



Potomac Valley Conservation District

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

MINUTES OF MEETING

Teleconference

June 3, 2020

The monthly meeting of the Potomac Valley Conservation District was held on Wednesday, June 3, 2020, by teleconference, due to restrictions over the coronavirus. The meeting was called to order at 7:35 p.m. by chairperson, Charlotte Hoover.

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

OTHERS: Doris Brackenrich, Christi Hicks, Suzy Funka-Petry, NRCS; Jeremy Salyer, Ed Martin, Ben Heavner, Cindy Shreve, Tanner McNeilly, Nadene Jewell, WVCA; Carolyn Hefner, Associate Supervisor

MINUTES: The minutes of the May 6, 2020 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 May 6, 2020 meeting and approve them as written and distributed. Motion carried.

The District Manager reported on a correction to the April 1, 2020 minutes. The approval of the LOR for \$16,000 for litter transfer was omitted by mistake from the minutes. A motion was made by J.W. See and seconded by Ron Miller to approve the correction to the April 1, 2020 minutes. Motion carried.

FINANCIAL REPORTS: John Hicks reviewed the treasury reports for the month of May 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 and seconded by J.W. See to approve the treasury reports for May and the invoices paid within the month. 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 May. A motion was made by John Hicks and seconded by Ron Miller to approve payment to William Lipps CPA in the amount of \$525.00 for bookkeeping services in May. Motion carried.

FINANCE COMMITTEE RECOMMENDATIONS / BUDGET: John Hicks reviewed the Finance Committee recommendations with the Board. The FY21 Budget amount is \$223,150.00 – copy provided for review. A motion was made by John Hicks and seconded by J.W. See to approve the Finance Committee recommendations and FY21 Budget. Motion carried.

CD RENEWAL: John Hicks reported the certificate of deposit was reinvested with ACT 1st credit union in Romney at 1.5% interest for 24 months.

NRCS GRANT: Suzy Funka-Petry discussed the availability of the NRCS competitive grants for technical assistance. Current application deadline is 7/8. She indicated NPCD was successful in obtaining a grant and has a shared position with UOCD. TVCD also received a grant and has had some issues keeping the position filled. PVCD took action in May not to pursue the grant this year. Several questions were asked by the supervisors – J.W. See indicated he will investigate further and report back in July.

CORRESPONDENCE - O&M INVOICES: PVCD received 4 invoices from Tygarts Valley CD for o&m work completed on South Fork dams. A motion was made by J.W. See and seconded by John Hicks to approve payment of the invoices to TVCD, pending WVCA verification. Motion carried. Ed Martin indicated some adjustments were needed, will work with TVCD.

INVOICE: The District received an invoice in the amount of \$700.07 from Shorty's Garage for repairs made to the green Ford truck in March. A motion was made by J.W. See and seconded by George Leatherman to approve payment of the invoice in the amount of \$700.07 to Shorty's Garage. Motion carried.

CORRESPONDENCE: The District received a letter from WV Delegate Gary Howell regarding a landowner's concern with debris in New Creek. The letter was forwarded to WVCA for assistance with a response. Brian Farkas drafted a response and a copy was provided for the Board to review / comment. Does Board want the letter to be sent as is or from PVCD? All agreed it was a good letter. A motion was made by Ron Miller and seconded by John Hicks to approve Brian Farkas sending the letter as written to Delegate Howell. Motion carried. The supervisors requested to be notified if an on-site visit is scheduled.

HIMALAYAN BLACKBERRY SURVEY: The Board reviewed a survey being conducted by the WV Department of Agriculture to determine if the Himalayan Blackberry should be included on the WV list of invasive species. Supervisors not aware of this species in local area. Suggested to contact extension offices to confirm any local reports. District Manager to complete the survey and return to WVDA by end of June.

LOR: Action was taken by motion of J.W. See to approve the chair to sign and submit a letter of request for funds (LOR) in the amount of \$116,000.00 for the FY21 Ag Enhancement. Motion seconded by Ron Miller. Motion carried.

PATTERSON CREEK SITE #50: Ed Martin indicated information has been sent to NRCS for review and no response has been received to date.

PATTERSON CREEK SITE #49: Discussion was held during the May meeting to schedule an on-site meeting to review and discuss the request to fill Patterson Creek Site #49. In light of the corona virus restrictions, the meeting has not been held to date. All agreed to schedule the meeting on Monday, 6/15/20 @ 9am. The group will meet at the dam site – Pumpkin Center Rd, approx. ¼ mile from Corridor H in Grant County. Ed will notify the landowners of the meeting date / time.

