



Potomac Valley Conservation District

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MINUTES OF MEETING March 2, 2016

The monthly meeting of the Potomac Valley Conservation District was held on Wednesday, March 2, 2016, at the USDA Service Center in Moorefield. The meeting was called to order at 7:10 pm by chairperson, Charlotte Hoover.

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

OTHERS: Christi Hicks, Adam Boner, Mike Omps, NRCS; Jeremy Salyer, Ed Martin, Ben Heavner, Carla Hardy, Nadene Jewell, WVCA; Paul King, PVCD; Paul Clayton, PVCD Associate Supervisor, Mike Biser, FSA; Alan Gramprrie, Lost River Committee; Howard Page, Mineral County Resident.

MINUTES: The minutes of the February 3, 2016 Board Meeting were presented for review and approval. A motion was made by George Leatherman and seconded by Kent Spencer to dispense with the reading of the minutes of the February 3, 2016 board meeting and approve them as written and distributed. Motion carried.

FINANCIAL REPORTS: District Manager reviewed the treasury reports for the month of February with the Board. She 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 Kent Spencer and seconded by Gerald Sites 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 February. Motion carried.

CD RENEWAL: Discussion was held regarding the certificate of deposit that will mature on 3/17/16. A motion was made by Gerald Sites and seconded by Frank Weese to delegate authority to John Hicks to negotiate the renewal of the CD at the best available rate at the time of maturity. 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 February. A motion was made by Ron Miller and seconded by Kent Spencer to approve payment to William Lipps CPA in the amount of \$525.00 for bookkeeping services in February. Motion carried.

FINANCE COMMITTEE: The Finance Committee will meet on March 15, 2016 at 10:00 am in the Romney District office to prepare the FY17 budget for the CDO Grant allocation. Frank and Charlotte may call in, if not able to attend in person. Reminders will be sent to committee members.

INVOICE: The Board reviewed an invoice in the amount of \$2,383.98 from Sions Equipment for repairs to the tractor. A motion was made by Gerald Sites and seconded by Dale Walker to approve payment in the amount of \$2,383.98 to Sions Equipment. Motion carried.

INVOICE: The Board reviewed an invoice in the amount of \$144.00 from the Hampshire County Master Gardeners club for the purchase of fruit trees for the community garden at Slanesville School. The invoice will be paid by PVCD and reimbursement will be submitted to WVACD to be paid through the grant for the garden project. A motion was made by George Leatherman and seconded by Kent Spencer to approve payment in the amount of \$144.00 to the Hampshire County Master Gardeners club for the trees and submit an invoice to WVACD for reimbursement from the project grant. Motion carried.

AgEP FUND REQUESTS: PVCD received a request for AgEP funding from Little Kanawha CD. Following discussion, a motion was made by Brian Eglinger and seconded by Ron Miller to respond to Little Kanawha CD that no AgEP funding is available through PVCD – all funds allocated for FY16. Motion carried.

O&M COST SHARE AGREEMENT: The District received the FY16 O&M cost share agreement in the amount of \$7,500 from the Pendleton County Commission. A motion was made by Frank Weese and seconded by Kent Spencer to approve the agreement and authorize the chair to sign the agreement for the District. Motion carried.

LOR: The Board reviewed and approved the following LORs for O&M State Match: New Creek O&M \$5,000; Patterson Creek – Mineral Co. \$ 11,000; N/S Mill Creek O&M \$ 4,000; Lunice Creek \$4,000; Patterson Creek – Grant Co. \$ 10,500; Lost River O&M \$ 4,000; South Fork – Hardy County \$4,000; South Fork – Pendleton Co. \$ 7,500. A motion was made by Ron Miller and seconded by Gerald Sites to approve the LORs and authorize the chair to sign and submit them to WVCA. Motion carried.

LOR: The Board reviewed an LOR in the amount of \$1,055.00 for reimbursement of District Employee Salary expense. A motion was made by Kent Spencer and seconded by Frank Weese to authorize the chair to sign and submit the LOR in the amount of \$1,055.00 to WVCA for the District Employee expense. Motion carried.

HAMPSHIRE COUNTY SPECIAL SERVICES CENTER: Discussion was held regarding the renewal of the compost / recycled paper agreement with the Hamp County Special Service Center in the amount of \$1,200.00. Supervisors were in favor of renewing the agreement – has been a good community outreach project. Carla Hardy discussed the funding and indicated they were available for the project. A motion was made by Ron Miller and seconded by Dale Walker to approve the renewal of the compost / recycle paper agreement with the Hampshire County Special Services Center in the amount of \$,200.00. Motion carried.

