



Potomac Valley Conservation District

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

MINUTES OF MEETING

Teleconference

January 6, 2021

The monthly meeting of the Potomac Valley Conservation District was held on Wednesday, January 6, 2021, by teleconference, due to restrictions over the coronavirus. The meeting was called to order at 7:05 p.m. by chairperson, Charlotte Hoover.

SUPERVISORS: Charlotte Hoover, Ron Miller, J.W. See, Kent Spencer, Brian Dayton, George Leatherman, Gerald Sites, Lois Carr and David Parker

OTHERS: Christi Hicks, Sarah Taylor-Goldizen, NRCS; Ed Martin, Jeremy Salyer, Ben Heavner, Tanner McNeilly, Nadene Jewell, WVCA

MINUTES: The minutes of the December 2, 2020 Board meeting were presented for review and approval. A motion was made by J.W. See and seconded by Lois Carr to dispense with the reading of the minutes of the December 2, 2020 meeting and approve them as written and distributed. Motion carried.

FINANCIAL REPORTS: Treasurer, J.W. See reviewed the treasury reports for the month of December with the Board. See 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 with the Board. A motion was made by J.W. See and seconded by Kent Spencer to approve the treasury reports for December and invoices paid 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 December. A motion was made by JW See and seconded by George Leatherman to approve payment to William Lipps CPA in the amount of \$525.00 for bookkeeping services in December. Motion carried.

FY20 AUDIT REPORT: The final FY20 audit report from Suttle and Stalnaker was presented to the Board. JW See reviewed the report with the Board. One item noted regarding tax paid on fuel purchases was discussed. The issue has been referred to the accountant for clarification. Following the discussion, a motion was made by Gerald Sites and seconded by JW See to approve the FY20 Audit APE report from Suttle and Stalnaker. Motion carried.

INVOICE: An invoice in the amount of \$5,600.00 from Suttle and Stalnaker for preparation of the FY20 Audit report was presented to the Board. A motion was made by Gerald Sites and seconded by George Leatherman to approve payment in the amount of \$5,600.00 to Suttle and Stalnaker. Motion carried.

CORRESPONDENCE: INVOICES – The District received a notice from CEC regarding the payment status of six outstanding invoices. The total amount of the invoices is \$17,420.00. The invoices have been forwarded to WVCA Watershed staff for review and payment verification. One invoice in the amount of \$2,592.25 has been verified by WVCA. Following some discussion, a motion was made by George Leatherman to approve payment of all the invoices, pending WVCA verification. Motion seconded by Ron Miller. Motion carried.

REQUEST FOR SPONSORSHIP OF AG MEETINGS: The District received a request from WVU Extension Service for sponsorship in the amount of \$500.00 for the winter ag meetings. The traditional dinner meetings will not be held in light of the coronavirus; however, weekly sessions will be held through Zoom, beginning on 1/14/21. A list of the dates and topics to be covered was included in the request letter – copies provided to the supervisors. A motion was made by Ron Miller and seconded by JW See to approve the request in the amount of \$500 to support the winter ag meetings. Motion carried.

RAIN GARDEN BRAILLE SIGNS: The Board discussed an invoice for the purchase of braille signs to be installed for the rain garden project at the WV School for the Deaf and Blind. The cost is \$900 plus shipping and will be paid with Chesapeake Bay outreach funds. Following some discussion, a motion was made by JW See and seconded by George Leatherman to approve payment of the invoice \$900 + shipping from Chesapeake Bay funding for the braille signs. Motion carried.

WVACD: The Board reviewed a notice from the WVACD regarding the cancellation of the WVACD quarterly meeting in January due to concerns over the corona virus. The executive committee will meet by teleconference on 1/26/2021.

LOR: Action was taken by motion of George Leatherman to approve the chair to sign and submit a letter of request for funds (LOR) in the amount of \$1,914.00 to WVCA for reimbursement of the 2nd quarter District employee expenses. Motion seconded by Gerald Sites. Motion carried.

PATTERSON CREEK O&M CONTRACT: Ed Martin reviewed the completion of the contract – site inspection performed. Payment has been issued to the contractor – delegation of authority given in December. A motion was made by Ron Miller and seconded by George Leatherman to approve payment in the amount of \$163,480.00 to Vincent Excavating for the Patterson Creek O&M contract. Motion carried.

