



**MINUTES OF MEETING**  
**March 4, 2020**

The monthly meeting of the Potomac Valley Conservation District was held on Wednesday, March 4, 2020, at the USDA Service Center in Moorefield. The meeting was called to order at 7:10 p.m. by chairperson, Charlotte Hoover.

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

**OTHERS:** Doris Brackenrich, Christi Hicks, NRCS; Cindy Shreve, Ben Heavner, Derrick Tettenburn, Geoff Brinker, Nadene Jewell, WVCA; Bill Pownall, WV DOF; Brad Smith, WVU Extension Grant, Tony Walker, PVCD; Lloyd Bowers, Pendleton County Resident.

**MINUTES:** The minutes of the February 4, 2020 meeting were presented for review and approval. A motion was made by Gerald Sites and seconded by Frank Weese to dispense with the reading of the minutes of the February 4, 2020 meeting and approve them as written and distributed. Motion carried.

**FINANCIAL REPORTS:** J.W. See reviewed the treasury reports for the month of February 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. J.W. See reported the title change of "Watershed Project Funds" is not listed on the February report, however the change will be made for the March report. Interest will also be transferred in March. A motion was made by Kent Spencer to approve the Co-Administered reports and General Fund reports and invoices paid within the month of February. Motion seconded by Frank Weese. Motion carried.

**FINANCE COMMITTEE RECOMMENDATIONS:** The Finance Committee met on 2/18/20 to prepare the FY21 budget for the CDO Grant. J.W. See reviewed the committee recommendations and the CDO Grant Budget for FY21. A motion was made by Gerald Sites and seconded by Frank Weese to approve the Finance Committee Recommendations and the CDO Grant Budget for FY21. 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 February. A motion was made by J.W. See and seconded by Gerald Sites to approve payment to William Lipps CPA in the amount of \$525.00 for bookkeeping services in February. Motion carried.

Crew member, Adam Riggleman's mother passed away earlier this month. Food was provided for Adam and his family. George Leatherman picked up and paid for the food. Total amount of \$48.18. A motion was made by Gerald Sites and seconded by Kent Spencer to approve reimbursement to George Leatherman in the amount of \$48.18. Motion carried.

Charlotte Hoover appreciate efforts in the preparation of the proposal for the watershed project funds. Especially want to recognize Carolyn for her assistance throughout the process.

CORRESPONDENCE: The Board discussed support for Jr. Conservation Camp. The cost of camp is \$175 per student. Following some discussion, a motion was made by J.W. See and seconded by Kent Spencer to approve two scholarships of \$175 each for Jr. Conservation Camp. Motion carried.

LOR: Board action was taken by motion of J.W. See to authorize the chair to sign and submit a letter of request for funds (LOR) in the amount of \$83,803.00 for NPS 1693 Chesapeake Bay Initiative. Motion seconded by Kent Spencer. Motion carried.

INVOICE: The Board reviewed an invoice received from CEC in the amount of \$698.25 for engineering services. A motion was made by J.W. See and seconded by Gerald Sites to approve payment in the amount of \$698.25 to CEC for engineering services, pending WVCA verification. Motion carried.

LOR: Board action was taken by motion of J.W. See to authorize the chair to sign and submit a letter of request for funds (LOR) in the amount of \$5,600.00 for reimbursement of the FY19 audit expense. Motion seconded by George Leatherman. Motion carried.

DISTRICT PERSONNEL REPORT: The date on the District Personnel Report that was approved at the February meeting was FY20 and needs to be revised to reflect FY21. A motion was made by J.W. See and seconded by Kent Spencer to approve the date change on the District Personnel Report to FY21 and authorize the chair to sign and submit to WVCA. Motion carried.

RECORD RETENTION POLICY / PROCEDURES: WVCA has revised the Record Retention Policy and Procedures. Copies were provided to the supervisors for review. The policy will be presented to WV State Committee for approval in April.