OUTDOOR SCHOOL: The District received a letter from the Mineral County Board of Education requesting participation in the annual outdoor school held in Mineral County in April and May. A motion was made by Ron Miller and seconded by Frank Weese to approve participation in the outdoor school provided schedules allow the time to do so. Motion carried.

AgEP FUND REQUEST: The District received a request for Ag Enhancement funding from Upper Ohio and Southern CDs. A motion was made by Brian Eglinger and seconded by Kent Spencer to respond to Upper Ohio and Southern Districts that no Ag Enhancement funding is available through PVCD – all funds allocated for FY16. Motion carried.

ENGINEERING REQUEST: The District received a request from Gwin, Dobson and Foreman for information / assistance with environmental assessment being conducted for the Central Hampshire County Wastewater Treatment Facility. A motion was made by George Leatherman and seconded by Dale Walker to forward the letter to NRCS for assistance in responding to Gwin, Dobson and Foreman. Motion carried.

LOST RIVER SITE #16: No Update.

NEW CREEK SITE #1 – Staff Gauge: Ed Martin, WVCA Watershed Manager, was in attendance and addressed the Board regarding the installation of the staff gauge. Not complete to date. Will keep Board updated on the status.

N/S MILL CREEK SITE #4: No report received to date – will keep Board updated on status.

O&M SPONSORSHIP MEETINGS: Karen Sticklely has scheduled the meeting with local sponsors for supervisors to discuss o&m funding needs for FY17. Several meetings upcoming in March.

EMGENCY ACTION PLANS: The statements of review for the Patterson Creek sites were presented for review and approval. A motion was made by George Leatherman and seconded by Kent Spencer to approve the statements of review for the Patterson Creek Sites and authorize the chair to sign the documents and submit to Dam Safety. Motion carried.

PATTERSON CREEK SITE #15: Discussion was held regarding an incident on the site. A fireworks display was held at the site last weekend – Numerous loud explosions occurred throughout the day and many nearby landowners were very upset. Thought it was an explosion. The landowner did have a permit for the fireworks display. Photos of the trash left behind (Large area of trash 20' x 50') and of the damage – burnt grass and deep ruts on the dam were shown to the Board. Much concern expressed over the damage and if the explosions threatened the integrity of the dam. A nearby landowner, Howard Page was in attendance and addressed the Board regarding the incident. He addressed the concerns of local landowners. Requested assistance from the PVCD Board in addressing the landowner regarding the incident and damage at the site. Ed Martin indicated he and Mike Ketterman had visited the site this week and took pictures. The trash does need to be cleanup up and the ruts must be filled in – cause erosion on the dam. Mr. Page indicated most of the trash has been removed from the site – the landowner did clean up since the first site visit. State Fire Marshall's office has been notified of the incident – local landowners have signed a petition. This has happened on the site in the past, but much more extreme this time – more powerful explosions. Landowner part of a pyrotechnics company – disposing of out dated

fireworks. Much discussion was held regarding the situation. Board agreed that landowner should be made aware in writing that any damages will need to be corrected. State should not be responsible for trash clean up or repairs to site. Structural inspection may be necessary and water quality should be monitored. Board in agreement to send letter to landowner. Requested assistance from WVCA staff regarding what information to include in the letter. Ed Martin offered to work with the Board on the issue and response to landowner. A motion was made by Ron Miller to delegate authority to John Hicks to work with Ed Martin & other WVCA staff to pursue a response to the landowner and other correspondence as needed for the fireworks / explosions that occurred on Patterson Creek Site #15 in Mineral County. Motion seconded by Frank Weese. Motion carried.

CONTESTS: Board in agreement to address issue in April.

PERSONNEL COMMITTEE MEETING: The Personnel & Watershed Committees will meet on 3/15/16 at approximately 10:30 am (following the finance meeting at 10 am) to discuss o&m work and hiring a crew for the 2016 season.

LOCAL WORK GROUP: A copy of the recommendations made during the local work group meeting in February was presented to the supervisors for review. Christi Hicks reviewed the recommendations and the next steps in the process. Will develop document with the identified concerns – must be complete by end of April.

COMMUNITY GARDEN PROJECT: Discussion was held regarding partial payment up front to the fence contractor before he can begin building the fence. This is common practice with the contractors. Board will need to pay up front – 50% of the cost – and balance due when fence is completed. Board was in agreement with this process for payment on the fence. A motion was made by Ron Miller and seconded by Frank Weese to approve 50% payment up front for the fence construction – will need copy of signed contract with the fence builder. Balance paid after completion of fence. Motion carried.