PATTERSON CREEK SITE #3: The request for replacement of the cattle guards on PC#3 was discussed with attorney. Easement information was provided for review. Should receive response in near future.

N/S MILL CREEK SITE #16: Discussion on landowner request to fill the dry dam. Supervisors also agreed to meet on-site to review the area.

EMERGENCY ACTION PLANS – The Board reviewed the emergency action plans for Lost River and South Fork in Hardy County. A motion was made by Ron Miller and seconded by George Leatherman to approve the emergency action plans and authorize the chair to sign the documents and submit to dam safety. Motion carried.

SOUTH FORK SITE #14: Ed Martin reported that TVCD crew mowed the spillway area on South Fork site #14 last week. This site was not supposed to be mowed this year – landowner to make the hay. He was not happy, as it happened last year too. Ed Martin indicated it was a mix up on the dam numbers. Ed has been in contact with the landowner and worked it out that he can make hay on another site. May need to lime the site next year to increase production. Following the discussion, a motion was made by J.W. See to approve moving forward with allowing the landowner to mow hay on the other site (SF#17). Motion seconded by George Leatherman. Motion carried.

SOUTH FORK SITE #33: Ed Martin indicated that two large trees have fallen on South Fork Site #33 and need to be removed. Will need to adjust the TVCD quote on this site – approximate cost \$500. Not on agenda – cannot take action. Discussion on need to hold special meeting next week to address this issue and any additional o&m watershed issues. The Board agreed for the special meeting on Thursday, 6/11/20 at 9am. District Manager to schedule the meeting and send notices.

LEGAL SERVICES: John Hicks reported on a teleconference with attorney, John Athey to review the legal services proposal. Mr. Athey willing to provide legal services for the District. Yearly fee and will invoice as needed for legal services. A motion was made by John Hicks and seconded by Frank Weese to approve John Athey to provide legal services – yearly fee and as needed service billing. Motion carried.

EDUCATION CONSERVATION COMMITTEE: The Conservation Education committee met prior to the Board meeting to judge the entries in the District poster contest. The following winners were identified by the committee: 1st Place (4-6 Grade category) Layla Shreve; 1st Place (7-9 Grade category) Angel Keplinger; 2nd Place (7-9 Grade) Sophia Smith; 3rd Place (7-9 Grade) Carissa Heavener; and Honorable Mention (7-9 Grade) Alexa Durst. No posters were received in the other categories. A motion was made by Ron Miller and seconded by J.W. See to approve the winning posters and awards as identified by the committee. Motion carried.

NEW APPOINTMENTS: This will be John Hicks' last official meeting and board action is needed to appoint a new treasurer and fill his committee positions. A motion was made by John Hicks to appoint J.W. See as Treasurer, Frank Weese as Personnel Committee chair and Ron Miller as Watershed Committee chair. Motion seconded by George Leatherman. Motion carried.

HAMPSHIRE COUNTY FARMLAND PROTECTION BOARD: PVCD appoints a representative on the Hampshire County Farmland Protection Board. Jason Dalrymple is the current appointee and his term expires on 6/30/20. He is not eligible to serve another term. Appointee does not have to be a PVCD Board member but does need to be a Hampshire County resident. A motion was made by J.W. See to wait until July 1

meeting (after the election) to make the appointment. Motion seconded by John Hicks. Motion carried. Place on agenda of July meeting for action.

HARDY COUNTY FARMLAND PROTECTION BOARD: Ron Miller indicated his term on the Hardy County Farmland Protection Board will expire at the end of June. George Leatherman is willing to serve. Recommendation made to place on agenda of July meeting for action.

FY21 PLAN OF WORK: The Board reviewed the final draft of the FY21 Plan of Work. A motion was made by J.W. See and seconded by John Hicks to approve the PVCD FY21 Plan of Work and submit it to WVCA. Motion carried.

EPA FUNDS: Cindy Shreve reported on the availability of funds through EPA – WV allocation is \$54,681.00. Funds may ONLY be used within Stony Run Basin and North Branch of Potomac areas of PVCD – will not include the entire District. Cindy indicated acceptable Best Management Practices include: Litter Transfer and Prescribed Grazing (Division Fence/ Water). Board in agreement to offer practices in limited area of the District. A motion was made by J.W. See and seconded by George Leatherman to approve participation in the program and offering the practices in the limited area of the District. Motion carried.

DISTRICT NEWSLETTER: The District Manager reported on the District newsletter being distributed at the end of June. Need to include information on AgEP practice sign ups and equipment rental information. Approximate cost will be \$800 and can be paid through the Chesapeake Bay outreach. A motion was made by J.W. See and seconded by Ron Miller to proceed with distribution of the District newsletter at the end of June. Motion carried.

