

OPEQUON CREEK PROJECT TEAM, INC.
MINUTES OF THE MEETING
May 08, 2007

Meeting held at: James Rumsey Technical Institute, 6:00 p.m.
Facilitator: Alana Hartman, Potomac Basin Coordinator, W.V. Department of
Environmental Protection

Members Present: Richard Demoske, Ron Gunderson, Gary and Diane Sylvester,
Sharon Lee, Bonnie Stubblefield, John Jacko, Barry Ziegler, Mary Beth
Bennett, Bill Zinner, Mary Palmer, Sandra Bernardi

6:00 p.m. Meeting opened by Alana Hartman.
Introductions

Financial Report: Alana Hartman reviewed several costs of the Jacko property's riparian
buffer planting done by the team in April and May of 2007 and she also reported
that Cacapon Institute's fee for the April 2007 rain barrel workshop was \$195.34,
which did include the cost of barrels and fittings.

Minutes of the Meeting: Alana Hartman reported that she had sent a group email notifying
team members that minutes of March 2007 and April 2007 team meetings had
been posted and had been available to review prior to this evenings meeting.
After discussion, it was agreed that the only change was to add John Jacko to the
list of attendees at the April 2007 meeting. John Jacko then made a motion to
approve and accept the minutes as written with the name addition correction and
Ron Gunderson seconded the motion. All team members voted to pass the
motion.

Upcoming Events: June 12, 2007 Next regular meeting
June 16, 2007 Biological water monitoring training day, 7:30 a.m.
June 23, 2007 Rain Barrel Workshop, 9 – 11:00 am

New Business:

1. OCPT Vice President, George Snider, has contributed a copy of Robert's
Rules to OCPT.
2. OCPT President, Sandra Bernardi, stated it is necessary for OCPT to have
a Conflict of Interest Policy and reported that OCPT executive officers
and directors needed to review the Conflict of Interest Policy provided and
agree to the terms of the policy by signing the Conflict of Interest
Statement. Board member, Bonnie Stubblefield questioned whether the
intent of the policy was also to cover family members of the OCPT
member and it was decided by the team that the intent of the policy is to

cover direct and indirect financial interest benefits. It was further decided by the team that in any instance where there is a question of a financial interest benefit to the member, the member must reclude himself or herself. Sandra Bernardi made a motion to accept the Conflict of Interest Policy as written and Gary Sylvester seconded the motion. All team members voted to pass the motion.

3. OCPT Treasurer, Gary Sylvester, reported that local banks he interviewed had basically the same rules for what they classify “small business checking accounts”. After discussion by the team, because of their multiple convenient locations, it was decided that the treasurer should open OCPT’s checking account at BBT (Branch Banking and Trust). Two signatures will be required for each debit check to be valid, one executive officer and the treasurers’. Bill Zinner made a motion for the treasurer to open and establish an operating business checking account at BBT and Ron Gunderson seconded the motion. All members voted to pass the motion. Gary Sylvester also stated he would require reimbursement checks written to him from OCPT for his ‘paid out of personal funds’ rain barrel purchases be signed by two executive officers other than himself.
4. Alana Hartman reported that OCPT needs to submit a nomination request to Watershed Celebration Day by July 13, 2007. Team members believe that George Snider has written a list of OCPT activities up to early May 2007 and it was suggested to contact George and request him to upgrade his list for this nomination.
5. Rain Barrel Workshop: The next rain barrel workshop will be June 23, 2007, at the same location in Martinsburg, from 9-11 am. Due to the current cost of the barrels and fittings, which Gary Sylvester reported is \$34.17 each, the team discussed whether to raise the cost of the rain barrels. Team members felt that because some customers may have been told the cost of the barrel is \$50 and since this will probably be the last workshop for 2007, that the cost of the barrels at this workshop should remain the same. Gary Sylvester reported that there are 17 barrels left over and that more barrels and fittings will have to be purchased for this workshop. Bill Zinner made a motion for Gary Sylvester to purchase the barrels and fittings required for this workshop and Bonnie Stubblefield seconded the motion. All team members voted to pass the motion.
6. Alana Hartman reported that the Eastern West Virginia Community Foundation Grant application had been completed thanks to Sandra Bernardi. She also stated that complete Bio’s were needed from the members of the board and executive officers for inclusion in future grant applications and to be posted on the OCPT web site.
7. Sandra Bernardi reported that George Snider suggested executive officers have a meeting certain months prior to the regular meeting. Bill Zinner suggested that the executive officers have a separate meeting as necessary or when the agenda is particularly full in an effort to reduce the length of the regular meeting.

