



## Potomac Valley Conservation District

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

### **MINUTES OF MEETING**

**May 1, 2019**

The monthly meeting of the Potomac Valley Conservation District was held on Wednesday, May 1, 2019, at the USDA Service Center in Moorefield. The meeting was called to order at 7:35 p.m. by chairperson, Charlotte Hoover.

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

**OTHERS:** Jeremy Salyer, Andrea Mongold, Ben Heavner and Nadene Jewell, WVCA; Tony Walker, PVCD; Carolyn Hefner, PVCD Associate Supervisor; Debbie Anderson, Coordinator for Human Resource Development Commission; George Doxsen, HRDC; Lloyd Bowers, landowner in Pendleton County.

**MINUTES:** The minutes of the April 3, 2019 meeting were presented for review and approval. A motion was made by Gerald Sites and seconded by J.W. See to dispense with the reading of the minutes of the April 3, 2019 meeting and approve them as written and distributed. Motion carried.

The minutes of the April 12, 2019 special board meeting were presented for review and approval. A motion was made by J.W. See and seconded by Frank Weese to dispense with the reading of the minutes of the April 12, 2019 special meeting and approve them as written and distributed. Motion carried.

**FINANCIAL REPORTS:** District Manager reviewed the treasury reports for the month of April 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. A motion was made by Dale Walker to approve the Co-Administered reports and General Fund reports and invoices paid within the month of April. Motion seconded by J.W. See. Motion carried.

**FINANCE COMMITTEE MEETING DATE / FY20 DISTRICT BUDGET:** The finance committee will meet on Thursday, May 9, 2019 at 9:00 am in the District office to prepare the FY20 District Operating Budget. The meeting will also be available by conference call for those unable to attend in person. Nadene will schedule and send the call-in information to the committee.

INVOICE: Board action was taken on payment in the amount of \$525.00 to William Lipps CPA for bookkeeping services in the month of April. A motion was made by J.W. See and seconded by George Leatherman to approve payment to William Lipps CPA in the amount of \$525.00 for bookkeeping services in April. Motion carried.

CORRESPONDENCE: SOIL SURVEY UPDATES: The Board reviewed a letter from NRCS regarding updates made to the web soil survey. A request was made for the District to review the updates and include in their official records. The Board reviewed the correspondence and agreed to include in the records.

O&M AGREEMENTS – The Board reviewed the FY20 O&M agreement received from the Pendleton County Commission. The commission has approved and endorsed the agreement in the amount of \$7,500 for FY 2019-20. Board action is needed to approve and authorize the chair to sign the agreement. A motion was made by J.W. See and seconded by Kent Spencer to approve the FY20 o&m agreement in the amount of \$7,500.00 with the Pendleton County Commission and authorize the chair to sign the document. Motion carried.

The Board reviewed the FY20 O&M agreement received from the Grant County Commission. The commission has approved and endorsed the agreement in the amount of \$20,000.00 for FY 2019-20. A motion was made by Frank Weese to approve the FY20 o&m agreement in the amount of \$20,000 with the Grant County Commission and authorize the chair to sign the document. Motion carried.

LORs: The Board reviewed letters of request for FY 2019-20. Action was taken by motion of Frank Weese to approve the following LORs and authorize the chair to sign and submit to WVCA:

7/1 2019	1 <sup>st</sup> Qrt	\$42,469.00	<i>CDO Operating \$19,000.00 / Supervisor Support \$ 23,469.00</i>
10/1/2019	2 <sup>nd</sup> Qrt	\$23,398.00	<i>CDO Operating \$ 6,634.00 / Supervisor Support \$ 16,764.00</i>
1/1/2020	3 <sup>rd</sup> Qrt	\$23,397.00	<i>CDO Operating \$ 6,633.00 / Supervisor Support \$ 16,764.00</i>
4/1/2020	4 <sup>th</sup> Qrt	\$16,691.00	<i>CDO Operating \$ 6,633.00 / Supervisor Support \$ 10,058.00</i>

Motion seconded by J.W. See. Motion carried.

