



MINUTES OF MEETING

January 8, 2020

The monthly meeting of the Potomac Valley Conservation District was held on Wednesday, January 8, 2020, at the USDA Service Center in Moorefield. The meeting was called to order at 7:20 p.m. by chairperson, Charlotte Hoover.

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

OTHERS: Adam Boner, NRCS; Jeremy Salyer, Ed Martin, Brian Farkas, Tanner McNeely, Ben Heavner, Krista Ayers, Nadene Jewell, WVCA; William Pownall, Rosey Santerre, WV DOF; Robert Reed, FSA; Tony Walker, PVCD; Carolyn Hefner, Paul Clayton, PVCD Associate Supervisors; Lloyd Bowers, Pendleton County Resident.

MINUTES: The minutes of the December 5, 2019 meeting were presented for review and approval. A motion was made by Gerald Sites and seconded by Kent Spencer to dispense with the reading of the minutes of the December 5, 2019 meeting and approve them as written and distributed. Motion carried.

The minutes of the special Board meeting held on December 11, 2019 were presented for review and approval. A motion was made by Kent Spencer and seconded by J.W. See to dispense with the reading of the minutes of the December 11, 2019 special meeting and approve them as written and distributed. Motion carried.

FINANCIAL REPORTS: Treasurer, John Hicks reviewed the treasury reports for the month of December 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 John Hicks to approve the Co-Administered reports and General Fund reports and invoices paid within the month of December. Motion seconded by Ron Miller. Motion carried.

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

AUDIT REPORT: Treasurer, John Hicks reviewed the audit report prepared by Suttle & Stalnaker for fiscal year 2018 – 19. Several comments were noted and had been reviewed with a representative from the firm. Hicks also presented an invoice in the amount of \$5,600.00 from Suttle & Stalnaker for the audit. Following the discussion, a motion was made by John Hicks and seconded by J.W. See to approve the audit report (APE) for FY 2018-19 as prepared by Suttle & Stalnaker and payment of the invoice in the amount of \$5,600.00 to them. Motion carried.

CORRESPONDENCE - INVOICE: An invoice in the amount of \$1,260.00 from Tygarts Valley CD for o&m work completed on Patterson Creek Site #48 was presented for payment approval. Ed Martin reviewed the work that was completed – unable to clear blockage in pipe, will need to address in future. WVCA verified the work completed by TVCD. A motion was made by Kent Spender and seconded by John Hicks to approve payment in the amount of \$1,260.00 to Tygarts Valley CD. Motion carried.

INVOICE: The Board reviewed an invoice in the amount of \$200.00 from See's Tire & Auto for repairs made to the white Ford truck. Tony reported on the repairs that were made to the truck. A motion was made by J.W. See and seconded by Brian Dayton to approve payment in the amount of \$200 to See's Tire & Auto. Motion carried.

The Board received a thank you card from the Mineral County Farm Bureau for support of the Ag Dinner meetings in Mineral County.

INVOICE: The Board reviewed an invoice in the amount of \$882.06 from Shorty's Garage for repairs made to the green Ford truck. Tony reported what repairs were made to the truck. A motion was made by J.W. See and seconded by Kent Spencer to approve payment in the amount of \$882.06 to Shorty's Garage. Motion carried.

LETTER OF REQUEST (LOR) – Action was taken by motion of Ron Miller to approve and authorize the chair to sign and submit a letter of request for funds (LOR) in the amount of \$1,078.00 for FY20 2nd quarter district employee expenses. Motion seconded by Kent Spencer. Motion carried.

WATERSHED CELEBRATION DAY SUPPORT: The Board reviewed a letter of request for support of the annual watershed celebration day to be held in Fall of 2020. The District has provided support for this event in the past. Following some discussion, a motion was made by J.W. See to approve \$100.00 in support from conservation education funds for Watershed Celebration Day. Motion seconded by Gerald Sites. Motion carried.

WATERSHED FUNDING LETTER: Supervisors were provided with a copy of the letter sent to the State Conservation Committee regarding the watershed funding originally appropriated for Lost River Site #16. The issue will be addressed by the state committee on 1/14/20 during the winter quarterly meeting.

