

**Potomac Valley Conservation District  
Special Board Meeting Teleconference  
Minutes of Meeting  
January 23, 2013**

The Potomac Valley Conservation District held a special Board meeting by teleconference on Wednesday, January 23, 2013, beginning at 10:00 am. Charlotte Hoover opened the meeting by requesting those on the call to indicate their name.

**SUPERVISORS:** Charlotte Hoover, John Hicks, Brian Eglinger, George Leatherman, Dale Walker, Brian Dayton, Ronnie Miller, Kent Spencer, Gerald Sites

**OTHERS:** Jeremy Salyer, Derrick Tettenburn, Penny Hott, Karen Stickley, Doris Brackenrich, Nadene Jewell

Charlotte Hoover reported on the reason for the special meeting was to review and take action on the invoices submitted by Kevin High Excavating.

**INVOICE O&M CONTRACT:** The Board reviewed an invoice submitted by Kevin High Excavating for work completed on the O&M Contract # PVCD OM&R 06-28-2012 Keyser Option #1. Kevin was issued a partial payment in October for work completed on several New Creek sites. The current invoice is in the amount of \$8,070.00 and is for work complete on the remaining New Creek site under the contract. Derrick Tettenburn, WVCA technician has authorized that all work is complete on the contract. A motion was made by John Hicks and seconded by Gerald Sites to approve payment of the invoice in the amount of \$8,070.00 to Kevin High Excavating for work completed under O&M contract # PVCD OM&R 06-28-2012 Keyser Option #1. Motion carried.

**INVOICE FENCE INSTALLATION:** The Board also reviewed an invoice submitted by Kevin High Excavating in the amount of \$2,300.00 for the fence installation on New Creek Site #14 Rehabilitation Project. The fence was installed around the USGS Monitoring Equipment at the site. The Board authorized Kevin to complete this work during the December meeting. Derrick Tettenburn authorized that the fence installation work was complete. A motion was made by Kent Spencer to approve payment in the amount of \$2,300.00 to Kevin High Excavating for the fence installation on New Creek Site #14 Rehabilitation Project. Motion seconded by Gerald Sites. Motion carried.

The question was raised if J & R Landscaping has completed work on the O&M Contracts for Patterson Creek. Staff from the WVCA Watershed office indicated that all work has not been completed due to the weather. He will finish up as soon as weather permits – not safe to be on the structures at this time.

The next regular meeting is scheduled for Wednesday, February 6, 2013, at 7:00 pm. The personnel / safety committee will meet at 6:00 p.m.

There being no further business, the meeting adjourned at 10:10 am.

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Chairperson

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date