Also addressed employee reimbursement LORs on quarterly basis – amount to be determined by pay.

HUMAN RESOURCE DEVELOPMENT FOUNDATION: Debbie Anderson, Coordinator with the Human Resource Development Foundation in the eastern panhandle area was in attendance and addressed the Board regarding work being completed by the group. They employ dislocated workers – local crews conduct roadside and streambank clean up. She distributed information and discussed the grants received for the program. May request assistance in future if unable to secure permission from landowner to enter property – suggested to visit web page: WV Property Viewer - able to find landowner names. They currently have crews working in Hampshire and Hardy counties – has been difficult to find people to work. Also, if anyone knows of an area in need of clean up, please contact Debbie or George Doxsen, crew leader in Hampshire County. Short term program – current grant ends in September 2019. She thanked the Board for their time and support of the program.

CEC INVOICES: No Update.

CULVERT REPLACEMENT: PVCD received a work order from WVCA on the culvert replacement job on Patterson Creek Site #2 in Grant County. PVCD will provide an estimate to WVCA for the work.

CONSERVATION FARM TOUR: The Board discussed the conservation farm program. Must have the name of District farm winner submitted to WVCA by end of May. Mineral County does have a farm – Lucas and Gabby Newcomer. Will contact Doris to see if there are additional farms. All in agreement to visit the farms, even if only have one. After reviewing the calendar, the group agreed on the week of May 13 to conduct the farm tour (13 – 15<sup>th</sup> if possible). Will contact farmer to confirm date / time and let supervisor know once tour is confirmed.

ENVIROTHON: The Envirothon competition was held on April 17-18 at Canaan Valley. The Moorefield High School team placed 1<sup>st</sup> in the competition. The Mineral County FFA Team placed 7<sup>th</sup>. Congratulations to both teams. The Moorefield team will attend the National competition.

NEWSLETTER: Andrea Mongold discussed the District newsletter – summer edition. Will need to send in June, if the AgEP sign-ups will begin earlier. She will develop a draft and bring to the June meeting. Requested up to \$800 from the CBay District Support for the newsletter. A motion was made J.W. See to approve up to \$800 from CBAY District Support for the District newsletter. Motion seconded by George Leatherman. Motion carried.

CHESAPEAKE BAY OUTREACH: Andrea discussed the conservation outreach – will participate in Family Day at the Park. Request to purchase materials to make up “Grow Bags” to distribute during the event. A motion was made by J.W. See and seconded by Frank Weese to spend up to \$500 from CBay District Support for materials for the Family Day at the Park event. Motion carried.

ENGINEERING REQUEST FOR PROPOSALS: Jeremy discussed the need to advertise for engineering services proposals. He will provide a template for the ad. WVCA, Gene and Ed, to assist with the selection process. Board in agreement. Action taken by motion of J.W. See to advertise for proposals for engineering services and select committee to review the proposals – Gerald Sites, J.W. See and John Hicks to serve on the committee. Motion seconded by Brian Dayton. Motion carried.

LOCAL WORK GROUP: The PVCD Local Work Group met on 4/9/19. The Board reviewed a copy of the Local Work Group recommendations. Anyone who wants to serve on various committees, should contact Doris or Christi. Will bring revisions back to Board in future.

DISTRICT BANQUET: J.W. See discussed dates for the District Banquet, in favor of a Sunday afternoon in September. Following discussion, several dates were ruled out due to conflicts. JW See will check new dates with caterer and venue and bring a date back to June meeting – 9/15 or 10/6.

CONSERVATION CAMP: PVCD received request for one scholarship to conservation camp. Will submit application and scholarship to the camp. Scholarships included as line item in CDO Grant Budget.

