



Potomac Valley Conservation District

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MINUTES OF MEETING February 3, 2016

The monthly meeting of the Potomac Valley Conservation District was held on Wednesday, February 3, 2016, at the USDA Service Center in Moorefield. The meeting was called to order at 7:08 pm by chairperson, Charlotte Hoover.

SUPERVISORS: Charlotte Hoover, Ronnie Miller, John Hicks, Brian Dayton, Kent Spencer, Frank Weese, Gerald Sites, George Leatherman and Dale Walker

OTHERS: Doris Brackenrich, Christi Hicks, Susie Funka-Petry, Becky Figgett, NRCS; Jeremy Salyer, Andrea Walker, Nadene Jewell, WVCA; Paul King, PVCD; Alan Gramprrie, Lost River Committee

MINUTES: The minutes of the January 6, 2016 Board Meeting were presented for review and approval. Ron Miller indicated a spelling correction to his name on page 1. A motion was made by Ron Miller and seconded by Kent Spencer to dispense with the reading of the minutes of the January 6, 2016 board meeting and approve them including the spelling correction on page one. Motion carried.

FINANCIAL REPORTS: Treasurer, John Hicks reviewed the treasury reports for the month of January with the Board. He reviewed the reports for the General Fund, CDO Grant Account as prepared by William Lipps, and the Co-Administered Accounts as prepared by WVCA. Following the discussion, a motion was made by John Hicks and seconded by Ron Miller to approve the financial reports for the General Fund, CDO Grant Account and the Co-Administered accounts and all invoices paid within the month of January. Motion carried.

INVOICE: The Board received an invoice in the amount of \$525.00 from William Lipps CPA for bookkeeping services in the month of January. A motion was made by John Hicks and seconded by Kent Spencer to approve payment to William Lipps CPA in the amount of \$525.00 for bookkeeping services in January. Motion carried.

CD RENEWAL: John Hicks also discussed the renewal of the two certificates of deposit. One matures on 2/27/16 and the other on 3/17/16. Hicks reviewed current rates and indicated he will negotiate with the bank to secure the best available rate at the time of maturity. A motion was made by Gerald Sites and seconded by Kent Spencer to delegate authority to John Hicks to negotiate the best rate and reinvest the certificate of deposit that matures on 2/27/16. Motion carried. The other CD will be addressed at the March meeting.

FINANCE COMMITTEE: The Finance Committee will meet on Tuesday, 2/23/16 at 10:00 am in the Romney District office to develop the FY17 budget for the CDO Grant allocation.

INVOICE: The Board reviewed an invoice in the amount of \$1,480.00 from the Tygarts Valley CD for o&m work completed on South Fork Site #32. Motion was made by Ron Miller and seconded by Brian Dayton to approve payment of the invoice in the amount of \$1,480.00 to Tygarts Valley CD from o&m funding. Motion carried.

LORs: A notice was received from WVCA to request PVCD to submit the following LORs: Litter Transfer Subsidy \$ 25,000.00; Ches. Bay State Litter Transfer Study \$ 25,000.00; and Ches Bay State Match BMPs \$ 5,950.00. A motion was made by Ron Miller and seconded by Dale Walker to authorize the chair to sign the LORs and submit to WVCA. Motion carried.

EWP CALL LIST: Discussion was held on a District contractor call list for emergency EWP. The Board reviewed the old list and agreed to update and continue the local emergency call list. Need to revise – add several contractors to the old list. Several contractor names were discussed. A motion was made by Kent Spencer and seconded by Dale Walker to revise the old list and submit to WVCA. Motion carried.

O&M COST SHARE AGREEMENTS: The Board received the O&M cost share agreement in the amount of \$18,500.00 from the Grant County Commission. A motion was made by Gerald Sites and seconded by Frank Weese to approve the agreement and authorize the chair to sign for the District. Motion carried.

