 5, 2018 @ the Ponderosa Restaurant in Moorefield. The dinner begins at 6:00 pm and the meeting at 7:00 pm.

There being no further business, the meeting adjourned by motion of J.W. See at 8:20 pm. Motion seconded by John Hicks. Motion carried. The next regular meeting will be on Wednesday, December 5, 2018 beginning at 7:00 pm at the **Ponderosa Restaurant** in Moorefield.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date