PATTERSON CREEK SITE #3 – Cattle Guards: Gerald Sites reported that he continues to work with DOH and local legislators to have the cattle guards repaired on Patterson Creek Site #3.

LOST RIVER SITE #16: Jeremy Salyer discussed the property purchased for the proposed Lost River Site #16 project. In discussion with WVCA, it was noted that the property should have been transferred to the WV State Conservation Committee. This is the normal procedure. It was agreed that the District was waiting to transfer all the property to the state at one time. However, since the project did not proceed, additional property was not purchased. The easements that were purchased do not apply since construction of the dam did not occur. The transfer of the property will need to be addressed through the District's attorney. The state will then proceed with disposal of the property. Supervisors inquired about the funding from the sale – want funds to remain in the District - expenses will be deducted. Also inquired about the original owner having first option – need to confirm. Following the discussion, a motion was made by George

Leatherman and seconded by Ron Miller to approve the transfer of the Snapp property to the WV State Conservation Committee through the PVCD attorney with funds being retained in the District, less expenses. Motion carried.

PATTERSON CREEK SITE #13: Ron Miller reported that he and John Hicks worked with the landowner to remove a beaver dam on Patterson Creek Site #13. The beaver dam and associated debris were removed from the site. An excavator was rented from Tri Co Tool Rental in order to remove the debris. The invoice for the equipment rental is in the amount of \$520.82. A motion was made by Kent Spencer and seconded by Lois Carr to approve payment in the amount of \$520.82 to Tri Co Tool Rental. Motion carried. Ron also expressed appreciation to WVCA Technician, Geoff Brinker for his assistance on the site.

PATTERSON CREEK DAMS: Ed Martin reported on the status of the drilling work being completed on the PC dams: PC Site #47 – drilling work is complete; PC Site#27 – will complete drilling work by early next week; PC Site #14 – should have drilling complete in next few weeks. Ed indicated supervisors are welcome to visit the sites to inspect the work – just let him know if interested.

PATTERSON CREEK SITE #49: Ed Martin reviewed the draft agreement for the landowners on Patterson Creek Site #49. He will send a copy to Nadene to distribute to the supervisors for review. It will also need to be reviewed by the PVCD attorney.

SOUTH FORK SITE #14: The question was raised about the lime to be spread on SF#14. Ron Miller indicated it has not been completed yet, but South States will apply the lime on the site.

DISTRICT NEWSLETTER: Tanner McNeilly reported that the newsletter has been completed and will be mailed by the end of the week. They will send by express mail in order to reach the producers by early next week.

CHESAPEAKE BAY OUTREACH: Tanner also addressed the materials being purchased for the outreach packets for local students. They have decided to purchase additional items to include in the packets and request an additional \$1,000 from Chesapeake Bay outreach funds to do so. (Board previously approved \$3,000 for the purchase of materials) The packets will be distributed around Earth Day in the spring and will be targeted to 2nd and 3rd grade students. Following the discussion, a motion was made by Ron Miller and seconded by Gerald Sites to approve the additional \$1,000 from Chesapeake Bay outreach funds for the purchase of the materials to be included in the packets. Motion carried.

ENVIROTHON SPONSORSHIP: The Board discussed sponsorship for the Envirothon teams. With the change of the competition being held virtually this year, the registration fee will be \$50 per team. At this point, we only have one local team that has indicated they will participate. A motion was made by Ron Miller and seconded by Gerald Sites to approve sponsorship in the amount of \$50 per Envirothon team – will include additional teams that contact the District. Motion carried.

WV CENTURY FARMS: The applications for the WV Century Farm recognition are available on the WVCA webpage. The deadline to submit applications to the District is 2/1/2021.

ADMINISTRATIVE SPECIALIST REPORT: Nadene reported on the following items:

- WVACD Quarterly meeting in January cancelled – executive committee to meet by teleconference on 1/26/2021.

- The PVCD notebooks, 2021 calendar books and Redbooks have been distributed. Please contact the office if you need additional calendar books.
- WVACD Scholarship applications available online – application deadline is 3/1/2021
- Mileage rate for travel is .56 per mile effective January 1, 2021
- Poster / Photo Contests – does District want to hold the contests this year? Reviewed the 2021 theme for the NACD Stewardship week. Following discussion, Board requested to put poster / photos contests on the February meeting agenda for discussion / action.

