



Potomac Valley Conservation District

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

MINUTES OF MEETING April 6, 2016

The monthly meeting of the Potomac Valley Conservation District was held on Wednesday, April 6, 2016 at the USDA Service Center in Moorefield. The meeting was called to order at 7:08pm by Chairperson, Charlotte Hoover.

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

OTHERS: Roger Dahmer, FSA; Jeremy Salyer, Ben Heavner, Nadene Jewell, WVCA; Paul Clayton, Associate PVCD Supervisor; Paul King, PVCD; Michael Teets, WVDA

MINUTES: The minutes of the March 2, 2016 Board meeting and the special meeting on March 30, 2016 were presented to the Board for review and approval. A motion was made by Ronnie Miller and seconded by John Hicks to dispense with the reading of the minutes of the March 2, 2016 meeting and the March 30, 2016 meeting and approve them as written and distributed. Motion carried.

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

FINANCE COMMITTEE RECOMMENDATIONS / FY17 CDO GRANT BUDGET: The Finance Committee met on 3/15/16 to prepare the FY17 Budget for the CDO Grant. Hicks reviewed the committee recommendations and the FY17 CDO Grant Budget. A motion was made by John Hicks and seconded by Frank Weese to approve the Finance Committee recommendations and FY17 CDO Grant Budget. Motion carried.

INVOICE: The Board reviewed an invoice in the amount of \$525.00 from Williams Lipps CPA for bookkeeping services in the month of March. 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 March. Motion carried.

PERSONNEL / WATERSHED COMMITTEE: Hicks reported on the Personnel / Watershed Committee recommendations regarding o&m work for the crew in the 2016 season. Need to hire a new laborer this year. Supervisors will need to meet with crew members prior to start of work – early May. Jeremy reported on the need to meet with WVCA representatives to determine which sites will be completed by PVCD crew / which sites to contract. PVCD would like to include New Creek Sites for the crew this year. Only able to mow sites and remove light debris – major work should be contracted. Kent Spencer and Brian Dayton were able to attend inspections on the New Creek sites. All in favor of the crew completing mowing and light brush and debris removal only. Agreed to meet with WVCA staff at District office in Romney to discuss o&m work for 2016 season. Will look at dates during the weeks of 4/11 or 4/18. A motion was made by John Hicks and seconded by Brian Dayton to approve the Personnel / Watershed committee recommendations. Motion carried.

GREEN BEAN DEMONSTRATION PROJECT: Mike Teets, WVDA was in attendance and addressed the Board regarding a proposed Green Bean Demonstration Project. He reviewed the proposed highlights of the project – 50% cost share on seed for growers / 20 acres for the pilot project (must be located close together – in South Branch Valley of Hardy County / WVDA to purchase 4 row harvester / WVDA has agreement with cannery in Ohio. The estimated yield is 3.5 tons per acre. Program should be administered as the Ag Enhancement practices – WVCA / PVCD to develop guidelines for the project – will need ranking system. Discussion on the potato project implemented in the western part of the state. This will be similar pilot project. If District in favor of the project, will need to schedule a public meeting and take sign ups very soon in order to proceed with the project this year. WVDA to determine what variety of beans to be planted. Harvester may also be used as piece of rental equipment for the District in the future. Requesting District support of the project. Board in favor of project – will need to have special meeting in order to take action. Special meeting will be held by teleconference on Tuesday, 4/12/16 beginning at 10:00 am. District Manager will schedule the teleconference and forward information to supervisors.

VIDEO CONFERENCE EQUIPMENT / TELEPHONE SYSTEM: John Brown was not able to attend the meeting to demonstrate the phone / video equipment for the Board. Discussion was held on the issue. Board not interested in new phone system for the office – prefer to stay on system within the service center. Interested in the video conference equipment. Jeremy indicated the video equipment will be installed at the WVCA Watershed office in Romney – may not put in District office too. Discussion was held regarding need to increase internet speed for the video conference system – would increase monthly access fee by \$20. Will have to purchase the video equipment and WVCA would reimburse 50% of the cost. Also have licensing / access fees in order to set up the system. No action taken at this time – put on hold until decision is made regarding video conference equipment in District office.

GARDEN PROJECT: An invoice in the amount of \$ 3,815.37 from ProFence was reviewed. The invoice was for the installation of the fence for the garden project at the Slanesville School. Following some discussion, a motion was made by Ron Miller and seconded by Kent Spencer to approve payment of the invoice in the amount of \$3,815.37 to Pro Fence from the Garden Project funds. Motion carried.

COPIER MAINTENANCE AGREEMENT RENEWAL: The Board reviewed the annual renewal of the maintenance agreement for the District copier. The cost is \$630.00. A motion was made by John Hicks and seconded by Ron Miller to approve the renewal of the copier maintenance agreement and payment to Pifer Office Supply in the amount of \$630.00. Motion carried.