The Board reviewed the O&M cost share agreement in the amount of \$5,000 from the City of Keyser. A motion was made by John Hicks and seconded by Kent Spencer to approve the agreement and authorize the chair to sign for the District. Motion carried.

The Board received the O&M cost share agreement in the amount of \$11,000.00 from the Mineral County Commission. Kent Spencer made a motion to approve the agreement and authorize the chair to sign for the District. Motion seconded by Ron Miller. Motion carried.

WV SOILS JUDGING TEAM: The Board received a letter from the WVU Soils Judging Team for support to attend the national competition. Discussion was held regarding the fact that WVCA is providing \$2,000 in sponsorship for 2016. A motion was made by George Leatherman and seconded by John Hicks to approve \$200 in additional support – to be sent to WVU – memo line for the Soils Judging Team. Will be paid from conservation education funding. Motion carried.

LOST RIVER SITE #16: No update at this time.

SOUTH FORK SITE #16: Beaver issue – discussed at previous meeting. Information on local trappers has been forwarded to WVCA. No additional update.

NEW CREEK SITE #1: Staff Gauge has not been installed to date. No update.

N/S MILL CREEK Site #4: erosion on the dam due to over grazing – meeting with landowner held in August 2015 to discuss correction of the damage. No update.

The Board reviewed the dates for the upcoming meetings with local sponsors to discuss O&M work completed last year and funding for the coming year. Supervisors encouraged to attend in their counties. Karen Stickley will attend the meetings. Supervisors to discuss funding needs.

CONTESTS – Poster and Photo: Discussion was held regarding monetary prizes for the contests. Need clarification. A motion was made by John Hicks and seconded by Frank Weese to table issue until March meeting. Motion carried.

EQUIPMENT COMMITTEE: Ron Miller, Equipment committee chair, reported the committee met at the shop on 1/19/16 to inspect equipment and discuss needs for the coming year. The following issues were noted:

- Tires for spreader and green truck – purchase from South Branch Tire
- Bruch hog needs repaired before mowing season
- Massey Ferguson tractor in the shop – should be finished by end of week – will have invoice by next week – Discussed repairs that were made

A motion was made by John Hicks and seconded by Gerald Sites to approve payment of the invoice to Sions Equipment for tractor repairs up to \$3,000.00. If the invoice is more, bring back to Board at March meeting for approval. Motion carried.

A motion was made by John Hicks and seconded by Kent Spencer to approve the equipment committee recommendations including the replacement of the tires on the truck and spreader. Motion carried.

LOCAL WORK GROUP- meeting will be held on 2/10/16 at 9:30 am. in Moorefield (alternate date 2/17). Christi encouraged supervisors to invite farmers to attend – need more non-agency representatives to attend. Discussion regarding refreshments for the meeting. Board was in agreement to provide refreshments. A motion was made by John Hicks and seconded by Frank Weese to provide fruit / cookie trays / tea and water up to \$100 in refreshments for the local work group meeting. Motion carried.

DISTRICK PERSONNEL REPORT: The Board reviewed the District Personnel Report for 2017. A motion was made by Kent Spencer and seconded by Dale Walker to approve the PVCD Personnel Report and authorize the chair to sign and submit to WVCA. Motion carried.

COMMUNITY GARDEN PROJECT: Discussion was held regarding the community garden project at Slanesville Elementary School that was approved at the January meeting. Upon further discussion with WVACD regarding the Farm to School Grants, it was noted that the Conservation District will need to provide the \$5,000 up front for the project and request reimbursement from WVACD on a quarterly basis. All were in agreement.

Charlotte Hoover excused herself from the meeting. Vice Chair, Ron Miller will conduct remainder of the meeting.