WATERSHED O&M SPONSORSHIP MEETINGS: Supervisors reported on the meetings with local o&m Sponsors. All meetings in PVCD have been completed and went well – Ed Martin, WVCA was able to attend several meetings with supervisors. A presentation on the o&m work completed during 2019 was reviewed during each meeting.

PATTERSON CREEK SITE #50: A landowner requested to install an access road on property under easement on PC#50 to the home site. Ed Martin was to review the information. Board asked for issue to be placed on agenda of next meeting.

PATTERSON CREEK SITE#49: Supervisors were given another copy of the information packet regarding the landowner request to fill the pool on PC#49. Review and provide comments on the request.

PATTERSON CREEK SITE# 3: Geoff Brinker, WVCA addressed the Board with a landowner request for replacement of the cattle guards installed on Patterson Creek Site #3. He reviewed the easement with the Board. Much discussion on the issue. It was reported this is a county road. Board in agreement to table issue until next meeting. Request input from Ed Martin, WVCA before a decision is made.

PATTERSON CREEK SITE #4: Geoff Brinker, WVCA addressed a landowner request for assistance with the replacement of three culverts on Patterson Creek Site #4. He reviewed the easement and a photo of the site. The culverts are on the road used to access the dam. One culvert is in the spillway area, others are back further on the road. Following some discussion, Board in agreement to purchase one culvert to be installed in the spillway. The landowner may purchase and install the other two culverts. A motion was made by J.W. See and seconded by Kent Spencer to approve the purchase of a 24-inch culvert (plastic) to be installed in the spillway area of the dam. Motion carried.

CONSERVATION FARMER: Need to be thinking of possible farms for this year. Suggested to name farm from Grant, Hardy or Pendleton counties. Must have name to submit to Charleston by May 30, 2020.

LOCAL WORK GROUP: The PVCD Local Work Group meeting will be held on Monday, March 9, 2020 at 9:30 am at the USDA Service Center in Moorefield. Discussion was held regarding light refreshments for the meeting. Doris or Nadene to pick up items. A motion was made by J.W. See and seconded by George Leatherman to approve up to \$50 for refreshments for the meeting. Motion carried.

EARTH DAY MATERIALS: Since the District is not distributing the Arbor Day trees this year, discussion was held regarding promo items for Earth Day. Nadene provided information on seed packs or recycled seed paper items. In order to purchase enough for distribution to similar number of students as the trees, the cost will be between \$1,500 - \$2,000, depending on what and how many are ordered. Could investigate other options if preferred. Following the discussion, Board agreed to expensive, not going to order materials for Earth Day.

SOIL TUNNEL TRAILER: The Board approved at February meeting support for the soil tunnel trailer at the STEM event at Potomac State College on 3/28. Tanner McNelly requested funding to purchase activity materials for the event: potting soil, baggies and grass seed. A motion was made by J.W. See and seconded by Kent Spencer to approve up to \$150 from CBay funds for the purchase of materials for use in the trailer at the STEM event at PSC. Motion carried.

CREP TRAINING: Cindy Shreve reported on CREP training being held on March 24 in Hardy County. Request up to \$2,000 from CBay funds for the training expenses. A motion was made by J.W. See and seconded by Brian Dayton to approve up to \$2,000 from CBay funds for the CREP training. Motion carried.

DISTRICT MANAGER REPORT: Nadene reported on the following:

- Tree Sale – continue to accept orders until 3/20/20. Tree pick up will be on 4/10/20.
- Ag Dinner Meeting Reminder – Discussed March meeting topics
- Reminder of April meeting date change to March 25, 2020

TRUCK PURCHASE: The new District truck has been ordered from Timbrook Ford in Keyser. Should take about 4 – 6 weeks to receive.