PATTERSON CREEK SITE #50 FENCE REPAIR PROJECT: Ed Martin reported on the fence repair contract for Patterson Creek Site #50. Bids for the project were opened on 1/2/20. Only one bid received – submitted by JDM Excavation & Construction in the amount of \$5,975.00. The bid has been validated by WVCA. A motion was made by John Hicks and seconded by J.W. See to accept the bid in the amount of \$5,975.00 and award the contract to JDM Excavation & Construction. Motion carried. WVCA watershed

division will contact the contractor and finalize a start date for the work. Notice to proceed to be issued by PVCD as soon as a start date is confirmed.

LOST RIVER SITE #4 PUBLIC ACCESS: Safety concerns were expressed over use of the public access on Lost River Site #4. There is no barrier to keep vehicles from driving onto the fishing access and this could be a liability issue. Supervisors asked WVCA staff in attendance about the issue. DNR needs to be notified. Brian Farkas to meet with DNR – will address this issue with them.

PATTERSON CREEK SITE #50: The District received a request from landowner who purchased property adjacent to Patterson Creek Site #50 to install an access road to the site in order to construct a house. He requested information from the District for the easement on the property. Ed Martin not certain which parcel it is – will review the map and contact the landowner. Will report back to the Board.

LOST RIVER SITE #27: Ed Martin reported on the need to engage the District engineering firm, Potesta & Associates, regarding engineering design for the seep investigation on Lost River Site #27. A motion was made by John Hicks and seconded by J.W. See to authorize WVCA staff to engage Potesta & Associates to develop a plan for the seep investigation on Lost River Site #27. Motion carried.

NEW EMPLOYEE: Krista Ayers was introduced to the Board by Ed Martin. She is the new technician hired by WVCA. She is headquartered in the Romney field office. Welcome aboard Krista.

WATERSHED COMMITTEE REPORT: John Hicks, Watershed Committee Chair, reported on the watershed committee meeting held prior to the Board meeting. The committee met with county commissions to discuss local watershed issues that need to be addressed. The Commissioners were in agreement to support PVCD efforts to utilize watershed funds to address local watershed projects – will provide letters of support. PVCD Chair to attend the WV State Conservation Committee meeting on 1/14/20 to address the issue with the committee. Supervisors may also participate in the meeting by video conference at the District office in Romney.

ENVIROTHON SUPPORT: PVCD has four Envirothon Teams that have confirmed and requested support for the 2020 competition. Discussion was held regarding the amount of support. A motion was made by J.W. See and seconded by Frank Weese to approve support in the amount of \$600.00 per team from conservation education funds. Motion carried.

NACD – SOIL HEALTH CHAMPIONS: Discussion was held regarding the NACD Soil Health Champion recognition. Information from the NACD web page was provided for review. A motion was made by J.W. See and seconded by John Hicks to proceed with contacting the Newcomers regarding the program and inquire if they are interested in being recognized. Motion carried.

AG DAY AT THE CAPITOL: Reminder of Ag Day being held in Charleston on 1/31/20. Request to invite the Newcomers to attend – provide presentation during the legislative breakfast. Also, addressed farmer recognition during the legislative session that day. Need to send letters to local legislators to request assistance in the recognition. All in favor of recognizing the Newcomers and requesting legislator assistance. Also, discussion held regarding the farmer expenses for the trip. A motion was made by Gerald Sites and seconded by Kent Spencer to approve payment of the farmer expenses for Ag

Day. Motion carried. Brian Farkas indicated that WVCA would reimburse PVCD for those expenses. Need to submit an LOR after the event.

POSTER / PHOTO CONTESTS: NACD Theme for 2020 – “Where would we BEE without Pollinators?” Does PVCD wish to hold the contests this year? Much discussion held on the prizes – could provide funds to schools for poster contest and to WVU Extension for photo contest. Tanner McNeilly is doing conservation outreach, willing to assist with the programs. Board requested him to bring information back to February meeting. Nadene can provide entry forms and information on previous year’s contests to him as a guide.

DISTRICT MANAGER REPORT: Nadene reported on the following:

- Reminder of election filing dates for supervisors
- Reminder of State Conservation Committee quarterly meeting on Tuesday, 1/14/20.
- Ag Dinner Meeting reminder – meeting schedules provided to supervisors
- Farm Record Books – given to supervisors to distribute during dinner meetings
- Equipment Rental Summary Report for 2019 – Bethany Kesner provided a summary of the PVCD equipment rental totals for 2019 – supervisors compared 2018 totals. There was an increase in rental income for 2019, especially with the clusters

SUPERVISORS REPORTS: George Leatherman and Ron Miller attend the State Ag Enhancement meeting in Flatwoods on 12/10. They provided a report on the items discussed during the meeting – formulas for funding allocation were discussed. Comments on the upcoming AgEP program should be provided by 1/31/20. Next state Ag Enhancement meeting will be held in March.