DISTRICT MANAGER REPORT: Nadene reported on the following items:

- STEWARDSHIP PROGRAM: Discussion was held regarding the purchase of bookmarks for the Soil & Water Stewardship Program. A motion was made by George Leatherman and seconded by Dale Walker to approve the purchase of bookmarks for the Stewardship Program for the local libraries. Motion carried.
- ARBOR DAY TREES: The District annually recognizes Arbor Day in April by distributing pine seedlings to elementary students throughout the District. Provided the seedlings are available through Verso / New Page Corporation again this year, all were in favor of continuing the program. A motion was made by John Hicks and seconded by George Leatherman to approve participating in the Arbor Day Tree distribution program in April – purchase packaging materials

through education funds and work with FFAs and Garden Club for distribution of the seedlings.
Motion carried.

PVCD CREW REPORT: Paul King reported on the following:

- Repairs to haybuster – he and Elwood have been working on replacing the blades
- Litter Spreaders rented last week to spread shavings – have several producers on the list to rent in March
- Continuing to work reduced hours – winter schedule

George Leatherman and Gerald Sites excused themselves from the meeting.

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

LIME: Payments: Homan LLC \$2,677.35 CS; Gerald Sites \$1,455.00 CS; Chuck Lee \$504.50 CS; Danny Miller \$2,250.00 CS

LITTER TRANSFER: New Application: George Leatherman 200 tons

Payments: Mark Nicol \$ 5,000.00 CS

FROST SEEDING: Payments: Kenneth Grapes \$ 260.00 CS

A motion was made by Kent Spencer and seconded by Dale Walker to approve the AgEP applications and payments as presented. Motion carried.

Jeremy Salyer presented the approval for George Leatherman's Litter Transfer application for 200 tons.

George Leatherman and Gerald Sites returned to the meeting.

WVCA: Jeremy Salyer reviewed the WVCA monthly report:

- Budget cuts for next fiscal year
- Senate Bill #158 – Rules bill progressing through the legislature
- Ag Day at the Capitol in January – Discussed Legislative Breakfast – successful / good attendance
- WVACD Scholarships
- Farm Tour – Continue to have 3 areas this year – reviewed dates – county and district winners not recognized at state level (Flatwoods) – Districts should recognize at local level
- Ag Enhancement – reviewed schedule for new fiscal year practices to be submitted / reviewed
- Engineering Proposals – PVCD due in Fall 2016
- 2016 O&M Inspection Schedule
- O&M Meeting held at Flatwoods on 1/28 – reviewed procedure with Board – John Hicks attended meeting – much discussion held on issue. Supervisors / Crew Leader need to attend inspections in order to provide adequate estimate (cost figure) for o&m work on each site. Work orders will be developed. Must complete work for the “not to exceed” estimate – no increases unless a major development occurs. Repairs must also be addressed on the dams – not just o&m work. Jeremy indicated the District's engineering firm will be utilized to design repairs as identified on the sites. Hicks indicated the need to identify which dams have continuous debris issues – will need to consider when developing the cost estimate. District committee will need to meet and discuss o&m work for the upcoming season.

NRCS – Christi Hicks reported on the following:

- Introduced Andrea Walker – new “partner” employee with WVCA and NRCS in the Romney office. *Replaced Michael Omps.*
- Changes in CSP program for next year
- Local Work Group Meeting on 2/10/16 @ 9:30 am in Moorefield – encouraged participation – invite producers to attend.
- EQIP Energy Audits – Encourage interested individuals to contact county offices

NRCS – Doris Brackenrich reported on the following:

- Introduced Becky Figgett – Program Assistant in Morgantown
- Reported on applications / contracts and ranking process in Grant, Hardy & Pendleton counties
- Praised efforts and hard work of all county office staff

NRCS – Susie Funka-Petry was in attendance and discussed the NRCS Focused Conservation Approach and the importance of the local work group in this process. She emphasized the importance of local input for future programs.

John Hicks indicated the need to hold a watershed / personnel committee meeting in March to discuss the upcoming season of o&m work.

There being no further business, the meeting adjourned at 8:25 p.m. by motion of John Hicks. Motion seconded by Kent Spencer. Motion carried.

The next regular meeting will be held on March 2, 2016 at 7:00 pm in Moorefield.

Chairperson

Secretary

Date