PVCD CREW: Tony reported on the following:

- Have advertised to hire new employees for crew – deadline is 3/27
- Mowing completed on District property at LR16 – need to have water in basement of house drained. Discussion on renting equipment to assist with draining the water. A motion was made by J.W. See and seconded by Kent Spencer to approve renting equipment to drain the water from the basement of the house on the LR16 property. Motion carried.

LIME SPREADER REPAIRS: Brian Dayton reported on repairs made to 8-Ton lime spreader by Lantz Evans. He had copies of the repair invoices. Board in favor to credit Mr. Evans bill for rental. A motion was made by J.W. See and seconded by Brian Dayton to approve giving credit to Lantz Evans for the repairs made to the lime spreader – copies of repair invoices kept on file in office. Motion carried.

AG ENHANCEMENT: The State Ag Enhancement Committee will meet on 3/17/20 at 10 am at the WVACD office near Flatwoods. Ben Heavner distributed and reviewed AgEP ranking criteria – proposed to use WV tax info rather than Ag Census data.

AG ENHANCEMENT: Division Fence / Water facility applications were presented for approval:

DIVISION FENCE / WATER – Applications: Kenneth Harper \$5,914.71 CS, Robert Moran \$5,055.40 CS, Kyle Sherman \$8,000.00 CS, Bruce Alt \$2,737.00 CS, Eddy Kidwell \$8,000.00 CS, Carl Dolly \$4,994.36 CS, Bill Martin \$8,000.00 CS.

A motion was made by Kent Spencer and seconded by Brian Dayton to approve the new applications for the Division Fence / Water facility practice. Motion carried.

WVCA APPROVALS: The following Division Fence / Water facility applications were approved by WVCA: John Hicks \$7,849.16 CS, James W. See III \$7,576.61 CS, George Leatherman \$5,999.33 CS, Ben Heavner \$4,806.33 CS and James Coffman – Kay Dawn Farms LLC \$5,244.36 CS.

FROST SEEDING – Payments: Steven Martin 20 acres \$200.00 CS, Charles Armentrout 75 acres \$750.00 CS

LITTER TRANSFER – Applications: Sandra Ours 213.2 tons, Greg Smith 250 tons

A motion was made by J.W. See and seconded by Kent Spencer to approve the Frost Seeding payments and Litter Transfer applications as presented. Motion carried.

WVU EXTENSION: Brad Smith addressed the Board regarding a grant proposal being submitted by Grant County Extension. He distributed information and reviewed with the Board. He requested a letter of support from the District. A motion was made by Kent Spencer and seconded by J.W. See to approve provided a letter of support to Extension for the grant proposal. Smith will provide more information to District office. Motion carried.

WVCA: Ben Heavner reported he has submitted a proposal for a Feeding Area Demonstration Project in Pendleton County. Will keep the Board updated on the status.

FSA: Kelly Rumer reported on the following items:

- Arch PLC Program – sign ups accepted thru this week
- Reviewed reduced loan rates
- CREP – continue to accept sign ups – Chesapeake Bay goals / cost share rates

FORESTRY: Bill Pownall reported on fire season – began March 1, 2020

NRCS: Christi Hicks reported on the following:

- Grassland Conservation Initiative –
- EQIP deadline March 25
- CSP – letters sent regarding renewals
- Staff training
- Ag workshop at Potomac State College on March 11

NRCS: Doris Brackenrich reviewed monthly report:

- Final CBWI Contract complete
- Ag Dinner meeting reminder for next week – March is the final rotation for the year
- Presentation on Wetland Determination – power point

Reminder of the following dates:

- Local Work Group – 3/9/20 @ 9:30 am USDA Service Center in Moorefield
- April PVCD Board Meeting to be held on Wednesday, March 25, 2020

There being no further business, the meeting adjourned by motion of Gerald Sites at 8:15 pm. Motion seconded by J.W. See. Motion carried. The next regular meeting will be on **Wednesday, March 25, 2020** beginning at 7:00 pm at the USDA Service Center in Moorefield.

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Chairperson

\_\_\_\_\_  
Secretary

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Date