8. Jefferson County mailing and survey. 9 responses have been received and more of our mailings have been returned with incorrect or undeliverable addresses. Alana Hartman will try to reply to respondents in the same manner as she responded to the November 2005 mailing to Berkeley County streamside residents.
9. Creek Clean up by Boat. After discussion, it was agreed by the team to clean the same area of the Opequon Creek by boat as the team did last year. Clean up day was then scheduled for July 21, 2007, (rain day July 28), starting at Stonebridge and possibly ending this year at Rt. 45.
10. Rain Barrel Workshop Award and Educational Conference: Alana Hartman reported the WV State Master Gardeners have selected the joint Master Gardeners and OCPT March 2007 rain barrel workshop as a winner of their state award for community education. This award will be presented at their annual educational conference and award banquet on June 1-3, 2007 in Fairlea, WV. Mary Palmer reported that also during this conference a riparian buffer class and a native plant use class is scheduled for Master Gardeners participating in the conference to attend and that she and Sharon Lee would be willing to attend the conference with monetary assistance from OCPT. The team then discussed the benefits of OCPT, A, receiving the award, and B, having knowledge from members receiving higher education on specific watershed subjects and, C, the benefits of having in-house specialized knowledge to share with other watershed groups and individuals. Bonnie Stubblefield made a motion to provide \$300.00 towards the cost of sending Mary and Sharon to the conference and Bill Zinner seconded the motion. Mary Palmer and Sharon Lee had secluded themselves, all other team members voted to pass the motion.

Project Updates:

1. Alana Hartman reported that for the next Stream Partners Grant and the E.WV Community Foundation grant, if we get these, OCPT should consider a tree planting on Mill Creek since it is our targeted sub-watershed.
2. The Jacko property riparian buffer project has been completed with the exception of mulch on the latest trees planted. John Jacko stated his children would be available to help with this chore and no more help was required from OCPT. Alana Hartman reported that two members from the Chesapeake Bay Foundation had helped on the second workday and the first trees planted had sprouted.
3. Mill Creek Landowners mailing and survey. Preliminary results have been received from WVU researchers and a handout is available for member review. No clear patterns or trends are visible yet.
4. Exhibit booth/tabletop display. The team discussed a need to determine what to emphasize at exhibits and places the team wants to exhibit. Heritage day at Boydville was mentioned, and people suggested the Berkeley County Youth Fair and the Jefferson County Fair. Further discussion on this subject will be upcoming.

5. Water Monitoring. A biological water monitoring training day was scheduled for June 16, 2007 on Mill Creek at Bunker Hill Antiques at 7:30 a.m. for team members interested in learning how to do this. E-coli water testing is still in progress and the team discussed the need to add PH, nitrates, nitrates, water and air temperatures data to the test results. Mary Palmer is charting the results of the monthly tests submitted by the monitors.
6. Web Site. Sandra Bernardi reported two local web hosts were available to host the OCPT web site and both offer some technical assistance for approximately \$20.00-\$25.00 per month charge. It was decided after group discussion to hire the Martinsburg custom tech company and have Sandra be the OCPT web contact person to receive the software and training. Gary Sylvester made a motion to hire Paul Parson to host OCPT web site and Ron Gunderson seconded the motion. All members voted to pass the motion. Alana reported that the web site is temporarily available for review at:
[www.fcs.wvu.edu/resm/faculty/borisora/OCPT/index\(Tanya4short\).html](http://www.fcs.wvu.edu/resm/faculty/borisora/OCPT/index(Tanya4short).html)

8:30 pm. Meeting adjourned.

Minutes prepared by Mary Palmer, Secretary, www.cottagecreek@earthlink.net

Minutes posted at www.wvnet.org/wvts_imp.htm