



MINUTES OF MEETING

Teleconference

April 1, 2020

The monthly meeting of the Potomac Valley Conservation District was held on Wednesday, April 1, 2020, by teleconference, due to restrictions over the coronavirus. The meeting was called to order at 7:00 p.m. by chairperson, Charlotte Hoover.

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

OTHERS: Doris Brackenrich, Christi Hicks, NRCS; Jeremy Salyer, Ed Martin, Ben Heavner, Nadene Jewell, WVCA; Jim Nester, Dan Elliott, and Donnie Tenney, Tygarts Valley CD.

MINUTES: The minutes of the March 4, 2020 meeting were presented for review and approval. A motion was made by George Leatherman and seconded by Brian Dayton to dispense with the reading of the minutes of the March 4, 2020 meeting and approve them as written and distributed. Motion carried.

The minutes of the March 20, 2020 special meeting were presented for review and approval. A motion was made by J.W. See and seconded by John Hicks to dispense with the reading of the minutes of the March 20, 2020 meeting and approve them as written and distributed. Motion carried.

FINANCIAL REPORTS: John Hicks reported that no treasurer's report was received from Williams Lipps, due to the meeting being held on the first of the month. The Co-Admin. Report was only a draft, as no bank statements have been received to date. Copies were proved for review, but no action taken as it is only a draft. Both reports will be presented for action at the May meeting.

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

OTHER BUSINESS: Representatives from Tygarts Valley Conservation District, Jim Nester, Dan Elliott and Chairman, Donnie Tenney participated in the meeting. Dan Elliott addressed the Board regarding operation & maintenance work to be completed by the TVCD crew during the 2020 season. They are ready to go to work and want to confirm what sites will be completed by their crew this year. John Hicks reported the agreement that was signed last year remains in place. Planning for the PVCD crew on the 2020 season is currently underway. The Board was in agreement for TVCD to complete work on the South Fork and Lost River structures – will need to confirm a start date. TVCD appreciates the opportunity to continue working with PVCD.

CORRESPONDENCE - O&M COST SHARE AGREEMENT: The Board received the FY21 o&m cost share agreement in the amount of \$7,500 from the Pendleton County Commission. A motion was made by J.W. See and seconded by George Leatherman to approve the agreement and authorize the chair to sign. Motion carried.

The Board received the FY21 o&m cost share agreement in the amount of \$8,800 from the Hardy County Commission. A motion was made by George Leatherman and seconded by Brian Dayton to approve the agreement and authorize the chair to sign. Motion carried.

LOR: Board action was taken by motion of Ron Miller to authorize the chairperson to sign and submit an LOR in the amount of \$16,000.00 for Litter Transfer. Motion seconded by John Hicks. Motion carried.

FUNDING FOR NEW CREEK SITE #17: The Board reviewed correspondence from NRCS to WVCA indicating funds have been approved for the design phase of the New Creek Site #17 rehabilitation project. Discussion was held on DOH notification regarding the impact of Rt. 220 bypass construction on the dams in Mineral and Grant County. Ed Martin reported on information was received from DOH and forwarded to NRCS for review. Hope to have more information at next meeting.

WATERSHEDS – Patterson Creek Site #50: Ed Martin addressed the landowner request to construct an access road. Information sent to partner agencies – no feedback to date.

PATTERSON CREEK SITE #49: Ed Martin reported on the landowner request to fill PC#49, dry dam. Information packets provided to supervisors several months ago for review – any comments? Board requested more input from WVCA and other partner agencies – need additional information in order to make decision on the request. Ed reviewed the information with the Board. An in-depth inspection will be required prior to the gate being closed. The landowner also has requirements to be met in order for the closure to occur. The Board does need to make a decision for the process to move forward. Following the discussion, supervisors were asked to review the information during April (Nadene will send another copy to supervisors) and the issue should be put on the agenda of the May meeting for action to be taken.