SUPERVISOR REPORTS: Ron Miller reported on the Ag Enhancement meeting held in December. Discussion was held regarding the proposed funding formulas being considered – he reviewed the options. This will affect how much funding is received for AgEP by each District. Will keep the Board updated.

CREW REPORT: Ron Miller reported on the rental equipment – crusters continue to be busy. One needs repair. Currently have three people on the list waiting for a cruster – may need to purchase another one in the future. Also need to look at replacing one of the haybusters – price quote for a new haybuster is \$29,000. Also need to consider sale of billion seeder – too large to transport on the road and not rented very often. Should review rental rates / fees. The Administrative Specialist discussed the rental income for the year – report provided to supervisors. Ron suggested having an equipment committee meeting at the shop to discuss these items in detail. All in agreement. Following some discussion, it was agreed to have an equipment committee meeting on Wednesday, January 13, 2021 at 1 pm at the District shop in Fisher. Nadene will send reminders first of the week.

AG ENHANCEMENT: Reminder of Frost Seeding and Summer Seeding practice sign ups – deadline for applications is January 15, 2021. Ben Heavner also addressed sign up for a fence / water practice. He will present to the Board at the February meeting.

Ron Miller inquired about the winter-feeding area demonstration project. Ben Heavner discussed the proposal with the Board. The design for the project is currently being reviewed by the engineering staff. Will keep the Board updated on the project.

AG ENHANCEMENT: The following payments were presented to the Board for approval:

Lime Payments: *Carl Heavner 101.78 tons \$2,035.60 CS; Rick Woodworth 69.9 tons \$1,398.00 CS; Woodside Farms LLC 66.56 tons \$1,331.20 CS; Homan LLC 78.77 tons \$1,575.40 CS; James Burcham 112.39 tons \$1,685.85 CS; Kenneth Webb 44.93 tons \$898.60 CS*

Hay Establishment Payments: *Hollis Ours 5.8 acres \$725.00 CS / 5.9 acres \$737.50 CS; Tim Goldizen 3.3 acres \$412.50 CS*

Hay Reseeding Payments: *Carl Heavner 29.3 acres \$1,465.00 CS, Donna Jean Thompson 32.33 acres \$1,616.50 CS*

Fence Payment: **** George Leatherman \$5,449.42 CS**

Litter Transfer Payments: *Woodrow Sherman 195.33 tons \$1,953.30 CS; Carolyn Ritchie 98.68 tons \$986.80 CS; Bernice Hedrick 132.99 tons \$1,329.90 CS; Edith Hedrick 105.89 tons \$1,058.90 CS*

A motion was made by Kent Spencer and seconded by Gerald Sites to approve all payments as presented and listed above. Motion carried. **George Leatherman abstained from discussion and action on this issue.

CREP: Three CREP payments were presented to the Board (all new enrollments):

Hunter MH Carr	\$ 235.96 CREP / \$277.60 CBIP
Benjamin W. Heavner	\$109.14 CREP / \$128.40 CBIP
Jeffrey Mitchell	\$238.68 CREP / \$280.80 CBIP

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

WVCA: Jeremy Salyer reviewed the WVCA monthly report:

- WVCA approvals presented for Frost Seeding applications for Gerald Sites 75 acres; James See Jr 75 acres; James W See III 75 acres; Trista See 26.53 acres; Ben Heavner 35.7 acres
- WV State Committee continue to wait on response regarding code
- District Personnel Report due to WVCA on March 1 – place on February agenda for action
- Ag Day / Legislative Breakfast have been cancelled

NRCS: Christi Hicks reported on the following:

- Reviewed Covid19 restrictions / one staff member in the office at a time
- CSP Contracts / reviewing plans
- FSA requirements / producers may receive letter

NRCS: Sarah Taylor-Goldizen reported on the following:

- New District Conservationist in Grant, Hardy and Pendleton counties
- Short staffed in this area
- Office restrictions due to Covid19 – need to call for an appointment – only one staff person in the office at a time. Lois Carr inquired about the Franklin office – need to call / leave message and will call back to schedule an appointment.

Reminder: Equipment Committee meeting on Wednesday, January 13, 2021 @ 1pm at the shop in Fisher.

There being no further business, the meeting adjourned by motion of George Leatherman at 8:20 pm. Motion seconded by David Parker. Motion carried. The next regular meeting will be held on Wednesday, February 3, 2021 at 7:00 pm by teleconference.

Chairperson

Secretary

Date