LOR – The Board received notice to submit an LOR for reimbursement of the FY15 audit expense. A motion was made by Ron Miller and seconded by George Leatherman to approve the chair to sign an LOR in the amount of \$4,100.00 for reimbursement of the FY15 Audit expense. Motion carried.

LOR – The Board received a notice to submit an LOR in the amount of \$31,800 for the Reeds Creek – Chesapeake Bay Project. A motion was made by John Hicks and seconded by Gerald Sites to approve the chair to sign an LOR in the amount of \$31,800 and submit to WVCA for the Reeds Creek Project. Motion carried.

RENT CHECKS: The District contacted the Hampshire County Farm Service Office regarding the uncashed rent checks – since Sept 2015. A response received from the FSA State Office in Morgantown indicated they are working on the issue – hope to have resolved in near future. District concerned about age of the uncashed checks. No additional action taken on the issue.

LOR – The Board received a notice to submit an LOR in the amount of \$400,000 for OM&R Engineering work to be completed on the South Fork Watershed. Jeremy discussed the need for engineering services – South Fork area is a priority at this time. A motion was made by John Hicks and seconded by Frank Weese to approve the chair to sign an LOR in the amount of \$400,000 for the South Fork Engineering work. Motion carried.

STATE FAIR SURVEY: The State Fair Committee requested that each Conservation District complete a survey to better address the needs for the exhibit at the state fair. Board suggested that list of District rental equipment / material should be available at the display.

LOR – The Board reviewed an LOR in the amount of \$605.00 for District Employee expense ending 3/31/16. A motion was made by John Hicks and seconded by Ron Miller to approve the chair to sign and submit an LOR in the amount of \$605.00. Motion carried.

Pendleton County: Doris Brackenrich reported on the completion of an 8,000 ft. fence project in Pendleton County. Very busy with contracts.

LOST RIVER SITE #16: No Update

NEW CREEK SITE #1: Staff Gauge not installed to date – no update.

N/S MILL CREEK Site #4: No update – waiting on report from NRCS

PATTERSON CREEK Site #15: No Update – watershed committee will request update on 4/12

EAP STATEMENTS OF REVIEW: The Board reviewed the statements of review for the Lunice Creek Watershed Emergency Action Plans. A motion was made by George Leatherman and seconded by Kent Spencer to approve the documents and authorize the chair to sign and submit the statements of review for the Lunice Creek emergency action plans. Motion carried.

ENGINEERING SERVICES – SOUTH FORK WATERSHED: Jeremy Salyer reported that CEC will complete the engineering work in South Fork. Suggested that the Board identify one supervisor to work with the firm and review invoices as they are received for the work. Following some discussion, a motion was made by George Leatherman to delegate authority to John Hicks to review and sign off on invoices for payment as received by CEC for engineering work in the South Fork. Motion seconded by Kent Spencer. Motion carried.

BRIDGES TO OPPORTUNITY: Roger Dahmer, Farm Service Agency in Pendleton County, was in attendance and reported on the new initiative, Bridges to Opportunity. He indicated this program will be a clearinghouse of information for producers when inquiring about available agriculture programs / services. FSA will compile information and develop a database. Organizations will be listed in the database with the services they provide. FSA office to become point of contact for the information. This is a pilot program. Charlotte Hoover signed an agreement for the Potomac Valley CD to participate in the program. All in agreement to participate in the program.

TROUT UNLIMITED – Project Agreement: Not finalized – request to put on May agenda. A motion was made by John Hicks and seconded by Frank Weese to table the issue until the May meeting. Motion carried.

CONSERVATION FARM PROGRAM: Jeremy reviewed the dates for the 2016 conservation farm program. Must submit name of District Farm winner to WVCA by end of May. One change this year – Only Area and State Farm Winners will be recognized at the state level. County and District winners to be recognized at local awards banquet. Reminder – must have names of county farms by May meeting in order to schedule the county farm tour.

CHESAPEAKE BAY – SHADY BROOK FARM PROJECT: Not finalized – request to put on May agenda. A motion was made by George Leatherman and seconded by Gerald Sites to table the issue until the May meeting. Motion carried.

DISTRICT MANAGER REPORT: Nadene reported on the following:

- District Tree Sale – Pick up held on 4/1. Good sale this year – customers very pleased with the fruit trees. Some inquiries about a fall tree sale.
- Four scholarship applications were submitted to WVACD for consideration
- Reminder of need for county conservation farm names at May meeting
- Arbor Day Trees to be distributed in mid-April – number of seedlings provided by Verso Corp. decreased this year – not able to give to as many students.