PATTERSON CREEK SITE #3: Ed Martin reported on a landowner request for the cattle guards to be replaced on Patterson Creek Site #3. The guards are on a public road that is traveled on regular basis. Ed and Gene recently inspected; some deterioration was noted. The easement is unclear on maintenance responsibility of the cattle guards. Suggestion was made for DOH to replace the cattle guards – District / WVCA not able to handle public road closure and installation. Much discussion was

held, not certain about DOH – they will not assume liability. The suggestion was made to seek legal guidance on the issue. John Hicks volunteered to follow up with an attorney. Will put on agenda of May meeting.

O&M WORK: Ed Martin is in agreement with the work to be completed by TVCD.

PATTERSON CREEK SITE #4: Action was taken by the Board in March for culvert replacement on PC#4. The work has been completed -the new culvert was installed. The question was asked about the cost of the culvert – Ed will verify to be paid with o&m funds.

LOCAL WORK GROUP: Christi Hicks addressed the local work group meeting held on March 9. Minutes of the meeting were provided to supervisors for review. Information not submitted to date. Question was asked about a follow up meeting – not necessary as no new practices.

NEW MEETING LOCATION: Ron Miller reported on a new meeting location for PVCD Board meetings in the future. No longer able to use the conference room at USDA building. Will meet at the Farm Credit building in Moorefield. Ron has contacted them and reserved use of the conference room for PVCD meetings. Will review “rules of the room” with the group when we are able to have first meeting in the new location. Discussion was also held regarding the time that meetings are held. A suggestion was made to hold daytime meetings, at least part of the year (winter months). Several Districts in the state have moved to this schedule with concerns over night travel. Supervisors were asked to consider this change. Will put on agenda of May meeting.

TREE SALE: Due to restrictions and concerns over the coronavirus, the tree sale was cancelled. The District Manager has notified all customers who placed an order and is in process of mailing refund checks. Fruit tree nursery does not offer trees in the fall. District will plan for a sale next spring.

CONSERVATION FARM PROGRAM: Discussion was held regarding the status of the conservation farm contest for this year. Jeremy indicated the contest will be delayed and could be cancelled altogether considering the short time frame. A suggestion was made in the past to have the contest on a biannual basis, could be the first year for this, but unconfirmed at this time. Will keep the Board posted.

USDA SERVICE CENTER OFFICE STATUS: Doris Brackenrich reported the USDA Service Centers are closed to the public. Staff are working a staggered schedule during this time – practicing social distancing. Christi indicated staff are able to conduct field work, but no face to face meetings with producers.

DISTRICT OFFICE STATUS: All WVCA staff are teleworking through end of April. District Managers were provided with cell phones to forward office calls to while teleworking. District Managers have limited office access to maintain office functions (process invoices, deposits and mail) Most are in office one day or partial day per week. PVCD Equipment Manager, Tony, continues to deliver rental equipment and is working with the District Manager to maintain the rental schedule.

DISTRICT TRUCK PURCHASE: Ron Miller reviewed the status of the new truck purchase. Delivery has been delayed until the end of May or later. The green Ford had to be repaired again this month – repairman indicated ongoing issues with the truck and the next repair could be very costly. Need to consider purchase of a newer used truck, especially with the busy delivery schedule for rental equipment. Much discussion held on the issue. Suggestion made to sell other trucks; however, will

need multiple trucks for crew to travel to work sites if unable to travel together due to restrictions. Will address sale of other trucks in future. It was reported that Weimer in Moorefield had a new used Dodge truck for sale – Ron will check on it. A motion was made by J.W. See and seconded by George Leatherman to authorize the purchase of a newer used truck up to \$45,000 – give authority to Ron Miller to make the purchase if a suitable truck is located. Motion carried.

APPLICATIONS FOR PVCD CREW: John Hicks indicated that 11 applications were received for the crew positions. Copies were given to supervisors for review. Hicks requested to have a teleconference with personnel members to review the applications and decide on who to interview. Think need to hire two individuals for the crew. Adam Riggelman will return this season. The teleconference will be held on Monday, 4/6 at 11 am. District Manager will set up the call and send information to the supervisors.

O&M SEASON: John Hicks discussed what sites the crew will complete this season. All agreed for TVCD to complete South Fork and Lost River. Need to keep social distancing in place when crew starts to work – no date confirmed.