WVACD SCHOLARSHIP: PVCD was notified that Leann Baker from Keyser High School was a recipient of one of the WVACD scholarships. Brian or Kent will attend awards ceremony on 5/22 @ 6 pm at Keyser High School to make the presentation. Ron Miller served on the committee that reviewed the applications – received several very good ones. Also noted that schools need to be made aware to use the correct application form.

WVACD AUCTION: Ron Miller also discussed the purchase of items for the WVACD auction in the fall – requested two items per district. Last month all agreed to provide \$20 per supervisor to purchase items. Must have a photo of the items to Mark Fitzsimmons by June 1, 2019, for publication.

WVACD QUARTERLY MEETING: Ron Miller attended the quarterly meeting at Pipestem. He reported on the following:

- Farm Tour held at the meeting – meal also provided
- By-Law change – President 4-year term
- Any supervisor can vote
- State Fair Booth sign up available – online
- Legislative Committee – Request for supervisor from each CD to serve on committee
- Supervisor Training
- Statewide Field Day – planning in beginning phase
- Budget - \$3 million received

WIND DAMAGE: Charlotte Hoover reported on wind damage that occurred near N/S Mill Creek Site #7. Several were aware of the damage.

HAYBUSTER PURCHASE: Ron Miller reported on the purchase of another Haybuster drill. Board in agreement for the purchase during special teleconference meeting on 4/12. Purchase from James River Equipment in Harrisonburg. A motion was made by Gerald Sites and seconded by George Leatherman to approve the purchase in the amount of \$27,000.00 of a new Haybuster from James River Equipment. Motion carried.

VENTRAC MOWER: Ron Miller reviewed the sale of the old Ventrac mower – group reviewed a copy of the bids. High bid was \$13,777.00 from Mark Myers of Morgantown. In process of scheduling when he will pick up the mower. All in favor of purchasing the Steiner mower, as demonstrated in April. Need to purchase soon, in order for crew to begin mowing in May. Following some discussion, a motion was made by J.W. See and seconded by Kent Spencer to purchase the Steiner mower from Kreider Four Seasons Equipment for \$22,790.73. Motion carried.

PVCD CREW REPORT: Tony Walker reported on the following:

- Attended state o&m meeting in Morgantown last week – very informative
- District needs to purchase a mobile eye washing kit
- Also need to have directions to local hospitals printed and with crew while in field
- Need safety boots – steel toes. PVCD to provide allowance to purchase the boots
- CPR training also required.

- Equipment rentals continue to be busy
- Need for new truck in future – current one has very little power – all in agreement to investigate and bring information back to Board.

Following the discussion, a motion was made by Ron Miller to approve \$125 allowance to all crew members for the purchase of steel toed - safety boots – one pair per year. Motion seconded by J.W. See. Motion carried.

CPR: Discussion was held on CPR training for crew members. A motion was made by Frank Weese and seconded by J.W. See to approve CPR training for crew members – need to contact local VFD to schedule the training. Moorefield or Petersburg companies. Motion carried.

EYE WASH KIT: Discussion was held regarding the purchase of a mobile eye wash kit. All in agreement to purchase. A motion was made by J.W. See and seconded by Frank Weese to approve the purchase of a mobile eye wash kit for the crew. Motion carried.

O&M WORK: Jeremy reported that WVCA is in process of developing agreement with Tygarts Valley and Southern CDs for O&M work to be completed this season. PVCD will need to sign an agreement with Tygarts Valley for the work they will do on South Fork dams.

AG ENHANCEMENT: Ben Heavner reviewed the AgEP deadline – May 31. Request to extend deadline for all CBay Fence practices to August 31, 2019. A motion was made by Kent Spencer and seconded by J.W. See to extend the deadline for CBay fence practice to August 31, 2019. Motion carried.

EMERGENCY RESEEDING PROGRAM: Ben and Andrea reviewed the emergency reseeding program and the number of applications / acres reported to date. Must finalize and submit to WVCA by end of week. Discussion on concern expressed by producers who already purchased seed, but not completed seeding yet. Jeremy indicated the program will not make retroactive payments – must not have already purchased seed. This is a concern statewide, several conservation districts did not participate in program for similar reasons. Supervisors need to make comments to WVCA for future programs. Following the discussion, a motion was made by Ron Miller and seconded by Brian Dayton to approve all emergency reseeding applications, pending WVCA verification / approval. Motion carried.