CONSERVATION FARM PROGRAM: District winners must be selected by end of May. Names must be submitted by 5/31. Need to identify county farms as soon as possible and schedule District tour in May.

NFWF – Carla Hardy reported on a grant opportunity with National Fish and Wildlife Foundation for nutrient management. This will be an outreach strategy for nutrient management improvement. District will not administer the funds – letter of support for the project. Following the discussion, a motion was made by Ron Miller and seconded by Gerald Sites to approve the chair to sign a letter of support for the NFWF grant for nutrient management outreach. Motion carried.

DISTRICT RENT CHECKS: PVCD rent checks are paid to USDA / Farm Service Agency. They sub lease to the District. The checks are mailed from the local office in Romney to national office in Kansas City for processing. The checks have not been cashed since September, 2015. There is a problem with the processing procedure and no checks have been cashed. Office staff contacted other conservation districts – Eastern Panhandle CD had the same problem and sent a letter for the local FSA requesting assistance in getting the checks cashed, since they are nearing six months old. Their checks were processed within 2 weeks of sending the letter. The issue is an audit concern and the back indicated the checks would normally be denied after 6 months, unless we request otherwise.

Following the discussion, a motion was made by Ron Miller and seconded by Dale Walker to approve sending a letter to the local FSA office and request the checks be processed as soon as possible. Motion carried.

CAPTIO: George Leatherman and Gerald Sites attend Ag Forestry Day in Charleston.

PVCD: Paul King reported on the following:

- Tractor repairs complete – invoice approved for repairs
- Rental equipment ready to rent – except haybuster. Waiting on parts to complete repairs. Ron Miller working with Paul to get the parts.

AG ENHANCEMENT: The following were presented for approval:

LIME: Payments: Ron Miller \$2,357.25 CS

LITTER TRANSFER: New Application: Ward Malcolm 104 Tons

Payments: Ward Malcolm \$ 2,540.00 CS

FROST SEEDING: Payments: Davis Farm \$500.00 CS; Dan Lahman \$500.00 CS

A motion was made by Kent Spencer and seconded by Frank Weese to approve the new application and payments as presented. Motion carried.

Ag Enhancement FY17: Ben Heavner reviewed the draft FY17 ranking criteria / practice applications. Requested comments from the Board. Need to schedule Ag Enhancement Committee meeting in March to discuss FY17 practices and funding. Should use FY16 funding amounts when preparing budget.

PVCD Ag Enhancement Committee will meet on March 21, 2016 at 10:00 am in Moorefield (WVDA office).

CONSERVATION AGREEMENTS: Conservation agreements totaling 674 acres were presented for approval. Scott Curl 12 acres Grant County; Dale Rohrbaugh 343 acres Grant County, Leisa Cleaver 319 acres Grant County. A motion was made by Kent Spencer and seconded by Gerald Sites to approve the conservation agreements totaling 674 acres as presented. Motion carried.

CREP: One CREP payment was presented:

Lillian Franks	7.35 acres	Riparian Buffer	\$ 249.90
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A motion was made by George Leatherman and seconded by Ron Miller to approve the CREP payment to Lillian Franks in the amount of \$249.90. Motion carried.

WVCA: Jeremy Salyer reported on the following:

- Plan of Work – Due 6/15/16 – revise / update
- WVCA Budget cuts – Legislative session in until 3/11/16 – supervisors should reach out to legislators regarding funding needs

- Funding for dams very important – public safety concerns if funding is cut
- Ag Enhancement program – funds well spent – very important

NRCS: Christi Hicks distributed the monthly report and reviewed the following:

- FY17 contracts – in process of writing
- CREP Contracts – will be coming up for review in future
- High Tunnel Field Day 3/21 in Hampshire County – contact Stephen Starcher for more info
- Patterson Creek Site #22 – Stream Fencing / Tree Planting – Intensive grazing on the site – will fence out the stream below the dam – have inspected the site with WVCA staff

NRCS: Adam Boner distributed the monthly report and reviewed the following:

- Local Work Group meeting review
- Summarize local contracts
- WV Restoration Venture – may be able to fund additional projects

FSA: Mike Biser reported on the following:

- Apologized for situation with the rent checks – problem is at national level – out of local staff hands
- New lease negotiated for Romney office
- Currently detailed to Grant County office – hope to fill Petersburg vacancy in May or June
- CREP – continuous sign up

There being no further business, the meeting adjourned by motion of Kent Spencer at 8:50 pm. Motion seconded by Frank Weese. Motion carried.

The next regular meeting will be held on Wednesday, April 6, 2016 at 7:00 pm in Moorefield.

Chairperson

Secretary

Date