DISTRICT TRUCK PURCHASE: Much discussion was held regarding the need to purchase a newer District truck. The Board agreed on options that need to be included on the new truck – automatic transmission, crew cab, diesel, and flat bed. Should provide information to dealers and see what is available. Following the discussion, a motion was made by Gerald Sites to give Ron Miller and John Hicks the authority to proceed with the purchase of a new truck for the district, up to \$50,000.00. Motion seconded by J.W. See. Motion carried.

MOWING RATES: Discussion was held regarding rates for the crew mowing poultry houses. All were in agreement with charging \$40 per hour for mowing poultry houses. A motion was made by Kent Spencer and seconded by J.W. See to approve the rate of \$40 per hour for the crew mowing poultry houses. Motion carried.

LITTER SPREADER REPAIR: Ron Miller reported the litter spreader is in need of a bearing and the chain is stretched. Ron will have the repairs made and get it in good working condition.

AG ENHANCEMENT: The following Ag Enhancement payments were presented for approval:

LIME – Payments: *Denny Hott 12.99 tons \$ 188.35 CS; Homan LLC 140.22 tons \$1,244.45 CS; Roger Lewis 46.30 tons \$756.54 CS; Glenn Mathias 56.91 tons \$1,109.75 CS; Allen Simmons 56.8 tons \$1,590.00 CS*

HAY RESEEDING - Payment: *Allen Simmons 17.5 acres \$875.00 CS*

HAY ESTABLISHMENT – Payments: *Bill Martin 9 acres \$1,125.00 CS*

LITTER TRANSFER – Payments: *Allen Evans 250 tons \$2,500.00 CS; Carolyn Ritchie 100 tons \$1,000.00 CS*

HUAP – Concrete Pads: *Jacob Griffin \$4,374.00 CS*

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

The following Litter Transfer application was presented for approval:

LITTER TRANSFER – Application: *Woodrow Sherman 250 tons \$2,500.00 CS*

A motion was made by Frank Weese and seconded by J.W. See to approve the liter transfer application as presented. Motion carried.

WVCA: Jeremy Salyer reviewed the WVCA monthly report:

- District Personnel Plan is due to WVCA by March 1 – place on February agenda for action
- Ag Day at the Capitol – Encourage supervisors to address need for conservation funds with legislators
- WVACD quarterly meeting – January 21, 22, 2020

WVCA: Ben Heavner reported that Frost Seeding applications will be accepted until 1/24/20. He also reported on the number of applications received to date.

WVCA: Brian Farkas addressed the Board and apologized for the confusion over the Lost River Site #16 funds. He appreciates PVCD's effort in developing a plan to utilize the funds locally. Looks forward to seeing supervisors at the state committee meeting next week.

NRCS: Adam Boner provided the NRCS report – need to place the Local Work Group on the February agenda. Will need to schedule a meeting in February or March. Requested all to be thinking of local program needs.

FSA: Robert Reed was in attendance for FSA.

WV DIVISION OF FORESTRY: William Pownall reported the Chesapeake Bay Forestry position should be filled by February 1, 2020.

WV DIVISION OF FORESTRY: Rosey Santerre in attendance.

PUBLIC COMMENT: Pendleton County resident, Lloyd Bowers addressed stream work needed in Pendleton County. Received call on the permit – needs to finalize the forms.

Reminder of the following dates:

- State Conservation Committee meeting 1/14/20 @ 10 am in Guthrie / video conference available in Romney office
- WVACD quarterly meeting on January 21, 22, 2020
- Ag Day @ the Capitol 1/31/20 – Invite Conservation Farmer, Newcomers

There being no further business, the meeting adjourned by motion of Frank Weese at 8:35 pm. Motion seconded by Kent Spencer. Motion carried. The next regular meeting will be on Wednesday, February 5, 2020 beginning at 7:00 pm at the USDA Service Center in Moorefield.

Chairperson

Secretary

Date