*Gerald Sites excused himself from the meeting.*

AG ENHANCEMENT: The following AgEP applications / payments were presented for approval:

LIME – Payments: *Beverly Bergdoll 41 tons \$656.00 CS; Frank Pratt 61.69 tons \$674.00 CS; Jimmy Sine 133.25 tons \$1,965.43 CS*

FROST SEEDING – Payments: *Robert R. Williams \$500 CS; Micheline Williams \$500 CS; Mary Williams \$500 CS; Sam Williams \$ 500 CS; Kelly Williams \$500 CS*

LITTER TRANSFER–Applications: *Benjamin Wolfe 250 Tons; Sandra Ours 164.6 Tons; Larry Ours 140.8 Tons*

Payments: *James Coffman \$ 1,716.00 CS*

DIVISIONAL FENCE / WATER – Payments: *Randy Robertson \$ 1,031.32 CS; \*\* John Hicks*

HAY RESEEDING – Payment: \*\* *Gerald Sites \$ 1,020.00 CS*

A motion was made by Kent Spencer and seconded by J.W. See to approve all AgEP applications and payments as presented. Motion carried.

*Gerald Sites returned to the meeting.*

CONSERVATION AGREEMENTS: The following Conservation Agreement was presented for approval:

Larry Bradfield          Hardy County          119.6 acres

A motion was made by Frank Weese and seconded by Kent Spencer to approve the conservation agreement. Motion carried.

WVCA: Jeremy reviewed the monthly report with the Board:

- Supervisors Manual available online – DM can print copies for supervisors
- Farm Tour – need District name by end of May
- WVACD summer quarterly meeting to be held in NPCD – 7/15 – 7/16
- Legislative Rule – comments to WVACD representatives
- O&M sponsorship agreements
- Listening Session planned in October

WVCA: Ben gave a reminder of AgEP practice completion deadline, 5/31. He also requested an Ag Enhancement committee meeting in June to finalize practice guidelines for FY20.

WVCD: Andrea reported on the following:

- Newsletter – will bring draft to June meeting
- Land judging contest tomorrow, 5/2 in Hampshire County – invited supervisors to attend
- Rain Barrel workshop at Brookedale Farm on 5/25

WATERSHED FUNDS: George Leatherman reported that discussion was held with Dan Neff, representative from Congressman Mooney’s office, following the April meeting. Mr. Neff indicated the congressman is willing to assist in utilizing the Lost River funds in the District for other watershed concerns. Have also talked with NRCS state office regarding the issue. Suggestion was made for PVCD to send a letter to NRCS to make the official request. Board in agreement. Jeremy indicated no action could be taken tonight, as the issue was not listed on the agenda. Can include on June agenda or schedule special meeting to address.

STREAM BANK EROSION CONCERN: Lloyd Bowers, landowner in Pendleton County was in attendance and addressed the Board regarding damage on his property due to stream bank erosion. He has made numerous attempts to contact the Army Corps of Engineering regarding a permit – has not received response. Repairs are needed to the stream before additional damage is done. Mr. Bowers requested assistance with contacting the Corps or with obtaining the necessary permits. Jeremy provided the contact information for the WVCA watershed office.

Reminders of the following dates:

- Land judging contest, 5/2 in Hampshire County
- Finance Committee Meeting 5/9
- Farm Tour, week of May 13, if agreeable for farmers

There being no further business, the meeting adjourned by motion of Kent Spencer at 9:17 pm. Motion seconded by J.W. See. Motion carried. The next regular meeting will be on Wednesday, June 5, 2019 beginning at 7:30 pm at the USDA Service Center in Moorefield.

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Chairperson

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date