CENTURY FARM SIGN: The District was contacted by Hardy County resident Betty Bosley. Her farm was recognized as a century farm in 2012 and she received one of the century farm signs. She indicated the sign has faded very badly and is no longer legible. She has requested a replacement for the sign. Following some discussion, a motion was made by Ron Miller and seconded by J.W. See to approve the purchase of a new century farm sign for Mrs. Bosley. Motion carried. ** George Leatherman abstained from discussion and vote on this item.

STATE GRASSLAND AG FIELD DAY: J.W. See talked with Lukas Newcomer regarding the state grassland ag field day being held on his farm. He will not be able to host this fall due to other commitments. With all of the current restrictions, not good time to host such an event. A recommendation was made not to pursue this year, but plan to hold in spring / summer of 2021. Mr. Newcomer is willing to host next year. All in agreement.

DISTRICT MANAGER REPORT: Nadene reported on the following items:

- WVCA staff continue to telework – District Manager in the office 1 – 2 days per week. WVCA working on plan for reopening – will follow governor’s recommendations.
- Reminder of primary elections on 6/9/20 – next Tuesday. District Manager to confirm results and provide report to WVCA.
- Reviewed Workers’ Comp policy renewal quote provided by insurance agent – may increase slightly due to increase in employees
- District drop box has been received – working with building landlord for installation

SUPERVISORS REPORT:

- John Hicks reported he has visited job sites and talked with new crew members – work is going well.
- Ron Miller also reported the crew is working well – Tony indicated they have completed work in North/ South Mill creek and are currently working in Lunice Creek.
- Ron reported the new truck should be received in July – according to the dealership

AG ENHANCEMENT COMMITTEE: Ben Heavner reported on the Ag Enhancement committee recommendations. He reviewed the FY21 practices, budget and current year practice payments. Committee agreed to include invasive species and warm season annual seeding practices in FY21. A motion was made by John Hicks and seconded by Ron Miller to approve the Ag Enhancement committee recommendations. Motion carried.

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

Lime Payments: *Margaret Page – Woodside Farms 157.13 tons \$3,142.60 CS; Craig Franks 36.54 tons \$730.80 CS; Garrett Kuykendall 210.45 tons \$ 3,367.20 CS; ** Ron Miller 59.75 tons \$1,154.66 CS; Kenneth Harper 36.5 tons \$730.00 CS; Steve Heavner 50.97 tons \$866.49 CS ; Doug Marsh 69.76 tons \$1,395.80 CS.*

A motion was made by Kent Spencer and seconded by George Leatherman to approve the lime payments as presented. Motion carried.

** Ron Miller abstained from discussion and action on this item.

Hay Reseeding Payments: *Tanner Farms 42.18 acres \$ 2,109.00 CS*

Hay Establishment Payments: *Tanner Farms 23.8 acres \$ 2,975.00 CS; Jennings Pyles 29.72 acres \$ 3,715.00 CS; Charles Armentrout 15.7 acres \$ 1,962.50 CS*

A motion was made by John Hicks and seconded by Brian Dayton to approve the Hay Reseeding and Hay Establishment payments as presented. Motion carried.

WVCA: Jeremy Salyer reviewed the WVCA monthly report with the Board. He highlighted the WVCA return to work plan and indicated staff continue to operate in telework status.

WVCA: Ben Heavner reported that he will be providing conservation specialist help in TVCD as they have a vacancy.

NRCS: Christi Hicks reported on the following:

- Level 2 operation – telework status – staggered employee in office schedule – no public visitors yet
- New technician begins on 6/8/20 – Derrick Tettenburn
- Nutrient Management planning
- Grant to increase outreach to forestry producers in Mineral County

NRCS: Doris Brackenrich reported on the following:

- Reviewed contract numbers / upcoming deadlines
- Adam supervising stream job in Randolph county
- Retiring at end of July with 36 years / 11 months of service
- Mike Biser, FSA, retired – last day was last Friday

FSA: Information on new corona program for assistance with livestock and crops provided to supervisors. Please spread work to local producers regarding the program. Contact local FSA office with questions.

UPCOMING DATES:

June 11 – special meeting to address watershed o&m issues

June 15 – on site meeting – Patterson Creek Site #49 @ 9 am

July 1 – next Board meeting

There being no further business, the meeting adjourned by motion of Kent Spencer at 9:15 pm. Motion seconded by J.W. See. Motion carried. The next meeting will be held on Wednesday, July 1, 2020 beginning at 7:30 pm, by teleconference unless restrictions have changed.

Chairperson

Secretary

Date