EQUIPMENT REPAIRS: Ron Miller reported a gear box was replaced on one of the litter spreaders and repairs were made to green Ford Truck-all in agreement for payment of repairs upon receipt of invoices.

AG ENHANCEMENT COMMITTEE: The Ag Enhancement Committee met prior to the meeting. The recommendations were reviewed with the Board. The committee reviewed FY21 funding allocation formula – PVCD to received \$116,000. Two new Ag EP practices were discussed. The group agreed to maintain all PVCD practices from last year with same guidelines, with the exception of the HUAP, concrete pads. Will increase the cost share rates on HUAP concrete pads to match NRCS rates. A motion was made by Ron Miller and seconded by George Leatherman to approve the Ag Enhancement committee recommendations. Motion carried.

AG ENHANCEMENT: The Board reviewed the following for approval:

Frost Seeding Payments: *Paige Alexander 75 acres \$750 CS, Stephen Cremann 75 acres \$750 CS, Doug Crites 75 acres \$750 CS, Brad Heavner 7.8 acres \$78 CS, Steve Heavener 12.1 acres \$121 CS, Lowell Hedrick 21.4 acres \$214 CS, Bruce Hyre 75 acres \$750 CS, **Charlotte Hoover 22.73 acres \$227.30 CS, Dan Lahman 70 acres \$700 CS, Roger Lewis 58 acres \$580 CS, Bill Martin 75 acres \$750 CS, Glenn Mathias 75 acres \$750 CS, Danny Miller 75 acres \$750 CS, Frank Mulford 40 acres \$400 CS, Dennis Rogers 49 acres \$490 CS, Jane Ruddle 28.2 acres \$282 CS, Eric Hudgins 75 acres \$750 CS, **JW See 75 acres \$750 CS, James See Jr. 75 acres \$750 CS, Trista See 26.53 acres \$265.53 CS, Tom Simmons 75 acres \$750 CS, Leroy Sions 75 acres \$750 CS, **Gerald Sites 75 acres \$750 CS, Smith Farms 75 acres \$750 CS, Isiah Smith 75 acres \$750 CS, Mike Taylor 75 acres \$750 CS, W.C. Taylor 75 acres \$750 CS, Will Taylor 75 acres \$750 CS, Matt Teets 75 acres \$750 CS, Mike Teets 75 acres \$750 CS, Brent Titus 50 acres \$500 CS, Nathan Beachler 38 acres \$ 380 CS*

A motion was made by George Leatherman and seconded by Ron Miller to approve the frost seeding payments as presented. Motion carried.

** Charlotte Hoover, J.W. See and Gerald Sites abstained from discussion and action on the frost seeding payments.

Lime Payments: *Brad Bowers 36.43 tons \$728.60 CS , Charles Judy 125.23 tons \$2,441.99 CS, Bill Martin 112.5 tons \$2,250 CS, Jim Martin 112.5 tons \$2,250 CS, Luci Raines 41.46 tons \$829.20 CS*

Litter Transfer Applications: *William Hunt 250 tons, Joe Barr 250 tons*

Litter Transfer Payments: *Greg Smith 250 tons \$2,500 CS, Woodrow Sherman 250 tons \$2,500 CS*

Hay Reseeding Payments: *Charles Lee 39.62 acres \$1,981 CS*

A motion was made by Gerald Sites and seconded by George Leatherman to approve the Lime, Litter Transfer and Hay Reseeding payments and the Litter Transfer applications as presented. Motion carried.

WVCA: Jeremy Salyer reported the WVACD Quarterly meeting in April has been cancelled.

NRCS: Christi Hicks reviewed monthly report. She also addressed the upcoming NRCS grant opportunity. Place on agenda of May meeting.

ENVIROTHON: The Envirothon competition in April has been cancelled. Districts that provided team sponsorship will be refunded. The committee has been working to schedule a modified competition for students – possibly in June. More information to be provided as plans are confirmed.

There being no further business, the meeting adjourned by motion of George Leatherman at 8:25 pm. Motion seconded by J.W. See. Motion carried. The next meeting will be held on Wednesday, May 6, 2020 beginning at 7:30 pm, by teleconference unless restrictions have changed.

Chairperson

Secretary

Date