WVACD – Jeremy Salyer reviewed the monthly report:

- State Budget – not approved by end of session
- Senate Bill 159 – vetoed by governor – continue to operate under emergency rule
- Gannett Fleming conducting drilling / investigation for rehab on NC #1 & #17
- Public Meeting for New Creek Site #1 held in Keyser on 3/22/16 – Ron, Kent & Brian attended as PVCD Reps. Well attended – information presented to public

- District Plans of Work – due by 6/15
- Review Ag Enhancement time line for FY17

WVACD Quarterly Meeting – Brian Eglinger did attend – submitted a written report:

- Several Supervisors statewide not going to seek re-election this year: Jim Moore, Bob Baird, Clyde Bailey
- Supervisors should address the need for Conservation Districts with their legislators
- Need to decide to hire secretary for WVACD office in Flatwoods

PVCD: Paul King reported on the following:

- Rental Equipment has been very busy so far this spring
- Litter Spreader Truck in need of repair – bearing out in rear spinner/ Elwood to help make the repair. Board in agreement for him to fix
- Sold several loads of compost
- Repairs on spreader – Ron Miller assisted
- Inquired about a start date for the crew – hope for early May. Watershed / Personnel committees to discussion on 4/12.
- Sold large quantity of filter fabric this month

Charlotte Hoover and Gerald Sites excused themselves from the meeting. Ron Miller served as chair of the meeting.

AG ENHANCEMENT: The following were presented for approval:

LIME:

Cancellation: Baker Farms (Marilyn Baker)

INVASIVE SPECIES:

Cancellation: Ron Hawk, Roger Ashley

LITTER TRANSFER:

New Application: Carolyn Ritchie 95.4 Tons; John Ruddle 286.79 Tons

Payments: Will Taylor-Cottage Hill Farm 431.44 tons \$4,314.00 CS; Carolyn Ritchie 95.4 Tons \$954.00 CS; John Ruddle \$ 4,693.50 CS

FROST SEEDING:

Payments: David Evans \$410.00 CS; Gerald Sites \$ 500.00 CS; Charlotte Hoover \$ 500.00 CS; Terry Alkire \$500.00 CS; Elwood Williams \$ 500.00 CS; Hunter Williams \$ 500.00 CS; Sharey Sponaugle \$ 110.00 CS; Luci Raines \$ 500.00 CS; Smith Farms \$ 500.00 CS; Isaiah Smith \$500.00 CS

A motion was made by John Hicks and seconded by George Leatherman to approve the applications, payment and cancellations as presented to the Board. Motion carried.

Charlotte Hoover and Gerald Sites returned to the meeting. Charlotte resumed as chair of the meeting.

AG ENHANCEMENT COMMITTEE RECOMMENDATIONS: The Board reviewed the Ag Enhancement recommendations as prepared in March. Ben Heavner presented highlights of the proposed FY17 practices. A new practice identified for PVCD was Deer Fence – only \$10,000 in funding allocated for the practice. Will have max 50 % cost share of \$2,500. Very limited in number of producers that can be serviced. Discussion held on the lime program – concern voiced over giving applicants until May of following year to complete the practice. Does not allow enough time to re-allocate the funds if not used by the applicant. Should shorten the practice completion time. Can address in future – Ag EP committee will need to meet again to finalize the practice guidelines. Decide on date for the committee meeting.

CREP: Two CREP invoices were presented for approval:

Archie VanMeter	9.91 acres	Riparian Buffer	\$ 336.94
Terry Hulver	8.3 acres	Riparian Buffer	\$ 282.20

A motion was made by Gerald Sites and seconded by Brian Dayton to approve payment of the two CREP invoices listed above as presented to the Board. Motion carried.

WVCA: Ben Heavner addressed Ag Enhancement ranking question regarding farm owner / operator. Purpose is to reduce one farmer signing up under multi names.

OLD INVOICES: Four old accounts receivable invoices were discussed. Numerous attempts made to collect – several years old. Total of the four is \$ 380.00. Discussion was held – should accountant write these invoices off? All in favor. A motion was made by Gerald Sites and John Hicks to request William Lipps CPA to write off the four old invoices: Tom Rotruck \$ 40.00 Equipment Rental; Teresa Ritchie \$ 40.00 Filter Fabric; Matt Nesselrodt \$ 60.00 Spring Tiles; Eddie Riggleman \$ 240.00 Equipment Rental. Motion carried.

There being no further business, the meeting adjourned at 8:50 pm by motion of Kent Spencer and seconded by George Leatherman. Motion carried. The next regular meeting is scheduled for May 4, 2016 at 7:30 pm in Moorefield. A special meeting by teleconference will be held on Tuesday, April 12, 2016 beginning at 10:00 am.

Chairperson

Secretary

Date